

Course Descriptions

The following courses are offered through eLearning at Gadsden State Community College. These courses may be offered as an Internet class, a Hybrid class (combination internet with an on-campus component), or as a Directed Studies class. Please see the Schedule of Classes for specific information concerning course offerings and formats. Please contact the appropriate Division Chair for additional information.

BIO 103 Principles of Biology I 4 hours : 3t, 2e

This is an introductory course for science and non-science majors. It covers physical, chemical, and biological principles common to all organisms. These principles are explained through a study of cell structure and function, cellular reproduction, basic biochemistry, cell energetics, the process of photosynthesis, and Mendelian and molecular genetics. Also included are the scientific method, basic principles of evolution, and an overview of the diversity of life with emphasis on viruses, prokaryotes, and protista. A 120-minute laboratory is required.

BIO 104 Principles of Biology II 4 hours : 3t, 3e

This is an introduction to the basic ecological and evolutionary relationships of plants and animals and a survey of plant and animal diversity including classification, morphology, physiology, and reproduction. A 180-minute laboratory is required. PREREQUISITE: BIO 103.

BIO 120 Medical Terminology 3 hours : 3t

This course is a survey of words, terms, and descriptions commonly used in medical arts. Emphasis is placed on spelling, pronunciation, and meanings of prefixes, suffixes, and roots. No laboratory is required.

BIO 150 Human Biology 3 hours : 3t

This course introduces the human body with emphasis on structure, function, and pathology. No laboratory is required.

BIO 201 Human Anatomy and Physiology I 4 hours : 3t, 2e

This course covers the structure and function of the human body. Included is an orientation of the human body, basic principles of chemistry, a study of cells and tissues, metabolism, joints, the integumentary, skeletal, muscular, nervous systems, and the senses. Dissection, histological studies, and physiology are featured in the laboratory experience. A 120-minute laboratory is required.

BIO 202 Human Anatomy and Physiology II 4 hours : 3t, 2e

This course covers the structure and function of the human body. Included is a study of basic nutrition, basic principles of water, electrolyte and acid-base balance, the endocrine, respiratory, digestive, excretory, cardiovascular, lymphatic, and reproductive systems. Dissection, histological studies, and physiology are featured in the laboratory experience. A 120-minute laboratory is required. PREREQUISITE: BIO 201.

BUS 215 Business Communication 3 hours

This course covers written, oral, and nonverbal communications. Topics include the application of communication principles to the production of clear, correct, and logically organized faxes, e-mail, memos, letters, resumes, reports, and other business communications.

BUS 241 Principles of Accounting I 3 hours

This course is designed to provide a basic theory of accounting principles and practices used by services and merchandising enterprises. Emphasis is placed on financial accounting, including the accounting cycle, and financial statement preparation analysis.

BUS 242 Principles of Accounting II 3 hours

This course is a continuation of BUS 241. In addition to a study of financial accounting, this course also places emphasis upon managerial accounting, with coverage of corporations, statement analysis, introductory cost accounting, and use of information for planning, control, and decision making. PREREQUISITE: BUS 241.

BUS 263 The Legal and Social Environment of Business 3 hours

This course provides an overview of the legal and social environment for business operations with emphasis on contemporary issues and their subsequent impact on business. Topics include the Constitution, the Bill of Rights, the legislative process, civil and criminal law, administrative agencies, trade regulations, consumer protection, contracts, employment, personal property.

BUS 271 Business Statistics I 3 hours

This is an introductory study of basic statistical concepts applied to economic and business problems. Topics include the collection, classification, and presentation of data, statistical description and analysis of data, measures of central tendency and dispersion, elementary probability, sampling, estimation and introduction to hypotheses testing. PREREQUISITE: Two years of high school Algebra, Intermediate Algebra, or appropriate score on Math Placement Test.

BUS 272 Business Statistics II 3 hours

This course is a continuation of BUS 271. Topics include sampling theory, statistical inference, regression and correlation, chi-square, analysis of variance, time series index numbers, and decision theory. PREREQUISITE: BUS 271.

