CAREER TECHNICAL COURSE DESCRIPTION

ABT 1143 STRUCTURAL ANALYSIS AND DAMAGE REPAIR I–A course to provide skills and practice in welding and cutting procedures that are used in the collision repair industry. This course also covers the complete inspection and non-structural analysis of damage vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement of parts, the estimated repair time, and correct use of reference manuals. (3sch: 2 hr. lecture, 2 hr. lab)

ABT 1153 STRUCTURAL ANALYSIS AND DAMAGE REPAIR II–This is a continuation
of Structural Analysis and Damage Repair I. This course provides instruction and practice in the removal and installation of glass. (3sch: 2hr. lecture, 2 hr. lab)

ABT 1223 NON-STRUCTURAL ANALYSIS AND DAMAGE REPAIR I-A course in the procedures and practices for metal finishing and body filling. This course also covers the complete inspection and non-structural analysis of damaged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement of parts, the estimated repair time, and correct use of reference manuals. (3sch: 2hr. lecture, 2 hr. lab)

ABT 1233 NON-STRUCTURAL ANALYSIS AND DAMAGE REPAIR II-This course is a continuation of Non-Structural Analysis and Damage Repair I. This course provides instruction for preparation principles and practices. (3 sch. 1 hr. lecture, 4 hr. lab)

ABT 1313 REFINISHING I -- A course designed to provide skills and practices in vehicle preparation, cleaning, sanding, metal treatment, and masking. Included is determining imperfections in paint jobs. Emphasis is placed upon personal safety and environmental concerns. (3 sch. 2 hr. lecture, 2 hr. lab)

ABT 1323 REFINISHING II –Continuation of Refinishing I. Included are types of paint defects and paint gun application and maintenance procedures. (3sch: 1 hr. lecture, 4 hr. lab)

ABT 1443 MECHANICAL AND ELECTRICAL COMPONENTS I - A course designed to provide theory and practice in the areas of restraint systems, cooling systems, and air conditioning/heating systems. An introduction to small business management techniques as applied to the collision repair shop, includes computerized information and record systems. Also included are financial responsibilities, ship layout, inventory, and employee-employer relations (3 sch. 3 hr.)

ABT 1453 MECHANICAL AND ELECTRICAL COMPONENTS II --A continuation. A course designed to provide theory and practice in the areas of brakes and electrical (3sch: 3 hr. lecture, 3 hr. lab)

ABT 2163 STRUCTURAL ANALYSIS AND DAMAGE REPAIR III – This course is a continuation of Structural Analysis and Damage Repair II. This course provides instructional and practice in unibody inspection, measurement, and

repair. (3sch: 2hr. lecture, 2 hr. lab)

ABT 2173 STRUCTURAL ANALYSIS AND DAMAGE REPAIR IV – This course is a continuation of Structural Analysis and Damage Repair III. This course provides the procedures and practices for frame inspection and repair. (3sch: 2hr. lecture, 2 hr. lab)

ABT 2243 NON-STRUCTURAL ANALYSIS AND DAMAGE REPAIR III – This course is a continuation of Non-Structural Analysis and Damage Repair II. This course provides instruction for outer body panel repair, replacement, and adjustment principles and practice. (3sch: 2hr. lecture, 2 hr. lab)

ABT 2253 NON-STRUCTURAL ANALYSIS AND DAMAGE REPAIR IV—This course is a continuation of Non-Structural Analysis and Damage Repair III. This course provides instruction and practice for the following areas: Moveable glass, hardware associated with glass, plastics and adhesive. (3sch: 2 hr. lecture, 2 hr. lab)

ABT 2333 REFINISHING III – A continuation of Refinishing II with emphasis on advanced painting techniques including paint mixing, matching, and applying. (3sch: 1 hr. lecture, 4 hr. lab)

ABT 2343 REFINISHING IV – A continuation of Refinishing III, with emphasis on advanced techniques of painting, including detailing. (3sch: 1 hr. lecture, 4 hr. lab)

ATV/ATT 1124 – BASIC ELECTRICAL/ELECTRONIC SYSTEMS This is a course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including lights, battery, and charging components. (4 sch: 2 hr. lecture, 4-hr lab)

ATV/ATT 1134 ADVANCED ELECTRICAL/ELECTRONIC SYSTEMS - This is a course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including gauges, driver information systems, horn, wiper/washer systems, and accessories. (4 sch: 2 hr. lecture, 4 hr. lab)

ATV/ATT 1214 – BRAKES - This is a course designed to provide advanced skills and knowledge related to the repair and maintenance of brake systems on automobiles. It includes instruction and practice in diagnosis of braking systems problems and the repair of brake systems. (4 sch: 2 hr. lecture,
4 hr. lab)

ATV/ATT 1314 – MANUAL DRIVE TRAINS/TRANSAXLES - This is a course designed to provide advanced skills and knowledge related to the maintenance and repair of manual transmissions, transaxles, and drive train components. It includes instruction in the diagnosis of drive train problems, and the repair and maintenance of transmissions, transaxles, clutches, CV Joints, differentials, and other components. (4 sch: 2 hr. lecture, 4 hr. lab)

ATV/ATT 1424 – ENGINE PERFORMANCE I- This is a course designed to provide advanced skills and knowledge related to the maintenance and adjustment of gasoline engines for optimum performance. It includes instruction, diagnosis, and correction of problems associated within these areas. (4 sch: 2 hr. lecture, 4 hr. lab)

ATV/ATT 1715 – ENGINE REPAIR- This is a course designed to provide advanced skills and knowledge related to the repair and rebuilding of automotive engines. It includes instruction and practice in the diagnosis and repair of engine components including vale trains, blocks, pistons and connecting rods, crankshafts, and oil pumps. (5 sch: 2 hr. lecture, 6 hr. lab)

ATV/ATT 1811 – INTRODUCTION, SAFETY, AND EMPLOYABILITY SKILLS - This is a course designed to provide knowledge of classroom and lab policies and procedures. Safety practices and procedures associated with the automotive program and automotive industry. (1 sch: 1 hr. lecture)

ATV/ATT 2325 – AUTOMATIC TRANSMISSIONS/TRANSAXLES -This is a course designed to provide skills and knowledge related to the diagnosis of automatic transmissions and transaxles.
Including instruction and practice of testing, inspecting, and repair of these devices. (5 sch: 2 hr. lecture, 6 hr. lab)

ATV/ATT 2334 – STEERING AND SUSPENSION SYSTEMS - This is a course designed to provide advanced skills and knowledge related to the inspection and repair of steering and suspension systems of automobiles. Includes instruction and practice in the diagnosis of steering system problems and the repair/replacement of steering components.
(4 sch: 2 hr. lecture, 4 hr. lab)

