

ON-LINE COURSES - FALL 08

Class #	Class Title	Catalog Number	Room	Start Date	End Date	Credits	Fee	Catalog Descriptions
AGRIBUSINESS								
61831	Soil Science	10-080-105	ONLINE	8/21/2008	12/18/2008	3	\$ 345.45	The learner will learn the basic soil types and how to identify them. They will also learn the science behind testing soils for agricultural usage and environmental impact. Prerequisite: Beginning Lab Science 10506101
BUSINESS								
61852	Accounting I	10-101-111	ONLINE	8/21/2008	12/18/2008	4	\$ 460.60	A beginning course designed especially for majors or those who need a strong foundation in accounting principles. Develops the accounting cycle of journalizing, posting, adjusting, closing and reporting. It emphasizes service and merchandising sole proprietorships in developing the accounting cycle. Explores issues for accounting for cash, accounts and notes receivable, inventories, fixed assets and liabilities.
61898	Applied Data Analysis	10-196-180	ONLINE	8/21/2008	12/18/2008	3	\$ 339.70	This course provides the student with the tools and skills to collect and analyze data allowing them to solve problems and improve processes. An emphasis will be placed on the use of statistical techniques to create and implement a data collection plan. Statistical techniques emphasized will be process mapping, failure mode and effects analysis, probability, confidence intervals, measurement systems analysis, and hypothesis testing. Prerequisite: Introductory Statistics 10804189
62472	Business Law & Ethics	10-102-103	ONLINE	8/21/2008	12/18/2008	3	\$ 339.70	This course is designed to prepare students to make informed ethical decisions, form legal opinions and values, and work within the legal business framework. Topics will include the attributes of ethical decisions, the basics of our legal system, including its history and court system; crimes and torts; contracts, including types, formation, execution and termination; sales contracts; agency; national employment law; and bailments. Emphasis is given to ethics in all legal topics.
61893	Career Development	10-102-130	ONLINE	8/21/2008	12/18/2008	2	\$ 227.80	This course is designed to prepare learners for the process of gaining employment. Learners will assess their personal background; practice finding career opportunities through the job search process; develop a cover letter, resume, thank you letter, and complete a job application; participate in a mock interview; and demonstrate how to deal with interpersonal situations found in a work environment.
61839	Customer Service Management	10-102-120	ONLINE	8/21/2008	12/18/2008	3	\$ 339.70	The learner applies the skills and tools necessary to manage and measure the customer service function. Learners will practice quality customer service, develop customer service plans, train and develop staff in quality customer service, measure the effectiveness of customer service and lead continuous improvement of customer service.
61887	Database Management	10-152-105	ONLINE	8/21/2008	12/18/2008	3	\$ 345.45	This course uses hands-on exercises and projects to give students experience with using databases for data storage and retrieval. To encourage students to become more sophisticated database users, background information, general relational database design concepts, and a database security overview are included. Prerequisite: Microsoft Office - Beginning 10103106
64374	Database Management	10-152-105	ONLINE	8/21/2008	12/18/2008	3	\$ 345.45	This course uses hands-on exercises and projects to give students experience with using databases for data storage and retrieval. To encourage students to become more sophisticated database users, background information, general relational database design concepts, and a database security overview are included. Prerequisite: Microsoft Office - Beginning 10103106
62441	International Business	10-102-180	ONLINE	8/21/2008	12/18/2008	3	\$ 339.70	This course will introduce topics concerning international business while illustrating its scope and importance. Topics will include the impact of geography, trade protectionism, culture, legal structure, politics, and currency on business dealings. Students will also research a particular country in depth.
62392	Intro to Business	10-102-101	ONLINE	8/21/2008	12/18/2008	3	\$ 339.70	An introduction to what a business is, how it operates, and how it is managed. Students will identify forms of ownership and the processes used in production and marketing, finance, personnel and management in business operations.