CHD 100 Introduction to Early Care Education of Children 3 hours: 2t, 2e

This course is an introduction to the child care profession, and it includes the six functional areas of the Child Development Associate (CDA) credential. Emphasis is placed on using positive guidance techniques, setting up a classroom, and planning a schedule. Upon completion, students should be able to create and to modify children's environments to meet individual needs, to use positive guidance to develop positive relationships with children, and to promote children's self esteem, self-control, and self-motivation.

CHD 201 Child Growth and Development Principles 3 hours

This course is a systematic study of child growth and development from conception through early childhood. Emphasis is placed on principles underlying physical, mental, emotional, and social development and on methods of child study and practical implications. Upon completion, students should be able to use knowledge of how young children differ in their development and approaches to learning to provide opportunities that support the physical, social, emotional, language, cognitive, and aesthetic development of children.

CHD 203 Children's Literature and Language Development 3 hours: 2t, 2e

This course surveys appropriate literature and language arts activities designed to enhance young children's speaking, listening, prereading, and writing skills. Emphasis is placed on developmental appropriateness as related to language. Upon completion, students should be able to create, evaluate, and demonstrate activities that support a language-rich environment for young children.

CHD 206 Children's Health and Safety 3 hours

This course introduces basic health, nutrition, and safety management practices for young children. Emphasis is placed on setting up and maintaining a safe, healthy environment for young children, including specific procedures for infants and toddlers and procedures regarding childhood illnesses and communicable diseases. Upon completion, students should be able to prepare a healthy, safe environment to plan nutritious meals and snacks, and to recommend referrals if necessary.

CHD 208 Administration of Child Development Programs 3 hours

This course includes appropriate administrative policies and procedures relevant to preschool programs. Topics include local, state, and federal regulations; budget planning; record keeping; personnel policies; and parent involvement. Upon completion, students should be able to identify elements of a sound business plan, to demonstrate familiarity with basic record keeping techniques, and to identify elements of a developmentally appropriate program.

CHD 210 Educating Exceptional Young Children 3 hours : 2t, 2e

This course explores the many different types of exceptionalities found in young children. Topics include speech, language, hearing, and visual impairments; gifted and talented children; mental retardation; and emotional, behavioral, and neurological handicaps. Upon completion, students should be able to identify appropriate strategies for working with young exceptional children.

CHD 214 Families and Communities 3 hours

This course will provide students information about how to work with diverse families and communities. students will be introduced to family and community settings, their important relationship to children, and the pressing needs of today's society. Students will study and practice techniques for developing these important relationships and effective communication skills.

CHD 217 Math and Science for Young Children 3 hours

This course will provide students information on children's conceptual development and the fundamental basic concepts of both math and science. Students will learn various techniques for planning, implementing and evaluating developmentally appropriate activities. Students will also learn more about the integrated curriculum.

CHM 104 Introduction to Inorganic Chemistry 4 hours : 3t, 3e

This is a survey course of general chemistry for students who do not intend to major in science or engineering; it may not be substituted for CHM 111. Lecture will emphasize the facts, principles, and theories of general chemistry including math operations, matter and energy, atomic structure, symbols and formulas, nomenclature, the periodic table, bonding concepts, equations, stoichiometry, gas laws, phases of matter, solutions, pH, and equilibrium reactions. Laboratory is required. PREREQUISITE: MTH 098 or equivalent math placement score.

CIS 146 Microcomputer Applications 3 hours

This course is an introduction to the most common microcomputer software applications. These software packages should include typical features of applications, such as word processing, spreadsheets, database management, and presentation software. Upon completion, students will be able to utilize selected features of these packages. This course will help prepare students for the MOUS and IC 3 certification.

CIS 147 Advanced Micro Applications 3 hours

This course is a continuation of CIS 146 in which students utilize the advanced features of topics in CIS 146 and introduce additional topics of office suite software. Advanced features of word processing, spreadsheets, database, presentation packages among other topics are generally incorporated into the course and are to be applied to situations found in society and business. Upon completion, the student should be able to apply the advanced features of selected software appropriately to typical problems found in society and business. PREREQUISITE: CIS 146.

CIS 165 Network Lab 1-4 hours

This lab is designed to give students additional application of networking concepts under the supervision of the instructor. This course may be duplicated with the alpha suffix A, B, D, E added to the course number. COREQUISITE: As directed by instructor to accompany first-year networking courses.