ATV/ATT 2434 – ENGINE PERFORMANCE II -This is a course designed to provide advanced skills and knowledge related to the ignition system, fuel, air induction, and exhaust system. It includes instruction, diagnosis, and correction of problems associated within these areas. (4 sch: 2 hr. lecture, 4 hr. lab)

ATV/ATT 2444 – ENGINE PERFORMANCE III-This is a course designed to provide advanced skills and knowledge related to the emissions control systems and engine related service. It includes instruction, diagnosis, and correction of problems associated within these areas. (4 sch: 2 hr. lecture, 4 hr. lab)

ATV/ATT 2614 – HEATING AND AIR CONDITIONING - This course is designed to provide advanced skills and knowledge associated with the maintenance and repair of automotive heating and air conditioning systems. It includes instruction and practice in the diagnosis and repair of heating and air conditioning system components, and control systems. 4 sch: 2 hr. lecture, 4 hr.lab)

BAV 1118 BASIC PRACTICES IN BARBERING--A course which includes basic practices including orientation, safety, and practical experiences in handling tools and hair cutting. Practices are done independently with supervision. (8 sch: 2 hr. lecture, 18 hr. lab) **Prerequisites:** None

BAV 1218-FUNDAMENTAL PRACTICES IN BARBERING I--A course which includes fundamental practices in styling, shampooing, blow drying, perm rolling, and perm processing. Practices are done independently with supervision. (8 sch: 2 hr. lecture,

18 hr. lab) **Prerequisites:** None

BAV 1318--FUNDAMENTAL PRACTICES IN BARBERING II--A course which includes sanitization, sterilization, prevention and control of contamination and decontamination in the workplace, hygiene and good grooming, hair analysis, and the application of a chemical hair relaxer and style. Practices are done independently with supervision. (8 sch: 2 hr. lecture, 18 hr. lab) **Prerequisites:** None

BAV 1418 INTERMEDIATE PRACTICES IN BARBERING I--A course which includes theory of colors, classifications of hair color, color preparation and applications, and treatment of damaged hair. Practices are done independently with supervision. (8 sch: 2 hr. lecture, 18 hr. lab) **Prerequisites:** None

BAV 1518 INTERMEDIATE PRACTICES IN BARBERING II--A course which includes additional study of the structure and function of the skin, common skin disorders, and scalp and hair disorders. Practices are included in providing facial massages, rendering plain facials, and barbering services previously introduced. (8 sch: 2 hr. lecture, 12 hr. lab) **Prerequisites:** Basic Practices in Barbering (BAV 1118) and Fundamental Practices in Barbering I (BAV 1218)

BAV 1618 ADVANCED PRACTICES IN BARBERING--A course which includes the study of business management and business law applicable to barber shop management. Practices included are mustache and beard trimming. (8 sch: 2 hr. lecture, 18 hr. lab) **Prerequisites:** Fundamental Practices in Barbering II (BAV 1318) and Intermediate Practices in Barbering I (BAV 1418)

BAV 2217 BARBER INSTRUCTOR TRAINING I--Successful completion of this course will enable the student to apply the training and instruction he or she received at the community/junior college program with the company of his or her choice. The student will perform/observe independently with minimal supervision from a company trainer. (7 sch: 21 hr lab) **Prerequisites:** Completion of (BAV 1118-1618), consent of instructor, and a current and valid barber license.

BAV 2227 BARBER INSTRUCTOR TRAINING II—Successful completion of this course will enable the student to apply the training and instruction he or she received at the community/junior college program with the company of his or her choice. The student will perform/observe independently with minimal supervision from a company trainer. (7 sch: 21 hr. lab). **Prerequisities**: Barber Instructor Training I (BAV 2217), consent of instructor, and a current and valid Barber license.

BAV 2237 Baber Instructor Training III—Successful completion of this course will enable the student to apply the training and instruction he or she received at the community/junior college program with the company of his or her choice. The student will perform/observe independently with minimal supervision from a company trainer. (7 sch: 21 lab hrs.) **Prerequisities**: Barber Instructor Training I (BAV2217) Barber Instructor Training II (BAV 2227), consent of instructor, and a current and valid barber license.

BAV 2247 Barber Instructor Training IV—Successful completion of this course will enable the student to apply the training and instruction he or she received at the community/junior college program with the company of his or her choice. The student will perform/observe independently with minimal supervision from a company trainer. (7 sch:21 lab hrs.) **Prerequisities**: Barber Instructor Training I (BAV 2217), Barber Instructor Training II (BAV 2227), Barber Instructor Training III (BAV 2237), consent of instructor, and a current and valid barber license.

BBV 1114 BRICK AND BLOCK LAYING--This course is designed to give the student experience in laying brick and block. (4 sch: 2 hr lecture, 4 hr lab)

BBV 1214 MASONRY CONSTRUCTION--This course is designed to give the student experience in various types of walls, finishing, and masonry construction techniques. (4 sch: 2 hr lecture,4 hr lab)

BBV 1223 MASONRY MATH, ESTIMATING, AND BLUEPRINT READING—This course is designed to give the student experience in calculations, estimating, and blueprint reading. (3 sch: 2 hr lecture, 2 hr lab)

BBV 1313 TOOLS, EQUIPMENT, AND SAFETY – This course is designed to give the
student experience in the use and care of tools and equipment along with the safety procedures used in the masonry trade. (3 sch: 2 hr lecture, 2 hr lab)

BBV 1425 ADVANCED BLOCK LAYING – This course is designed to give the student experience in laying block columns, piers, and various walls. (5 sch: 1 hr lecture, 8 hr lab)

BBV 1524 ADVANCED BRICKLAYING—This course is designed to give the student advanced experience in brick columns, piers, and various walls. (4 sch: 2 hr lecture, 4 hr lab)

BBV 1623 CHIMNEY AND FIREPLACE CONSTRUCTION--The student will gain advanced experiences in layout and construction of chimneys, fireplaces, and refractory masonry. (3 sch: 1 hr lecture, 4 hr lab)

BBV 1823 STEPS, PATIOS, AND BRICK FLOORS—Students will gain advanced experiences in layout and construction of steps, patios, and brick floors, (3 sch: 1 hr. lecture, 4 hr. lab)

BBV 1723ARCH CONSTRUCTION--Students will gain advanced experiences in layout and construction of steps, arches, and brick floors. (3 sch: 1 hr lecture, 4 hr lab)

BOT 1113 DOCUMENT FORMATTING AND PRODUCTION – This course focuses on improving keyboarding techniques using the touch method and on production of documents using word
processing functions (3 sch: 2 hr. lecture, 2 hr. lab). Prerequisite**:** Prior to enrollment in this

course, students will be required to key straight-copy material at a minimum of 35 GWPM on a 5-minute timed writing, with a maximum of 1 error per minute or successfully complete Introduction to Keyboarding (BOT 1013). **Co-requisite: BOT 1113**

BOT 1130 MICROCOMPUTER APPLICATIONS LAB – This lab is a co-requisite to BOT 1133, which requires a two hour lab. Co-requisite: BOT 1133