62397	Leadership Development	10-196-190	ONLINE	8/21/2008	12/18/2008	3	\$ 339.70	The learner applies the skills and tools necessary to fulfill his/her role as a modern leader. Each learner will evaluate personal leadership effectiveness, use individual and group motivation strategies, implement mission and goals, demonstrate ethical behavior, adapt personal leadership style to worker readiness, use power, facilitate employee development, coach, manage change and resolve conflict.
62394	Managing for Quality	10-196-192	ONLINE	8/21/2008	12/18/2008	3	\$ 339.70	The learner applies the skills and tools necessary to implement and maintain a continuous improvement environment. Each learner will demonstrate the application of a personal philosophy of quality, identify stakeholder relationships, identify ways to meet/exceed customer expectations, apply a systems-focused approach, use quality models and tools, manage a quality improvement project, and measure effectiveness of continuous improvement activities.
62424	Marketing Principles	10-104-102	ONLINE	8/21/2008	12/18/2008	4	\$ 451.60	Students study the practices and methods of manufacturers and distributors in the marketing of goods and services. Product planning, pricing strategies, distribution systems, channel activities, and the role of government, as well as other factors influencing marketing today are emphasized.

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61959	Medical Assistant Administrative Procedures	31-106-301	ONLINE	8/21/2008	11/12/2008	1	\$ 115.90	Introduces medical assistant students to office management and business administration in the medical office. Students learn to schedule appointments, perform filing, record keeping, telephone and reception duties, communicate effectively with patients and other medical office staff, and keep an inventory of supplies. Students apply introductory medical coding skills and managed care terminology. Admission to Medical Assistant Program 315091
64373	Medical Assistant Administrative Procedures	31-106-301	ONLINE	8/21/2008	12/18/2008	1	\$ 115.90	Introduces medical assistant students to office management and business administration in the medical office. Students learn to schedule appointments, perform filing, record keeping, telephone and reception duties, communicate effectively with patients and other medical office staff, and keep an inventory of supplies. Students apply introductory medical coding skills and managed care terminology. Admission to Medical Assistant Program 315091
61962	Medical Office, Insurance, and Finance	31-106-307	ONLINE	8/21/2008	11/12/2008	2	\$ 230.30	Introduces medical assistant students to health insurance and finance in the medical office. Students perform bookkeeping procedures, apply managed care guidelines, and complete insurance claim forms. Students use medical coding and managed care terminology to perform insurance-related duties.
61859	Microsoft Office - Beginning	10-103-106	ONLINE	8/21/2008	12/18/2008	3	\$ 339.70	Develops introductory skills in the Microsoft Office Suite (Word, Excel, Access, PowerPoint), Windows Explorer, Internet, and computer concepts through demonstrations and lab exercises.
62763	Payroll Accounting	10-101-120	ONLINE	8/21/2008	12/18/2008	3	\$ 345.45	Develops a working knowledge of payroll legislation, payroll records and payroll accounting. Payroll accounting is accomplished through manual methods and automated methods. Corequisites: Accounting I 10101111 and Microsoft Office-Beginning 10103106
62396	Personal Skills for Supervisor	10-196-164	ONLINE	8/21/2008	12/18/2008	3	\$ 339.70	The learner applies skills and tools necessary to enhance personal professional success through the use of time and stress management and assertive behavior. Learners will use time management techniques, conduct personal planning, engage in life-long learning, value the rights of others, communicate effectively, display assertive behavior and manage stress.
61846	Principles of Financial Institutions	10-102-173	ONLINE	8/21/2008	12/18/2008	3	\$ 339.70	Students are provided with a comprehensive introduction to financial institutions. Functions of financial institutions, products and services offered, contrast of various financial institutions, regulations and regulatory agencies are covered.