CIS 203 Introduction to the Information Highway 3 hours

This course introduces the student to the basic principles of the information highway. Students will be exposed to different network information, commercial information services and the use of appropriate editors or software to introduce construction of Web environments.

PREREQUISITE: CIS 146 or equivalent experience

CIS 207 Introduction to Web Development 3 hours

This course introduces basic Web page development techniques. Topics include HTML, scripting languages, and commercial software packages used in the development of Web pages.

PREREQUISITE: Basic Internet skills

CIS 212 Visual BASIC 3 hours

This course is a continuation of CIS 211 with emphasis being on BASIC programming using a graphical user interface. The course will emphasize graphical user interfaces with additional topics such as advanced file handling techniques, simulation, and other selected areas. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

PREREQUISITE: Intermediate algebra.

CIS 250 E-Commerce 3 hours

This course is an introduction to the e-commerce. The topics included in this course are creating a successful Web presence, building an electronic commerce store, electronic security, electronic payment systems, and electronic commerce environment. Upon completion, the student will be able to demonstrate knowledge of ecommerce through the completion of assignments and appropriate tests. PREREQUISITE: Permission of instructor.

CIS 268 Software Support 3 hours

This course provides students with hands-on practical experience in installing computer software, operating systems, and troubleshooting. The class will help to prepare participants for the A+ Certification sponsored by CompTIA.

PREREQUISITE: Permission of instructor /COREQUISITE: CIS 165A

CIS 269 Hardware Support 3 hours

This course provides students with hands-on practical experience in installation and troubleshooting computer hardware. The class will help to prepare participants for the A+ Certification sponsored by CompTIA.

PREREQUISITE: Permission of instructor /COREQUISITE: CIS 165B

CIS 280 Network Security 3 hours

This course provides a study of threats to network security and methods of securing a computer network from such threats. Topics included in this course are security risks, intrusion detection, and methods of securing authentication, network access, remote access, Web access, and wired and wireless network communications. Upon completion students will be able to identify security risks and describe appropriate counter measures.

PREREQUISITE: Permission of instructor/ COREQUISITE: CIS 264B

CIS 281 Systems Analysis and Design 3 hours

This course is a study of contemporary theory and systems analysis and design. Emphasis is placed on investigating, analyzing, designing, implementing, and documenting computer systems. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

PREREQUISITE: Prior programming experience.

DDT 104 Basic Computer Aided Drafting and Design 3 hours: 1t, 4e

This course provides an introduction to basic Computer Aided Draft and Design (CADD) functions and techniques, using “hands-on” applications. Topics include terminology, hardware, basic CADD and operating system functions, file manipulation, and basic CADD software applications in producing softcopy and hardcopy

PREREQUISITE: As required by program **CORE**

DDT 111 Fundamentals of Drafting and Design Technology 3 hours: 1t, 4e

This course serves as an introduction to the field of drafting and design and provides a foundation for the entire curriculum. Topics include safety, lettering, tools and equipment, geometric constructions, and orthographic sketching and drawing.

PREREQUISITE: As required by program **CORE**

DDT 114 Industrial Blueprint Reading 3 hours: 3t

This course provides students with basic blueprint reading for various industrial applications. Topics include orthographic projection, dimensions and tolerances, symbols, industrial application, scales, and notes. This course may be tailored to meet a specific industry need. PREREQUISITE: As required by program

DDT 124 Introduction to Technical Drawing 3 hours: 1t, 4e

This course covers sections, auxiliary views, and basic space geometry. Emphasis will be placed on the theory as well as the mechanics of applying sections, basic dimensioning, auxiliary views, and basic space geometry.

PREREQUISITE: As required by program **CORE**

ECO 231 Principles of Macroeconomics 3 hours

This course is an introduction to macroeconomic theory, analysis, and policy applications. Topics include the following: scarcity, demand and supply, national income analysis, major economic theories concerning monetary and fiscal policies as stabilization measures, the banking system, and other economic issues or problems including international trade.

ECO 232 Principles of Microeconomics 3 hours

This course is an introduction to microeconomic theory, analysis, and applications. Topics include scarcity the theories of consumer behavior, production and cost, markets, output and resource pricing, and international aspects of microeconomics.