BOT 1133 MICROCOMPUTER APPLICATIONS – This course will introduce an operating system, word processing, spreadsheet, database management, and presentation software applications. (3sch: 2 hr. lecture, 2 hr. lab) **Prerequisite:** Introduction to Keyboarding (BOT 1013) or consent of instructor. **Co-requisite: BOT 1133**

BOT 1140 WORD PROCESSING LAB – This lab is a co-requisite to BOT 1143, which requires a two hour lab. **Co-requisite: BOT 1143**

BOT 1143--WORD PROCESSING --A course that focuses on production of documents using word processing functions. Production with accuracy is stressed and practice is given through a variety of documents for skill building. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisites: Mechanics of Communication (BOT 1713), Microcomputer Applications (BOT 1133) or by consent of instructor. **Co-requisite: BOT 1140**

BOT 1313 APPLIED BUSINESS MATHEMATICS--A course that is designed to develop competency in mathematics for business use. Ten-key touch method on the electronic desktop calculators is stressed. (3 sch: 3 hr. lecture) Prerequisite: None

BOT 1413 RECORDS MANAGEMENT--This course focuses on the systems approach to managing recorded information in any form. Emphasis is placed on the three categories into which records generally fall--paper, image, and digital--and the treatment of these categories in proper management, storage, and retrieval. (3 sch: 3 hr. lecture) Prerequisite: None

BOT 1433 BUSINESS ACCOUNTING – This course is designed to develop an understanding of analyzing, recording, classifying, and summarizing financial information of a sole proprietorship with insight into interpreting and reporting the resulting effects upon the business (3 sch: 3 hr. lecture) Prerequisite: None.

BOT 1443 ADVANCED BUSINESS ACCOUNTING – This course is a continuation of
Business Accounting with emphasis in accounting for corporations. (3 sch: 3 hr. lecture) Prerequisite**:** Business Accounting (BOT 1433) or Accounting Principles I 9ACC 1213)

BOT 1510 MACHINE TRANSCRIPTON LAB – This lab is a co-requisite to BOT 1513, which requires a two hour lab. Co-requisite: BOT 1513

BOT 1513 MACHINE TRANSCRIPTION--A course designed to teach transcription of a wide variety of business communications from machine dictation. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisite**:** Word Processing (BOT 1143) Co-requisite: BOT 1510

BOT 1613 MEDICAL OFFICE TERMINOLOGY I – This course is a study of medical language relating to the various body systems including diseases, physical conditions, procedures, clinical specialties, and abbreviations. Emphasis is placed on correct spelling and pronunciation. (3 sch: 3 hr. lecture) Prerequisite: None

BOT 1623 MEDICAL OFFICE TERMINOLOGY II – This course presents medical terminology pertaining to human anatomy in the context of body systems. Emphasis is directed toward medical terminology as it relates to the medical office. (3sch: 3 hr. lecture). Prerequisite: None

BOT 1713 MECHANICS OF COMMUNICATION--A course designed to develop the basic English competencies necessary for success in the business world. A study of the parts of speech, sentence structure, sentence types, capitalization, punctuation, and spelling is emphasized. (3 sch: 3 hr. lecture) Prerequisite: None

BOT 1810 ELECTRONIC SPREADSHEET LAB – This lab is a co-requisite to BOT 1813, which requires a two hour lab. Co-requisite: BOT 1813

BOT 1813 ELECTRONIC SPREADSHEET--A course that focuses on applications of the electronic spreadsheet as an aid to management decision making. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisites: Applied Business Math (BOT 1313) and Microcomputer Applications (BOT 1133) or by consent of instructor. Co-requisite: BOT 1810

BOT 2320 – DATABASE MANAGEMENT LAB – This lab is a co-requisite to BOT 2323, which requires a two hour lab. Co-requisite: BOT 2323

BOT 2323 DATABASE MANAGEMENT--A course that applies database concepts for designing and manipulating data files and formatting output as complex documents and reports. (3 sch: 2 hr. Lecture, 2 hr. lab) Prerequisite**:** Microcomputer Applications (BOT 1133) and Records Management (BOT 1413) or by consent of instructor. Co-requisite: BOT 2320

BOT 2410 COMPUTERIZED ACCOUNTING LAB - This lab is a co-requisite to BOT 2413, which requires a two hour lab. Co-requisite: BOT 2413

BOT 2413-COMPUTERIZED ACCOUNTING—A course that applies basic accounting principles using a computerized accounting system. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisite**:** Business Accounting (BOT 1433) or Principles of Accounting I (ACC 1213) Co-requisite: BOT 2410

BOT 2463 – PAYROLL ACCOUNTING – This course provides an in-depth study of payroll accounting. (3 sch: 2 hr. lecture, 2 hr. lab). BOT 2460 – Payroll Accounting Lab. Prerequisite**:** Business Accounting (BOT 1433) or Accounting Principles I (ACC 1213).

BOT 2470 – COST ACCOUNTING LAB - This lab is a co-requisite to BOT 2473, which requires a two hour lab. Co-requisite: BOT 2473

BOT 2473 – COST ACCOUNTING – This course provides an in-depth study of cost

accounting for manufacturing business. (3 sch: 2 hr. lecture, 2 hr. lab). Prerequisite**:** Business Accounting (BOT 1433) or Accounting Principles I (ACC 1213). Co-requisite: BOT 2470

BOT 2520 – MEDICAL MACHINE TRANSCRIPTION I LAB – This lab is a co-requisite to BOT 2523, which requires a two hour lab. Co-requisite: BOT 2523

BOT 2523 – MEDICAL MACHINE TRANSCRIPTION I – This course is designed to teach transcription of various medical documents. Prerequisites**:** Document Formatting and Production (BOT 1113), Medical Office Terminology I (BOT 1613), and Medical Office Terminology II (BOT 1623) **Co-** requisite: BOT 2520

BOT 2640 – CPT CODING LAB – This lab is a co-requisite to BOT 2643, which requires a two hour lab. Co-requisite: BOT 2643

BOT 2643 – CPT CODING – This course is an introduction to the field of outpatient procedural coding and requirements for insurance reimbursement. (3 sch: 2 hr. lecture, 2 hr. lab). **Prerequisite:** Medical Office Terminology I (BOT 1613), Medical Office Terminology II (BOT 1623), or consent of instructor. Co-requisite: BOT 2640

BOT 2650 – ICD CODING LAB – This lab is a co-requisite to BOT 2653, which requires a two hour lab. Co-requisite: BOT 2653

BOT 2653 – ICD CODING – This course is an introduction to the field of diagnostic and inpatient procedural coding. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisites: Medical Office Terminology I (BOT 1613), Medical Office Terminology II (BOT 1623), or consent of instructor**. Co-requisite: BOT 2650**