62387	Principles of Management	10-102-147	ONLINE	8/21/2008	12/18/2008	3	\$ 339.70	This course introduces the student to the job of management in organizations. An understanding of the roles and tasks of all levels of management in the functions of organizational planning, controlling, staffing, leading and controlling is developed.
61901	Supervision	10-196-191	ONLINE	8/21/2008	12/18/2008	3	\$ 339.70	The learner applies the skills and tools necessary to perform the functions of a contemporary frontline leader. Students engage in operational planning, analyze organizational structures, review the staffing process, employ techniques to enhance employee personal and group effectiveness, and develop control techniques to measure effectiveness in the above areas.
GENERAL EDUCATION								
62120	Career Awareness	76-862-771	ONLINE	8/26/2008	10/7/2008	1	No Charge	This course is designed to facilitate the learner in making a career choice according to abilities, aptitudes and lifestyle. The class is held in a group format with discussions, lectures and testing. An employment plan is developed with the instructor. The class helps the student answer the questions: Who am I? Where am I going? How do I get there? This class is ideal for gathering information and making decisions about going to school, returning to school and entering the labor market. Successful completion of the course fulfills the careers requirement of the GED/HSED.
62124	Career Awareness	76-862-771	ONLINE	11/4/2008	12/16/2008	1	No Charge	This course is designed to facilitate the learner in making a career choice according to abilities, aptitudes and lifestyle. The class is held in a group format with discussions, lectures and testing. An employment plan is developed with the instructor. The class helps the student answer the questions: Who am I? Where am I going? How do I get there? This class is ideal for gathering information and making decisions about going to school, returning to school and entering the labor market. Successful completion of the course fulfills the careers requirement of the GED/HSED.
62201	Civic Literacy - HSED	74-859-741	ONLINE	10/13/2008	12/18/2008	1	No Charge	This course is designed for the student who is preparing for the civic literacy test of the HSED. Course emphasis is on the individual's role, responsibility and participation in American political, economic and social life. The U.S. Constitution and governmental literature are emphasized.
62398	College Technical Mathematics 1A	10-804-113	ONLINE	8/21/2008	12/18/2008	3	\$ 339.70	Topics include: solving linear, quadratic, and rational equations; graphing; formula rearrangement; solving systems of equations; percent; proportions; and operations of polynomials. Emphasis will be on the application of skills to technical problems. Successful completion of College Technical Mathematics 1A and College Technical Mathematics 1B is the equivalent of College Technical Mathematics 1. Prerequisite: Accuplacer Arithmetic score 79 and Algebra score 60 or Elementary Algebra with Applications 10804110
62191	Health- HSED	74-857-741	ONLINE	10/13/2008	12/18/2008	1	No Charge	This course emphasizes health skills related to community, environment, family, personal, mental and emotional health. It is also designed to prepare students for taking the HSED health test.

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61925	Intro to American Government	10-809-122	ONLINE	8/21/2008	12/18/2008	3	\$ 339.70	Introduces American political processes and institutions. Focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. Explores the role of the media, interest groups, political parties and public opinion in the political process. Also explores the role of state and national government in our federal system.
62687	Intro to Psychology	10-809-198	ONLINE	8/21/2008	12/18/2008	3	\$ 339.70	This introductory course in psychology is a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social and vocational settings.
61939	Intro to Sociology	10-809-196	ONLINE	8/21/2008	12/18/2008	3	\$ 339.70	Introduces students to the basic concepts of Sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions including family, politics, economics, religion and education. Other topics include: demography, deviance, technology, environment, social issues, political change and social organization.
62384	Introductory Statistics	10-804-189	ONLINE	8/21/2008	12/18/2008	3	\$ 339.70	Students taking Intro Statistics display data with graphs, describe distributions with numbers perform correlation and regression analyses, and design experiments. They use probability and distributions to make predictions, estimate parameters, and test hypotheses. They draw inferences about relationships including ANOVA.