ENG 101 English Composition I 3 hours

English Composition I provides instruction and practice in the writing of at least six (6) extended compositions and the development of analytical and critical reading skills and basic reference and documentation skills in the composition process. English Composition I may include instruction and practice in library usage. **PREREQUISITE:** Successful completion of ENG 093, or a score of 62 or better on the English writing section and successful completion the reading section of ACT COMPASS, or a score of 20 or better on the ACT (or equivalent SAT score).

ENG 102 English Composition II 3 hours

English Composition II provides instruction and practice in the writing of six (6) formal, analytical essays, at least one of which is a research project using outside sources and/or references effectively and legally. Additionally, English Composition II provides instruction in the development of analytical and critical reading skills in the composition process. English Composition II may include instruction and practice in library usage. **PREREQUISITE:** A grade of "C" or better in ENG 101 or the equivalent.

ENG 251 American Literature I 3 hours

This course is a survey of American literature from its inception to the middle of the nineteenth century. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research. **PREREQUISITE:** ENG 102 or equivalent.

ENG 252 American Literature II 3 hours

This course is a survey of American literature from the middle of the nineteenth century to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research. **PREREQUISITE:** ENG 102 or equivalent.

ENG 261 English Literature I 3 hours

This course is a survey of English literature from the Anglo-Saxon period to the Romantic Age. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret

the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research. P

REREQUISITE: ENG 102 or equivalent.

ENG 262 English Literature II 3 hours

This course is a survey of English literature from the Romantic Age to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

PREREQUISITE: ENG 102 or equivalent.

GEO 100 World Regional Geography 3 hours : 3t

This course surveys various countries and major regions of the world with respect to location and landscape, world importance, political status, population, type of economy, and its external and internal organization problems and potentials.

HEC 140 Principles of Nutrition 3 hours

This course introduces students to the principles of nutrition and the role and functions of nutrients in man's food. Basic information concerning food selection and nutrition as factors in health, ecology, and economy is included. Implications of nutrition for children may be stressed.

HED 224 Personal and Community Health 3 hours

This course covers health problems for the individual and for the community. Areas of study include mental health, family life, physical health, chronic and degenerative diseases, control of communicable diseases, and the understanding of depressants and stimulants. Healthful living habits will be emphasized.

HIS 101 Western Civilization I 3 hours

This course is a survey of social, intellectual, economic, and political developments that have molded the modern western world. The course covers the ancient and medieval periods and concludes in the era of the Renaissance and Reformation.

HIS 102 Western Civilization II 3 hours

This course is a continuation of HIS 101; it surveys the development of the modern western world from the era of the Renaissance and Reformation to the present.

HIS 201 United States History I 3 hours

This course surveys United States history during the colonial, revolutionary, early national, and antebellum periods. It concludes with the Civil War and Reconstruction.

HIS 202 United States History II 3 hours

This course is a continuation of HIS 201; it surveys United States history from the Reconstruction era to the present.

HIS 216 History of World Religions 3 hours

This course presents a comparison of the major religions of the world from a historical perspective. Emphasis is placed on the origin, development, and social influence of Christianity, Judaism, Islam, Hinduism, Buddhism, and others.

HPS 100 Safety Issues for Clinical Practice 1 hour: 1t

This course focuses on microbial and physical safety for clinical practice. Emphasis is placed on guidelines established by the Occupational Safety and Health Administration (OSHA) and the Alabama State Department of Public Health; topics include prevention of transmission of blood-borne and air-borne pathogens, as well as prevention of injuries during clinical practice. Upon completion of this course, the student should be able to participate in the clinical setting implementing measures that will prevent injuries and using appropriate universal precautions.

HPS 105 Medical Terminology 3 hours: 2t, 2s

This course is an application for the language of medicine. Emphasis is placed on terminology associated with health care, spelling, pronunciation, and meanings associated with prefixes, suffixes, and roots as they relate to anatomical body systems. Upon completion of this course, the student should be able to correctly abbreviate medical terms and appropriately use medical terminology in verbal and written communication.