BOT 2660 ADVANCED CODING LAB – This lab is a co-requisite to BOT 2663, which requires a two hour lab. Co-requisite: BOT 2663

BOT 2663 – ADVANCED CODING - This course includes advanced analysis of diagnostic and procedural coding systems. (3 sch: 2 hr. lecture, 2 hr.) Prerequisite: CPT Coding (BOT 2643 and ICD Coding (BOT 2653). Co-requisite: BOT 2660

BOT 2670 – MEDICAL INSURANCE BILLING LAB – This lab is a co-requisite to BOT 2673, which requires a two hour lab. Co-requisite: BOT 2673

BOT 2673 – MEDICAL INSURANCE BILLING – This course is a culmination of skills and knowledge of appropriate procedures for generating, processing, and submitting health insurance claims to private and governmental health insurance programs. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisite: CPT Coding (BOT 2643 and ICD Coding (BOT 2653) Co-requisite: BOT 2670

BOT 2720 – ADMINISTRATIVE OFFICE PROCEDURES LAB – This lab is a co-requisite to BOT 2723, which requires a two hour lab. Co-requisite: BOT 2723

BOT 2723 – ADMINISTRATVE OFFICE PROCEDURES - This course will provide comprehensive coverage and integration of business skills and issues, develop critical-thinking and problem-solving

skills, and establish a foundation in business procedures. (3 sch: 3-hr lecture OR 2hr lecture, 2-hr lab) Co requisite: BOT 2720-

BOT 2740 – MEDICAL OFFICE CONCEPTS LAB. This lab is a co-requisite to BOT 2743, which requires a two hour lab. Co-requisite: BOT 2743

BOT 2743 – MEDICAL OFFICE CONCEPTS – This course will provide coverage and integration of medical office skills. Problem solving will be emphasized. (3 sch: 2 hr. lecture, 2 hr. lab). Prerequisites: Document Formatting and Production (BOT 1113). Co-requisite: BOT 2740

BOT 2750 – MEDICAL INFORMATION MANAGEMENT LAB – This lab is a co-requisite to BOT 2753, which requires a two hour lab. Co-requisite: BOT 2753

BOT 2753 - MEDICAL INFORMATION MANAGEMENT –This course will provide coverage of medical office practices using software simulations. (3 sch: 2 hr. lecture, 2 hr. lab). **Prerequisite:** Medical Office Concepts (BOT 2743). Co-requisite: BOT 2750

BOT 2813--BUSINESS COMMUNICATION--A course that develops communication skills with emphasis on principles of writing business correspondence and reports, and analyzing and summarizing information in a logically written presentation. (3 sch: 3 hr. lecture) Prerequisite**:** Mechanics of Communication (BOT 1713) or by consent of instructor.

BOT 2830 – INTEGRATED COMPUTER APPLICATIONS LAB - This lab is a co-requisite to BOT 2833, which requires a two hour lab. Co-requisite: BOT 2833

BOT 2833--INTEGRATED COMPUTER APPLICATIONS--A course that integrates activities using applications software including word processing, database, spreadsheet, graphics, and multimedia. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisite**:** Word Processing (BOT 1143), Business Communication (BOT 2813), Database Management (BOT 2323), and Electronic Spreadsheet (BOT 1813), or by consent of instructor. Co-requisite: BOT 2830

CAV 1113—FOUNDATIONS --This course includes site selection, site preparation, site layout, building forms, and construction of foundations. (3 sch: 2 hr. lecture, 4 hr. lab) Prerequisite**:** None

CAV 1133--BLUEPRINT READING--A course which includes the elements of residential plans and how to prepare a bill of materials from a set of plans. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisite: None

CAV 1116 FOUNDATIONS --This course includes site selection, site preparation, site layout, building forms, and construction of foundations. (6 sch: 2 hr. lecture, 8 hr. lab) Prerequisite: None

CAV 1133 BLUEPRINT READING--A course which includes the elements of residential plans and how to prepare a bill of materials from a set of plans. (3 sch: 2 hr. lecture, 2 hr. lab)

Prerequisite: None

CAV 1236 FLOOR AND WALL FRAMING—This course is designed to give the student experience in floor and wall framing. (6 sch: 2 hr. lecture, 8 hr. lab) Prerequisite**:** None

CAV 1245 CEILING AND ROOFING FRAMING—This course will apply the techniques of cutting and assembly of framing materials based on predetermined specifications. (5 sch: 1 hr. lecture, 8 hr. lab) Prerequisite: None

CAV 1313--INTERIOR FINISHING AND CABINET MAKING--This course includes thermal and sound protection, types of interior ceilings, wall coverings, floor coverings, trim work, and cabinet construction. (3 sch: 2 hr. lecture, 6 hr. lab) Prerequisite: None

CAV 1413--ROOFING--A study of types of roofs, roofing materials and their application. Basic roofing techniques, including material selection, roof styles, cost estimation, and installation procedures. (3 sch: 1 hr. lecture, 4 hr. lab) Prerequisite**:** None (1 sch: 1 hr lab) (May be taught as a 48 contact hour lab in open-entry/open-exit vocational programs.) Prerequisite: None

CAV 1513--EXTERIOR FINISHING--This course includes the installation and finishing of wall coverings, cornices, and exterior trim. (3 sch: 1 hr. lecture, 4 hr. lab) **Prerequisite:** None

CAV 2113--PRINCIPLES OF MULTI-FAMILY AND LIGHT COMMERCIAL CONSTRUCTION--A course examining the fundamentals of multi-family and light commercial construction. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisite: None

CDT 1113--EARLY CHILDHOOD PROFESSION--This course provides an introduction to the profession of early childhood, types of early childhood programs, and theories of child development. Students are required to observe, assess, and record child behavior through laboratory experience. Room arrangements, software, play, and safety are explored. (This course was previously taught as CDT 1114, Child Care Profession.) (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisites: None

CDT 1214--CHILD DEVELOPMENT I--This course provides knowledge concerning the care and development of infants and toddlers in group settings. Practice is given in infant and toddler care-giving in group settings through classroom laboratory or collaborative centers. (This course was previously taught as CDT 1214, Infant and Toddler Development.) (4 sch: 3 hr. lecture, 2 hr. lab) Prerequisites: None

CDT 1224--CHILD DEVELOPMENT II—This course provides cognitive, physical, emotional, and social developmental characteristics of young children (ages 3 - 8). (This course was previously taught as CDT 1224, Child Growth and Development.) (4 sch: 3 hr. lecture, 2 hr. lab) Prerequisites: None

CDT 1313--CREATIVE ARTS FOR YOUNG CHILDREN—This course provides planning and developing creative arts experiences for the young child. Lab activities with the children are implemented during Practicum I and II. (This course was previously taught as CDT 1313, Art for

Preschool Children, and CDT 1323, Music/Movement for Preschool Children.) (3 sch: 3 hr. lecture) Prerequisites: None