62195	Job Seeking	76-862-792	ONLINE	10/13/2008	12/18/2008	1	No Charge	This course addresses job-hunting strategies, the writing of applications, resumes, letters of application and interview techniques. Each student completes a resume, writes a letter of application, and practices an interview. Successful completion of the course fulfills the employability requirement of the HSED.
62636	Macroeconomics	10-809-144	ONLINE	8/21/2008	12/18/2008	3	\$ 339.70	Macroeconomics is an introductory course. Basic social choices regarding economic systems, basic economic aggregates, fiscal policy, the banking system, monetary policy, and international trade are the principle topics discussed in the course. A balance is drawn between description, theory, analysis, and a critique of the institutions that characterize modern mixed-capitalist economies. Conflicting social goals, economic constraints, and environmental concerns provide the framework through which the Macroeconomy is analyzed.
62615	Microeconomics	10-809-143	ONLINE	8/21/2008	12/18/2008	3	\$ 339.70	This course examines the behavior of individual decision makers, primarily consumers and firms. Topics include choices of how much to consume and to produce, the functioning of perfectly and imperfectly competitive markets, the conditions under which markets may fail, and arguments for and against government intervention. The student applies the fundamental tools of economics to real world problems.
62343	Oral/Interpersonal Communication	10-801-196	ONLINE	8/21/2008	12/18/2008	3	\$ 339.70	Focuses upon developing speaking, verbal and non-verbal communication and listening skills through individual presentations, group activities and other projects.
62272	Written Communication	10-801-195	ONLINE	8/21/2008	12/18/2008	3	\$ 339.70	Develops writing skills which include prewriting, drafting, revising, and editing. A variety of writing assignments are designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops reading and thinking skills through the analysis of a variety of written documents. Note: It is recommended that students enrolling in this course possess word processing skills.
HEALTH								
62592	Caring for People at the End of Life	10-543-132	ONLINE	9/2/2008	11/26/2008	2	\$ 227.80	This course will cover topics relevant to nursing care at the end of life including mental health, spiritual issues, and symptom management such as pain control and other comfort measures. Additional topics include communication strategies, bereavement techniques and introduction to ethical decision-making.
62612	Development of Disease Processes	10-543-163	ONLINE	8/21/2008	11/26/2008	2	\$ 227.80	This course will help the student to recognize physiological changes leading to illness and disease. This course will enhance the knowledge and understanding of cellular function so the student can correlate pathophysiology to clinical manifestations and the related diagnostic tests and treatment.
62331	Health Data Analysis and Performance Improvement	10-530-134	ONLINE	8/21/2008	12/18/2008	3	\$ 339.70	This course introduces the collection, computation, analysis, and presentation of healthcare statistical data. It also studies healthcare performance improvement systems including risk management, utilization management, and quality assessment. Prerequisites: Electronic Medical Records 10530122; Organization of Healthcare 10530125; Introductory Statistics 10804189; Managing for Quality 10196192
62334	Health Unit Coordinator Procedures I	30-510-301	ONLINE	8/21/2008	10/17/2008	3	\$ 339.70	Introduces the learner to the role of the health unit coordinator. Provides the learner the opportunity to explore the environment of health care, communication, appointment coordination, and management of client information in health care. The role of the health unit coordinator on the health care team is detailed and the learner is prepared to perform the non-clinical tasks in hospitals and other health care facilities. This is an on-line, computer based class. Prerequisite: Admission to Health Unit Coordinator Program 305102 Corequisites: Medical Terminology 10510101; Intro to Computing for Healthcare 10501107
62336	Health Unit Coordinator Procedures II	30-510-302	ONLINE	10/20/2008	12/18/2008	3	\$ 339.70	More advanced course that introduces the learner to the order process, transcription of medication and infusion orders, laboratory and diagnostic orders, interdisciplinary treatment orders and specialty unit orders. This is an on-line, computer based class. Corequisites: Health Unit Coordinator Procedures I 30510301; Medical Terminology 10501101; Introduction to Computing for Healthcare 10501107