HPS 111 Computer Applications for the Health Sciences 1 hour: 3m

This course introduces computer applications relevant for use in the health sciences. Emphasis is placed on the use of Windows, health-related software, Internet, and basic word processing. Upon completion of this course, the student should demonstrate basic competency in the use of computers.

HUS 110 Special Education Issues and Interventions 3 hours: 3t

This course is designed to present basic concepts and practices in special education. Emphasis is placed on the acceptance of persons with disabilities and/or special instruction needs. The use of behavior modification and other behavioral training techniques will be included. Upon completion of this course, the student should be able to optimize learning opportunities for the gifted/talented student and to utilize techniques to enhance the quality of life for persons with disabilities.

PREREQUISITES: Admission to Human Services Program and permission of instructor

HUS 133 Geriatrics 3 hours: 3t

This course includes the study of the needs for making adjustments to retirement, activities, and hobbies for the older person, and community agencies available for the aged. Emphasis is placed on common psychological and physical problems for the aging. Upon completion of this course, students will have learned techniques in helping the elderly accept the changes in later life and informing them of the many services available to them.

PREREQUISITES: Admission to Human Services Program and permission of instructor

HUS 138 Counseling from a Cultural Perspective 3 hours: 3t

This course introduces the student to some of the problems facing minorities and the importance of the counselor's knowledge of and sensitivity to the experiences of the minority client. Emphasis is placed on how the counselor and the mental health practitioner can maximize his/her effectiveness when working with a culturally diverse population. Upon completion of this course, the student will have an understanding of how to establish a counseling relationship with culturally diverse clients.

PREREQUISITES: Admission to Human Services Program and permission of instructor

HUS 216 Alcohol and Drug Education and Prevention 3 hours: 3t

This course explores methods of preparing and using innovative media in alcoholism education. Emphasis is placed on drug abuse prevention and media campaigns with the preparation and presentation of slides, films, posters, dramas, puppet shows, information

folders, radio and television shows, etc. Upon completion of this course, the student will be able to utilize available material to create new approaches to educating the community, groups, and individuals in the area of alcohol and drug abuse.

PREREQUISITES: Admission to Human Services Program and permission of instructor

MSG 100 History & Theory 1 hour: 1t

In this course, students learn the origin of massage as well as the types of massage that have existed in all parts of the world for thousands of years up to the present. Emphasis is placed on the benefits of massage, contraindications, client interviews, and client-therapist relationship. In addition to Massage History, students will receive theories and research data that substantiate the efficacy of massage for our modern day. Information will be provided explaining the theory and value of such techniques as Swedish massage, deep tissue massage, neuromuscular therapy, somatic re-education, myofascial release, and integration.

MSG 130 Special Populations 3 hours: 3t

In this course, students learn to adapt massage sessions to the needs of special populations such as pregnant women, infants, the elderly, terminally ill, survivors of abuse, and persons living with HIV/AIDS. Topics include technique variations, length of session, contraindications, cautions, and possible benefits. Upon completion of this course, students should be able to discuss and demonstrate the techniques for special populations.

PREREQUISITE: MSG 100 101, 112, 120

MSG 156 Career and Personal Development 2 hours: 2t

During this course, students are also taught ethical business management and professional development. This course is designed to help students to prepare for ethical decision making in professional practice while assisting in the development of their emerging identities as professional licensed massage therapists. Emphasis is placed on building and retaining clientele, communication skills, customer services, continuing education and setting goals. Upon completion, the student should be able to list types of communication skills, state personal goals, and develop a continuing education plan.

MTH 098 Elementary Algebra 3-4 hours: 3-4t

This course is a review of the fundamental arithmetic and algebra operations. Topics include the numbers of ordinary arithmetic and their properties; integers and rational numbers; the solving of equations; polynomials and factoring; and an introduction to systems of equations and graphs.

This course does not apply toward the general core requirement for mathematics.

PREREQUISITE: A grade of "C" (75 or above required within the Division of Mathematics) or higher (S if taken as pass/fail) in MTH 090 (Basic Mathematics) or appropriate mathematics placement score

NOTICE: This course produces institutional, non-transferable credit only and will not satisfy the requirements for degrees, certificates, and diplomas. Additionally, the grade a student earns in a developmental course (A, B, C, or U) does not factor into the student's GPA (grade point average).