CDT 1343--CHILD HEALTH AND SAFETY—This course provides Health and safety practices in the care and education of young children. Includes health and safety issues such as first aid, CPR, universal precautions, communicable diseases, and child abuse. (3 sch: 3 hr. lecture) Prerequisites: None

CDT 1513--NUTRITION FOR YOUNG CHILDREN--This course focuses on fundamental principles of child nutrition and the practical application of this knowledge in the selection of balanced diets. (This course was previously taught as CDT 1514, Child Nutrition and Health Care.) (3 sch: 3 hr. lecture) Prerequisites: None

CDT 1713--LANGUAGE AND LITERACY DEVELOPMENT FOR YOUNG CHILDREN- This course is provides a study of language development and the implementation of a developmentally appropriate language arts curriculum for young children. (This course was previously taught as CDT 1333, Language Arts for Preschool Children.) (3 sch: 3 hr. lecture) Prerequisites**:** None

CDT 2232--GUIDING SOCIAL AND EMOTIONAL BEHAVIOR—This course focuses on Identifying and practicing effective techniques in guiding young children's behavior. Lab activities with the children are implemented during Practicum I and II. (2 sch: 2 hr. lecture) Prerequisites**:** None

CDT 2413--ATYPICAL CHILD DEVELOPMENT--This course provides information concerning growth and development, identification, intervention strategies, and management of atypical children. Legal, ethical, and legislative issues will be explored. Family issues will be explored. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisites: Child Development I (CDT 1214) and Child Development II (CDT 1224).

CDT 2613--METHODS AND MATERIALS— This course provides appropriate methods and materials for young children in a learning environment. Lab activities with the children are implemented during Practicum I and II. (3 sch: 3 hr. lecture) Prerequisites**:** None

CDT 2713--SOCIAL STUDIES, MATH, AND SCIENCE FOR YOUNG CHILDREN--This course focuses on planning developmentally appropriate activities in social studies, math, and science for the young child. Lab activities with the children are implemented during Practicum I and II. (3 sch: 3 hr. lecture) Prerequisites: None

CDT 2812--ADMINISTRATION OF PROGRAMS FOR YOUNG CHILDREN--This course provides for the development and administration of programs for young children to include an emphasis on evaluation of policies and procedures, organizational structure, and management. (2 sch: 2 hr. lecture) Prerequisites: First three semesters of core courses.

CDT 2915—STUDENT TEACHING I--This course allows advanced child care students to

implement knowledge and experience in preparing and implementing positive experiences for children [birth - 8 years old]. Completion of the competencies provides opportunities for students to implement experiences planned in the co-requisites and ensures a balance of all curriculum areas. Not all competencies will be achieved at the end of this course due to the variance that exists in the child care settings used for student experiences. Other competencies will be achieved and documented by the end of the two-year program of study. (5 sch: 10 hr.. lab) Corequisities: Art for Preschool Children (CDT 1313), Child Nutrition and Health Care (CDT 1514), Language Arts for Preschool Children (CDT 1333), and Music Movement for Preschool Children (CDT 1323), or by permission of the ECET Program Coordinator.

CDT 2925—STUDENT TEACHING II--This course allows advanced child care students an opportunity to implement knowledge and experience in preparing and implementing positive experience for children [birth -8 years of age]. (5 sch: 10 hr. lab) Prerequisite: Creative Arts (CDT 1314), Guiding Social and Emotional Behavior (CDT 2233), Methods and Materials (CDT 2613), Social Studies, Math, Science for Young Children (CDT 2714), Child Development I (CDT 1214), and Child Development II (CDT 1224) Student Teaching I (CDT 2915), or by permission of ECET Program Coordinator. Co-requisite: Administration of Programs for Young Children (CDT 2813)

COV 1122—COSMETOLOGY ORIENTATION—This course will cover the history, career opportunities, life skills, professional image, Mississippi Cosmetology laws, rules and regulations and communicating for success in the cosmetology industry. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (2 sch: 2 hr. lecture) Prerequisite: None

COV 1245—COSMETOLOGY SCIENCES I – (Cosmetology and Nail Technician)—This course consists of the study of bacteriology, sterilization, and sanitation. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (5 sch: 3 hr. lecture, 6 hr. lab). Prerequisite: None

COV 1255—COSMETOLOGY SCIENCES II (Cosmetology)—This course consists of the study of anatomy and physiology. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (5 sch: 3 hr. lecture, 6 hr. lab) Pre/co-requisite: Cosmetology Sciences I (COV 1245)

COV 1263—COSMETOLOGY SCIENCES III (Cosmetology)—This course consists of the application and demonstration of chemistry and electricity. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (3 sch: 2 hr. lecture, 3 hr. lab) Prerequisites: Cosmetology Sciences II (COV 1255)

COV 1426—HAIR CARE I - This course consists of the study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; hairstyling; braiding and braid extensions; wigs and hair enhancements; chemical texture services

and hair coloring. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions with each. (6 sch: 2 hr. lecture, 12 hr. lab) Pre/Co-requisite**:** None

COV 1436 HAIR CARE II- This course consists of the advanced study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; hairstyling; braiding and braid extensions; wigs and hair enhancements; chemical texture services; and hair coloring. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each (6 sch: 2 hr. lecture, 12 hr. lab) Pre/Co-requisite: Hair Care I (COV 1426)

COV 1443 HAIR CARE III—This course consists of the practical applications of the study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; hairstyling; braiding and braid extensions; hair enhancements; chemical texture services and hair coloring. Included are classroom theory and lab practices and safety precautions associated with each. (3 sch: 9 hr. lab) Pre/Co-requisite: Hair Care II (COV 1436)

COV 1522—NAIL CARE I—This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (2 sch: 1 hr. lecture, 3 hr. lab) Pre/Co-requisites: None

COV 1532 – NAIL CARE II –This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (2 sch: 1 hr lecture, 3 hr. lab) Pre/Co-requisite: Nail Care I (COV 1522)

COV 1542 – NAIL CARE III –This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (2 sch: 6 hr. lab) Pre/Co-requisites: Nail Care II (COV 1532)

COV 1622 – SKIN CARE I –This course consists of the introduction to basic skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws rules, and regulations involved in cosmetology practices and safety precautions associated with each. (2 sch: 1 hr. lecture, 3 hr. lab) Pre/Co-requisites: None

COV 1632 – SKIN CARE II—This course consists of basic skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (2 sch: 1 hr. lecture, 3 hr. lab). Pre/Co-requisite: Skin Care I (COV 1622)

COV 1642 – SKIN CARE III This course consists of advanced skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (2 sch: 6 hr. lab) Pre/Co-requisites: Skin Care II (COV 1632).