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62327	ICD-9-CM Coding for Biomedical Informatics Technicians	10-530-133	ONLINE	8/21/2008	12/18/2008	3	\$ 339.70	Course covers the basis for classifying and indexing diagnoses and procedures for the purposes of standardization, retrieval, and statistical analysis. Also used as the basis for payment, research, policy setting, quality improvement, health care management, and other applications. Prepares students to assign ICD-9-CM codes supported by medical documentation with entry-level proficiency. Students apply ICD-9-CM instructional notations, conventions, rules and official coding guidelines when assigning ICD-9-CM codes to case studies and actual medical record documentation. Course includes mapping applications to facilitate transition to ICD-10-CM which will allow for tracking bio-terrorism events and other public health outbreaks. Prerequisites: Medical Terminology 10501101; General A & P 10806177; Human Diseases for Health Professions 10530182; Medical Records 10530111
62605	Improving Test Taking Skills in Nursing	10-543-136	ONLINE	9/2/2008	10/10/2008	1	\$ 115.90	This course will focus on strategies to help a student improve written test taking skills in nursing. The focus of this course will be written multiple choice tests. Topics discussed will be what to do before a test; such as preparing and organizing notes, studying, as well as creating a personal plan for success. Also discussed will be information to use during a test such as tips to control test anxiety, the different personalities of test takers and suggestions for developing some tips to read questions more carefully, and eliminate wrong options.
62608	Improving Test Taking Skills in Nursing	10-543-136	ONLINE	10/27/2008	11/26/2008	1	\$ 115.90	This course will focus on strategies to help a student improve written test taking skills in nursing. The focus of this course will be written multiple choice tests. Topics discussed will be what to do before a test; such as preparing and organizing notes, studying, as well as creating a personal plan for success. Also discussed will be information to use during a test such as tips to control test anxiety, the different personalities of test takers and suggestions for developing some tips to read questions more carefully, and eliminate wrong options.
62333	Intro to Clinical Research	10-558-101	ONLINE	8/21/2008	12/18/2008	3	\$ 339.70	This course provides a comprehensive introduction to the clinical research process and its history and evolution. Topics include phases of clinical trials, protection of human subjects, roles of the clinical research teams, and responsibilities of clinical research organizations. Upon completion, students should be able to prepare an organizational chart depicting a typical research team, defining the roles or responsibilities of each member. Students should be able to describe the product approval process and discuss the general conduct of a typical clinical trial. Corequisite: Medical Terminology 10501101
62588	Intro to Critical Care Nursing	10-543-131	ONLINE	9/2/2008	11/26/2008	2	\$ 227.80	This course introduces students to the nursing responsibilities associated with the critical care environment. Students will discuss hemodynamic monitoring such as arterial lines, pulmonary artery lines and central venous pressure lines, and how values can be affected by physiological changes. Students will investigate modes of ventilatory assistance with associated blood gases, as well as cardiac dysrhythmias and resuscitation roles. Students will also examine stressors upon patients, families and staff nurses as a result of the critical care environment. Prerequisite: Advanced Anatomy & Physiology 10806179
61961	Intro to Healthcare Computing	10-501-107	ONLINE	8/21/2008	12/18/2008	2	\$ 236.80	Provides an introduction to basic computer functions and applications utilized in contemporary healthcare settings. Students are introduced to the hardware and software components of modern computer systems and the application of computers in the workplace. Emphasizes the use of common software packages, operating systems, file management, word processing, spreadsheet, database, Internet, and electronic mail.
62602	Intro to Gerontology	10-543-133	ONLINE	9/2/2008	11/26/2008	2	\$ 227.80	This course will give students an opportunity to explore the area of gerontology, which focuses on the care of older adults. The specialized health needs of older adults involve areas such as living with chronic disease, promoting mobility, encouraging healthy behaviors, and problems associated with treatments for disease such as chronic pain and multiple medications. Attention will be given to managing the losses associated with aging and the importance of family and social support systems. Legal and Ethical issues related to the care of the older adult will also be explored.