MTH 100 Intermediate College Algebra 3 hours : 3t

This course provides a study of algebraic techniques such as linear equations and inequalities, quadratic equations, systems of equations, and operations with exponents and radicals. Functions and relations are introduced and graphed with special emphasis on linear and quadratic functions. This course does not apply toward the general core requirement for mathematics.

PREREQUISITE: A grade of "C" or higher (S if taken as pass/fail) in MTH 092 (Developmental Algebra II) or MTH 098 (Elementary Algebra) or appropriate mathematics placement score.

MTH 110 Finite Mathematics 3 hours : 3t

This course is tended to give an overview of topics in finite mathematics, together with their applications, and it is taken primarily by students who are not majoring in science, engineering, commerce, or mathematics (i.e., students who are not required to take Calculus). The course will draw on and significantly enhance the student's arithmetic and algebraic skills. It includes sets, counting, permutations, combinations, basic probability (including Baye's Theorem), an introduction to statistics (including work with Binomial Distributions and Normal Distributions), matrices and their applications to Markov chains, and decision theory. Additional topics may include symbolic logic, linear models, linear programming, the simplex method and applications. PREREQUISITES: All core mathematics courses in Alabama must have as a minimum prerequisite high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score. An alternative to this prerequisite is that the student should pass with a "C" or higher (S if taken as pass/fail) MTH 100 (Intermediate College Algebra).

MTH 112 Precalculus Algebra 3 hours: 3t

This course emphasizes the algebra of functions, including polynomial, rational, exponential, and logarithmic functions. The course also covers systems of equations and inequalities, quadratic inequalities, and the binomial theorem. Additional topics may include matrices, Cramer's Rule, and mathematical induction.

PREREQUISITES: All core mathematics courses in Alabama must have as a minimum prerequisite high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score. An alternative to this prerequisite is that the student should pass with a "C" or higher (S if taken as pass/fail) MTH 100 (Intermediate College Algebra).

MTH 116 Mathematical Applications 3 hours : 3t

This course provides practical applications of mathematics and includes selected topics from consumer math and algebra. Some types included are integers, percent, interest, ratio and proportion, metric system, probability, linear equations, and problem solving. This is a terminal course designed for students seeking an A.A.S. degree and does not meet the general core requirement for mathematics. PREREQUISITE: A grade of "C" or higher (S if taken as pass/fail) in MTH 090 (Basic Mathematics) or appropriate mathematics placement score.

This class will not satisfy the STARS higher math requirement.

MUS 101 Music Appreciation 3 hours : 3t

This course is designed for non-music majors and requires no previous musical experience. It is a survey course that incorporates several modes of instruction including lecture, guided listening, and similar experiences involving music. The course covers a minimum of three (3) stylistic periods, provides a multicultural perspective, and includes both vocal and instrumental genres. Upon completion, students should be able to demonstrate a knowledge of music fundamentals, the aesthetic/stylistic characteristics of historical periods, and a aural perception of style and structure in music.

NUR 104 Introduction to Pharmacology 1 hour:3s

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. This course introduces students to basic principles of pharmacology and the knowledge necessary to safely administer medication. Course content includes legal implications, pharmacokinetics, pharmacodynamics, calculations of drug dosages, medication administration, and an overview of drug classifications. Students will be able to calculate and administer medications.

NUR 109 Role Transition for the Practical Nurse 3 hours: 2t 3s

This course provides students with opportunities to gain knowledge and skills necessary to transition from student to practicing nurse. Content includes a discussion of current issues in health care, practical nursing leadership and management, professional practice issues, and transition into the workplace. Emphasis is placed on NCLEX-PN test-taking skills, computer-assisted simulations and practice tests, development of a prescriptive plan for remediation, and

OAD 101 Beginning Keyboarding 3 hours

This course is designed to enable the student to use the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on speed and accuracy in keying alphabetic, symbol, and numeric information using the typewriter or microcomputer keyboard. Upon completion, the student should be able to demonstrate proper technique and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of basic business documents such as memos, letters, reports, and tables.

OAD 104 Advanced Keyboarding 3 hours

This course is designed to assist the student in continuing to develop speed and accuracy using the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on the production of business documents using decision-making skills. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of high-quality business documents.