COV 1722—SALON BUSINESS I –This course will cover preparing to operate a successful salon. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (2 sch: 1 hr. lecture, 3 hr. lab) Pre/Co-requisite: None

COV 1732 – SALON BUSINESS II –This course will cover operating a successful salon and seeking employment. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each (2sch: 1 hr. lecture, 3 hr. lab) Pre/Co-requisite: Salon Business I (COV 1722)

COV 2816-- COSMETOLOGY TEACHER TRAINEE I—Instruction will be given in developing appropriate communication skills, effective use of visual aids, identification of various teaching styles, and practical lapplication of cosmetology instruction. (6 sch: 3 hr. lecture, 9 hr. lab) Pre/Co-requisites: Students must have at least two years of active practical experience as a licensed cosmetologist and currently hold a valid Mississippi cosmetology license.

COV 2826--COSMETOLOGY TEACHER TRAINEE II—Instruction will be given in development of instructional methods, development of visual aids, development of effective evaluation, and practical application of cosmetology instruction. (6 sch: 3 hr. lecture, 9 hr. lab) Pre/Co-requisites: Cosmetology Teacher Training I (COV 2816)

COV 2836--COSMETOLOGY TEACHER TRAINEE III--A course which instruction will be given in development of appropriate lesson plans and practical application of cosmetology instruction. (6 sch: 3 hr. lecture, 9 hr. lab) Pre/Co-requisites: Cosmetology Teacher Training II (COV 2826)

COV 2846--COSMETOLOGY TEACHER TRAINEE IV - A course which instruction will be given in classroom management techniques; cosmetology laws, rules, and regulations; and practical application of cosmetology instruction (6 sch: 3 hr. lecture, 9 hr. lab) Pre/Co-requisites: Cosmetology Teacher Training III (COV 2836)

CPT 1113--FUNDAMENTALS OF MICROCOMPUTER APPLICATIONS--This course will introduce information processing concepts to include: word processing, spreadsheet, and database management software. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisites: None

CST 1114—BASIC ELECTRONICS--Concepts of electronics. Topics include DC and AC fundamentals, instrument and test equipment familiarization, soldering, and terminology. (4 sch: 2 hr. lecture, 4 hr. lab) Prerequisites: None

CST 1214—NETWORKING I--Concepts of telephony, local area networks, wide area

networks, data transmission, and topology methods. (4 sch: 2 hr. lecture, 2 hr. lab). Prerequisites: None

CST 1123--BASIC COMPUTER SYSTEMS--A survey of computer components. Topics include hardware compatibility, system architecture, memory, input devices, video displays, disk drives, modems, and printers. (3 sch: 2 hr. lecture, 2 hr. lab). Prerequisites: Instructor approval.

CST 1333--OPERATING SYSTEMS--Study of operating platforms. Emphasis will be placed on support personnel interaction with the platform to assist users in business environments. (3 sch: 2 hr. lecture, 2 hr. lab). Prerequisites**:** None

CST 2113—COMPUTER SERVICING LAB I--Fundamentals of computer servicing. includes configuration, test equipment usage, basic disassembly and assembly methods, preliminary tests and diagnostics, schematic interpretation, and building cables. (3 sch: 6 hr. lab). Pre/Co-requisites**:** Basic Computer Systems (CST 1123) or Basic Electronics (CST 1114).

CST 2123—COMPUTER SERVICING LAB II--Continuation of Computer Servicing Lab I (CST 2113) with increased emphasis on system analysis and diagnosis of board and component failures. Emphasis on laboratory experience with computer repair. (3 sch: 6 hr. lab). Prerequisites**:** Instructor Approval.

CST 2134—PC DIAGNOSING AND TROUBLESHOOTING--Diagnosing and troubleshooting operating systems, common hardware problems, and system malfunctions, including peripherals. (4 sch: 2 hr. lecture, 4 hr. lab). Pre/co-requisites: Computer Servicing Lab I (CST 2113).

CST 291(1-3)—SPECIAL PROJECT--Practical application of skills and knowledge gained in other electronics or electronics-related technical courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. (1-3 sch: 2-6 hr. lab). Prerequisites: Consent of instructor.

CTE 1511 – RELATED STUDIES COMPUTATIONAL MATHEMATICs, READING COMPREHENSION, SENTENCE AND EMPLOYABALITY SKILLS – A review of applied and computational mathematics skills, reading comprehension skills, sentence skills, and employability skills (1 sch: 1 hr lab) (May be taught as a 48 contact hour lab in open-entry/open-exit vocational programs.) Prerequisite: None

CUT 1114--CULINARY PRINCIPLES I -This course is a study of the fundamentals of food preparation and cookery emphasizing high standards for preparation of meat, poultry, seafood, vegetables, soups, stocks, sauces, and farinaceous items. (4 sch: 2 hr lecture, 2 hr. lab). Co-requisites: Sanitation and Safety (HRT 1213) or by permission of instructor.

CUT 1513--GARDE MANGER - This course serves as an orientation to garnishing, preparation of charcuterue items, cold foods, and buffet presentation. It explores the various duties of the modern grade manager. (3 sch: 1 hr. lecture, 4 hr. lab**) P**rerequisites**:** Culinary Principles I (CUT 1114)

CUT 1124-- CULINARY PRINCIPLES II - This course is an advanced study of Culinary Principles I to polish and perfect the techniques of food preparation and cookery emphasizing high standards for preparation of meat, poultry, seafood, vegetables, soups, stocks, sauces, and farinaceous items. (4 sch: 2 hr. lecture, 4 hr. lab) Prerequisites**:** Culinary Principles I (CUT 1114)

CUT 1134-- PRINCIPLES OF BAKING - This course is a study of the fundamentals of baking science, terminology, ingredients, weights and measures, and formula conversion and storage. Students will prepare yeast goods, pies, cakes, cookies, and quick breads; and use and care for equipment. (4 sch: 2hr. lecture, 4 hr. lab) Prerequisites**:** Culinary Principles I (CUT 1114)

CUT 2223—MENU PLANNING AND FACILITIES DESIGN - This course is a study of the principles and concepts of menu planning, menu formats, and layout with regard to a wide variety of eating habits and tastes of the dining public. Emphasis will be on pricing, menu design, merchandising, tools, nutritional considerations, schedules, and profitability. Effective planning and layout of kitchen and equipment will also be emphasized. (3 sch: 3 hr. lecture) Prerequisites**:** None

CUT 2244-- DINING ROOM MANAGEMENT -This course is the study of management of
restaurant dining room including good housekeeping technique, fine food, and efficient service. Covers French, Russian, American, and English waited table service, limited service, counter, tray, service, and catering. Emphasis will be placed on staffing, scheduling, controls and skills required to effectively supervise a dining room operation. (4 sch: 2 hr. lecture, 4 hr. lab).

CUT 2314-- AMERICAN REGIONAL CUISINE - This course is an exploration of the American Cuisine concept emphasizing freshness, seasonality, nutrition, indigenous ingredients, and presentation. A thorough study into the cuisine characteristics and traditions of the various regions of the United States of America. (4 sch: 2 hr. lecture, 4 hr. lab) Prerequisites**:** Culinary Principles II (CUT
1124), Principles of Baking (CUT 1134), and Garde Manger (CUT 1513), or by permission of instructor.