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62325	Medical Records	10-530-111	ONLINE	8/21/2008	12/18/2008	3	\$ 339.70	Focuses on the purpose, format, content, use, confidentiality, and administrative issues of a patient's medical history and care. Students will study the use of the patient's medical record as a basis for planning patient care, documenting communication between the healthcare provider and any other health professional contributing to the patient's care, assisting in protecting the legal interest of the patient and the health care providers responsible for the patient's care, and documenting the care and services provided to the patient. Emphasis is placed on accuracy, organization and confidentiality. Students will be introduced to EMR concepts. Corequisite: Medical Terminology 10501101
61543	Medical Terminology	10-501-101	ONLINE	8/21/2008	12/22/2008	3	\$ 339.70	Students focus on the component parts of medical terms: prefixes, suffixes and word roots. Students will practice formation, analysis, and reconstruction of terms. Emphasis on spelling, definition, and pronunciation. Introduction to operative, diagnostic, therapeutic, and symptomatic terminology of all body systems, as well as systemic and surgical terminology.
61544	Medical Terminology	10-501-101	ONLINE	8/21/2008	12/22/2008	3	\$ 339.70	Students focus on the component parts of medical terms: prefixes, suffixes and word roots. Students will practice formation, analysis, and reconstruction of terms. Emphasis on spelling, definition, and pronunciation. Introduction to operative, diagnostic, therapeutic, and symptomatic terminology of all body systems, as well as systemic and surgical terminology.
62264	Medical Terminology	10-501-101	ONLINE	8/21/2008	12/18/2008	3	\$ 339.70	Students focus on the component parts of medical terms: prefixes, suffixes and word roots. Students will practice formation, analysis, and reconstruction of terms. Emphasis on spelling, definition, and pronunciation. Introduction to operative, diagnostic, therapeutic, and symptomatic terminology of all body systems, as well as systemic and surgical terminology.
62466	Nursing: Complex Health Alterations	10-543-109	ONLINE	8/21/2008	12/18/2008	3	\$ 339.70	Prepares students to expand knowledge from previous courses in caring for clients across the lifespan with alterations in musculoskeletal, cardiovascular, respiratory, endocrine, and hematological systems as well as clients with fluid/electrolyte and acid-base imbalance, and alterations in comfort. Prerequisites: Health Alterations 10543105, Nursing Health Promotion 10543106, Clinical Care Across the Lifespan 10543107, Intro to Clinical Care Management 10543108; Corequisite: Microbiology 10806197
62260	Nursing Fundamentals	10-543-101	ONLINE	8/21/2008	12/18/2008	2	\$ 227.80	This course focuses on basic nursing concepts that the beginning nurse will need to provide care to diverse patient populations across the lifespan. Current and historical issues impacting nursing will be explored within the scope of nursing practice. The nursing process will be introduced as a framework for organizing the care of patients with alterations in cognition, elimination, comfort, grief/loss, mobility, integument, and fluid/electrolyte balance. Prerequisite: Successful completion of all Step 2 Nursing program progression requirements and space availability.