CUT 2424—INTERNATIONAL CUISINE – This course is a study of cuisines of the world. Emphasis is on use of authentic ingredients, methods, and terminology. (4 sch: 2hr. lecture, 4 hr. lab) Prerequisites: Culinary Principles II (CUT 1124), Principles of Baking (CUT 1134), and Garde Manger (CUT 1513), or by permission of instructor.

DDT 1113--FUNDAMENTALS OF DRAFTING--A course designed to give drafting majors the background needed for all other drafting courses. (4 sch: 2 hr. lecture, 4 hr. lab) Prerequisite**:** None

DDT 1213--CONSTRUCTION MATERIALS--A course designed to familiarize the student with the physical properties of the materials generally used in the erection of a structure, with a brief description of their manufacture. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisite: None

DDT 2243--COST ESTIMATING-- Preparation of material and labor quantity surveys from

actual working drawings and specifications (3 sch: 2-hr lecture, 2-hr lab) (3 sch: 1 hr. lecture, 4 hr. lab) Prerequisite**:** None

EET 1214 DIGITAL ELECTRONICS--Number system, logic circuits, counters, registers, memory devices, combination logic circuits, Boolean algebra, and a basic computer system. (4 sch: 3 hr. lecture, 2 hr. lab.

EET 1324--MICROPROCESSORS--Microprocessor architecture, machine assembly language, timing, interfacing, and other hardware applications associated with microprocessor systems. (4 sch. Lecture, 4 hr. lab) **Prerequisites**: Digital Electronics (EET 1214)

HRT 1114--CULINARY PRINCIPLES I -This course is a study of the fundamentals of food preparation and cookery emphasizing high standards for preparation of meat, poultry, seafood, vegetables, soups, stocks, sauces, and farinaceous items. (4 sch: 2 hr lecture, 4 hr. lab). **Co-requisites:** Sanitation and Safety (HRT 1213) or by permission of instructor

HRT 1123—INTRODUCTION TO THE HOSPITALITY AND TOURISM INDUSTRY--An introduction to the hospitality and tourism industry. Discussions and industry observations are designed to discover the opportunities, trends, problems, and organizations in the field. (3 sch: 3 hr. lecture) Prerequisite: None

HRT 1213--SANITATION A N D SAFETY--A course which covers the basic principles of microbiology, sanitation, and safety for a food service operation. The class studies the environmental control application through the prevention of food-borne illnesses, cleaning materials and procedures, general safety regulations, food processing methods, first aid, and fire prevention. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisite**:** None

HRT 1214--SANITATION AND SAFETY--A course which covers the basic principles of microbiology, sanitation, and safety for a food service operation. The class studies the environmental control application through the prevention of food-borne illnesses, cleaning materials and procedures, general safety regulations, food processing methods, first aid, and fire prevention. (4 sch: 2 hr. lecture, 2 hr. lab) Prerequisite: None

HRT 1223--RESTAURANT AND CATERING OPERATIONS--A course which provides a basis for understanding the various challenges and responsibilities involved in managing a food and beverage operation. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisite**:** None

HRT 1224--RESTAURANT AND CATERING OPERATIONS--A course which provides a basis for understanding the various challenges and responsibilities involved in managing a food and beverage operation. (4 sch: 2 hr. lecture, 4 hr. lab) Prerequisite: None

HRT 1413--ROOMS DIVISION MANAGEMENT--A systematic approach to rooms division management in the hospitality industry. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisite**:** None

HRT 2613 HOSPITALITY SUPERVISION--A course which provides students with supervisory skills in leadership styles, communication skills, motivational techniques, employee training techniques, and evaluation methods. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisite: None

HRT 2623--HOSPITALITY HUMAN RESOURCE MANAGEMENT--A course which presents the principles of human resources management with an emphasis placed on the study of human behavior and human relations in the hospitality industry. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisite: None

HRT 2233--FOOD AND BEVERAGE CONTROL--A course which covers the principles and procedures involved in an effective food and beverage control system, including standards determination, the operating budget, cost-volume-profit analysis, income and cost control, menu pricing, labor cost control, and computer applications. (3 sch: 2 hr. lecture, 2 hr. lab)

HRT 2713--MARKETING HOSPITALITY SERVICES--A course designed to provide students with a solid background in hospitality sales, advertising, and marketing. The main focus is on practical sales techniques for selling to targeted markets and developing strategic marketing plans for hospitality and tourism operations. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisite**:** None

HRT 2913 –SUPERVISED WORK EXPERIENCE IN HOTEL AND RESTAURANT MANAGEMENT--A cooperative program between industry and education and is designed tointegrate the student's technical studies with industrial experience. (3 sch: 3-18 hr. externship) Prerequisite**:** Consent of instructor

HRT 2613 HOSPITALITY SUPERVISION--A course which provides students with supervisory skills in leadership styles, communication skills, motivational techniques, employee training techniques, and evaluation methods. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisite: None

HRT 2623--HOSPITALITY HUMAN RESOURCE MANAGEMENT--A course which presents the principles of human resources management with an emphasis placed on the study of human behavior and human relations in the hospitality industry. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisite**:** None

IMM 1112--INDUSTRIAL MAINTENANCE SAFETY--A course designed to acquaint entering students with shop and industry safety practices and precautions. Includes instruction in general safety practices, personal safety, electrical safety practices, and power equipment safety. (2 sch: 1 hr. lecture, 1 hr. lab) (May be taught as a 30 contact hour lab in open entry-open exit vocational programs.) Prerequisite**:** None

IMM 1122-INDUSTRIAL MATH AND MEASUREMENT--A course designed to apply basic mathematical and measurement procedures as related to industrial maintenance mechanics and technicians. Includes instruction in the use of fractions and decimal numbers, basic geometric and trigonometric functions, and use of measurement tools. (2 sch: 1 hr. lecture, 2 hr. lab) (May be taught as a 60 contact hour lab in open entry-open exit vocational programs.) Prerequisite**:** None

IMM 1132--INDUSTRIAL BLUEPRINT READING--A course designed to acquaint students with blueprints, schematics, and plans used in industrial maintenance. Includes instruction in basic nomenclature, different views, and symbols and notations. (2 sch: 1 hr. lecture, 2 hr. lab) (May be taught as a 60 contact hour lab in open entry-open exit vocational programs.) Prerequisite**:** None

IMM 1213 INDUSTRIAL HAND TOOLS AND MECHANICAL COMPONENTS-A course designed to provide students with skills and knowledge associated with the safe and proper use of hand tools and mechanical components commonly used by industrial maintenance mechanics and technicians. Includes instruction in the selection, use, and care of common hand tools and in the identification and maintenance of mechanical components such as belts and pulleys, chains and sprockets, and bearings and seals used to transmit mechanical power. (3 sch: 1 hr. lecture, 4 hr. lab) (May be taught as a 90 contact hour lab in open entry-open exit vocational programs.) Prerequisite**:** None

IMM--1314 PRINCIPLES OF HYDRAULICS AND PNEUMATICS---A course designed to provide skills and knowledge associated with the use of hydraulic and pneumatic power components used in industry. Includes instruction in basic principles of hydraulics and pneumatics, and the inspection, maintenance, and repair of hydraulic and pneumatic systems. (4 sch: 1 hr. lecture, 6 hr. lab) (May be taught as a 90 contact hour lab in open entry-open exit vocational programs**.) Prerequisite:** None

IMM 1514--EQUIPMENT INSTALLATION AND ALIGNMENT---A course designed to provide students with skills and knowledge associated with the installation and alignment of various pieces of equipment used in an industrial setting. Includes instruction in pre installation checks, assembly, location and layout of equipment, preparation of foundations and anchoring procedures, rigging and hoisting, and alignment and initial set-up of equipment. (4 sch: 2 hr. lecture, 65hr. lab (May be taught as a 120 contact hour lab in open entry-open exit vocational programs**.) Prerequisite:** None

IMM 1614 PRINCIPLES OF PIPING AND HYDRO-TESTING—Instruction on basic principles of

piping and pipe fitting, basic pipe fitting procedures, and basic hydro-testing of pipe systems. (4 sch: 2 hr. lecture, 6 hr. lab) [May be taught as a 150 contact hour lab in open entry-open exit vocational programs.] Prerequisite: None

IMM 1723 STRUCTURAL REPAIR –A course designed to estimate and make repairs of wood, metal, and masonry structures (3 sch:: 1 lecture, 6 hr. lab) [May be taught as a 90-contact hour lab in open-entry– open-exit Career Programs]

IMM 1734 MAINTENANCE WELDING AND METALS-- Instruction in different metals and their properties, and in basic SMAW welding and oxy-fuel cutting and brazing. (4 sch: 1 hr. lecture, 6 hr. lab) [May be taught as a 120 contact hour lab in open entry-open exit vocational programs.] Prerequisite: None

IMM 1813 INDUSTRIAL ELECTRICITY—Instruction in terminology and basic principles of electricity, use of test equipment, safety practices for working around and with electricity, and basic electrical procedures. (3 sch: 1hr. lecture, 4 hr. lab) [May be taught as a 90 contact hour lab in open entry- open exit vocational programs.] **Prerequisite:** None

IMM 2114--EQUIPMENT MAINTENANCE, TROUBLESHOOTING, AND REPAIR—A course designed to provide students with skills and knowledge associated with maintenance and repair of mechanical equipment. Includes instruction in basic maintenance and troubleshooting techniques, use of technical manuals and test equipment, and inspection/evaluation/repair of equipment. (4 sch: 1 hr. lecture, 6 hr. lab) Prerequisite: None

IMM 1823—ADVANCED INDUSTRIAL ELECTRICITY—Advanced skills and knowledge associated with electrical systems in an industrial setting. Content includes instruction in the National Electrical Code, electrical circuits, motors, and estimating expenses for a given project. (3 sch: 6 hr. lab). **Prerequisite:** None

IST 1134 FUNDAMENTAQLS OF DATA COMMUNICATIONS – This course presents basic concepts of Internet protocol (IP) telephony, local area networks, wide area networks, data transmission, and topology methods (4sch: 2-hr. lecture, 4-hr lab)

IST 1223 NETWORK COMPONENTS This course presents local area network and wide area network connectivity. It focuses on architectures, topology, protocol, and transport methods of a network. (3 sch: 2 hr. lecture, 2 hr. lab)

WBL 2913--WORKED-BASED LEARNING--A cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Credit is awarded on the basis of one semester hour per 45 industrial contact hours. (3 sch: 270 hr. externship). Pre-requisite: Consent of instructor and completion of at least one semester of advanced coursework.

WBL 2923--WORKED-BASED LEARNING--A cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Credit is awarded on the basis of one semester hour per 45 industrial contact hours. (3 sch: 270 hr. externship). Pre-requisite: Consent of instructor and completion of at least one semester of advanced coursework

WLV 1114-SHIELDED METAL ARC WELDING I (SMAW)--A course designed to teach students welding techniques using electrodes. (4 sch: 1 lecture, 6 hr. lab) Prerequisite**:** None

WLV 1124--GAS METAL ARC WELDING (GMAW)--A course designed to give students experience using electrodes. (4 sch: 1 lecture, 6 hr. lab) **Prerequisite:** None

WLV 1135-GAS TUNGSTEN ARC WELDING--A course designed to give the student experience in various welding applications using the GTAW processes. (5 sch: 1 lecture, 9 hr. lab) **Prerequisite:** None

WLV 1143-FLUX CORED ARC WELDING--A course designed to give the student experience using the FCAW processes. (3 sch: 1 lecture, 4 hr. lab) **Prerequisite:** None

WLV 1154 PIPE WELDING- Pipe Welding – this course is designed to give the student experience in pipe welding procedures (4 sch: 1 hr lecture, 6 hr. lab

WLV 1163 GAS METAL ARC ALUMINIUM WELDING- This course is designed to give the student experience in Gas Metal Aluminum Welding (2 sch: 2hr lecture, 2 hr. lab)

WLV 1172 WELDING SAFETY, INSPECTION AND TESTING PRINCIPLES—This course is designed to give the student experience in safety procedures, inspection and testing of welds. (2 sch: 1 hr lecture, 2 hr. lab) Prerequisites: None

WLV 1225 SHIELDED METAL ARC WELDING II—This course is designed to teach students welding techniques using E-7018 electrodes. (5 sch: 1 hr. lecture, 9 hr. lab) Prerequisites**:** None

WLV 1232 DRAWING AND WELDING SYMBOL INTERPRETATION—This course is designed to give the student experience in reading welding symbols and drawings. (2sch: 1 hr. lecture,
2 hr. lab) Prerequisites: None

WLV 1253 ADVANCED PIPE WELDING this course is designed to give the student advanced pipe welding techniques using shielded metal arc and gas tungsten arc welding processes (3 sch: 12hr lecture, 2 hr. lab)

WLV 1314 CUTTING PROCESSES—This course is designed to give the student experience in oxyfuel cutting principles and practices, air carbon cutting and gouging, and plasma arc cutting. (4 sch: 2 hr. lecture, 4 hr. lab) Prerequisites: None

WLV 1912 SPECIAL PROJECTS IN ARC WELDING --A course designed to provide the student with practical applications of skills and knowledge gained in other welding and cutting courses. The instructor works closely with the student to insure that the selection of a project will enhance the student learning experience. (1 sch: 1 hr. lab) Prerequisite: None