62389	Nursing Health Alterations	10-543-105	ONLINE	8/21/2008	12/18/2008	3	\$ 339.70	This course elaborates upon the basic concepts of health and illness as presented in Nursing Fundamentals. It applies theories of nursing in the care of clients through the lifespan, utilizing problem solving and critical thinking. This course will provide an opportunity to study conditions affecting different body systems and apply therapeutic nursing interventions. It will also introduce concepts of leadership, team building, and scope of practice. Prerequisites: Nursing Fundamentals 10543101, Nursing Skills 10543102, Nursing Pharmacology 10543103, Intro to Clinical 10543104
62572	Nursing: Management and Professional Concepts	10-543-114	ONLINE	8/25/2008	11/17/2008	2	\$ 227.80	Covers nursing management and professional issues related to the role of the RN. Emphasis is placed on preparing for the RN practice. Prerequisites: Complex Health Alterations 1 10543109, Mental Health & Community Concepts 10543110, Intermediate Clinical Practice 10543111, Advanced Skills 10543112
62476	Nursing: Mental Health and Community Concepts	10-543-110	ONLINE	8/21/2008	12/18/2008	2	\$ 227.80	Covers topics related to the delivery of community and mental health care. Specific health needs of individuals, families, and groups will be addressed across the lifespan. Attention will be given to diverse and at-risk populations. Mental health concepts will concentrate on adaptive/maladaptive behaviors and specific mental health disorders. Community resources will be examined in relations to specific types of support offered to racial, ethnic, economically diverse individuals and groups. Prerequisites: Health Alterations 10543105, Nursing Health Promotion 10543106, Clinical Care Across the Lifespan 10543107, Intro to Clinical Care Management 10543108
62350	Nursing Pharmacology	10-543-103	ONLINE	8/21/2008	12/18/2008	2	\$ 227.80	Introduces the principles of pharmacology, including drug classifications and their effects on the body. Emphasis is on the use of the components of the nursing process when administering medications. Prerequisite: Successful completion of all Step 2 Nursing program progression requirements and space availability.
62022	Pharmacology for Allied Health	10-501-122	ONLINE	8/21/2008	11/13/2008	2	\$ 227.80	Introduces students to classifying medications into correct drug categories and applying basic pharmacology principles. Students apply basic pharmacodynamics to identifying common medications, medication preparation, and administration of medications used by the major body systems.
62270	Pharmacology for Allied Health	10-501-122	ONLINE	8/21/2008	12/18/2008	2	\$ 227.80	Introduces students to classifying medications into correct drug categories and applying basic pharmacology principles. Students apply basic pharmacodynamics to identifying common medications, medication preparation, and administration of medications used by the major body systems.

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TECHNICAL AND INDUSTRIAL								
62234	Alternative Energy Overview	10-468-100	ONLINE	8/21/2008	12/18/2008	2	\$ 227.80	In this course, students will investigate the need for renewable energy systems and emerging careers in renewable energy. Students will examine the basic design, function, cost, and other considerations associated with various "green" energy systems, including solar photovoltaic, solar thermal, wind, geothermal and biomass. Students will also explore the production and use of alternative transportation fuels.
62192	Construction Estimating & Management	10-607-166	ONLINE	8/21/2008	12/18/2008	3	\$ 345.45	Goals and performance of quantity takeoff, cost estimation, resource leveling, estimating labor, and contract interpretation are presented. Project bidding, construction techniques, and equipment capabilities are evaluated. Prerequisites: Microsoft Office Beginning 10103106; Problem Solving and Critical Thinking 10623100; Intro to AutoCAD 10606105
SERVICE								
62233	Intro to Corrections	10-504-192	ONLINE	8/25/2008	12/15/2008	3	\$ 339.70	This course will examine the history and current trends of the correctional system in the United States. Students will analyze the changing philosophies of corrections; and review the programs available to offenders at various stages of their involvement in the criminal justice system. Chain of command, management practices, personnel needs, types of offenders, organizational theories, policymaking, and the role of correctional personnel are addressed. Additional emphasis will be placed on the role of the correctional employee and on effective management techniques to be utilized when working with offenders, including how to "avoid manipulation." Prerequisite: Admission to Criminal Justice-Corrections Program 105042
61905	Intro to Hydrology	10-506-110	ONLINE	8/21/2008	12/18/2008	3	\$ 345.45	The learner will be introduced to the water distribution cycle. The relationship between water and other elements will be researched and tested. The critical components of surface and ground water quality will be emphasized.