PREREQUISITE: OAD 103 or permission of instructor

OAD 125 Word Processing 3 hours

This course is designed to provide the student with basic word processing skills through classroom instruction and outside lab. Emphasis is on the utilization of software features to create, edit and print common office documents. Upon completion, the student should be able to demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memo, letters and reports.

PREREQUISITE: OAD 101 or permission of instructor

OAD 138 Records and Information Management 3 hours

This course is designed to give the student knowledge about managing office records and information. Emphasis is on basic filing procedures, methods, systems supplies, equipment, and modern technology used in creation, protection, and disposition of records stored in a variety of forms. Upon completion, the student should be able to perform basic filing procedures.

OAD 231 Office Applications 2 hours

This course is designed to provide the student with a foundation in the use of computerized equipment and application software as tools in the performance of a variety of office tasks through classroom instruction and outside lab. Emphasis is on the role of the office professional in the selection and application of appropriate technology to the specific task or combination of tasks. Upon completion, the student should be able to demonstrate proficiency in the selection of appropriate computerized tools to complete designated tasks.

PREREQUISITE: Permission of the instructor.

ORI 101 Orientation to College 1 hour

This course is a graduation requirement for all degree or certificate-seeking students, and it should be completed during a student's first semester enrolled at GSCC. The course emphasizes personal responsibility through the exploration of GSCC regulations, campus facilities, and

student services. It is also designed to help students develop effective study skills, critical thinking, and career goals. Upon completion of this course, students should be prepared to successfully manage learning experiences to meet educational and career goals.

ORT 100 Orientation for Career Students 1 hour

This course is a graduation requirement for all non-degree eligible students who are not allowed to enroll in any course creditable toward an associate degree, and it should be completed during a student's first semester enrolled at GSCC. The course emphasizes personal responsibility through the exploration of GSCC regulations, campus facilities, and student services. It is also designed to help students develop effective study skills, library skills, critical thinking, and career goals. Upon completion of this course, students should be prepared to successfully manage learning experiences to meet educational and career goals.

PHL 206 Ethics and Society 3 hours

This course involves the study of ethical issues that confront individuals in the course of their daily lives. The focus is on the fundamental questions of right and wrong, of human rights, and of conflicting obligations. The student should be able to understand and should be prepared to make decisions in life regarding ethical issues.

POL 211 American National Government 3 hours

This course surveys the background, constitutional principles, organization, and operation of the American political system. Topics include the U. S. Constitution, federalism, civil liberties, civil rights, political parties, interest groups, political campaigns, voting behavior, elections, the presidency, bureaucracy, Congress, and the justice system. Upon completion, students should be able to identify and to explain relationships among the basic elements of American government and to function as more informed participants of the American political system.

POR 101 Introductory Portuguese I 4 hours

This course provides an introduction to Portuguese. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of Portuguese-speaking areas. PREREQUISITE: As required by program

PSY 200 General Psychology 3 hours

This course is a survey of behavior, with emphasis upon psychological processes. This course includes the biological bases for behavior, thinking, emotion, motivation, and the nature and development of personality.

PSY 210 Human Growth and Development 3 hours

This course is the study of the psychological, social, and physical factors that affect human behavior from conception to death. PREREQUISITE: PSY 200.

PSY 230 Abnormal Psychology 3 hours

This course is a survey of abnormal behavior and its social and biological origins. The anxiety-related disorders, psychoses, personality disorders, and mental deficiencies are covered. PREREQUISITE: PSY 200.

RTR 270 Realtime Reporting VI / Laboratory 5 hours: 3t, 4e

This course includes the continuation of accuracy and speed development in three timing categories. Lectures on expanded professional ethics and other situations are continued. PREREQUISITE: RTR 220

SOC 200 Introduction to Sociology 3 hours

This course is an introduction to vocabulary, concepts, and theory of sociological perspectives of human behavior.

SOC 247 Marriage and the Family 3 hours

This course is a study of family structures and families in a modern society. It covers preparation for marriage, as well as sociological, psychological, biological, and financial factors relevant to success in marriage and family life. PREREQUISITE: SOC 200

SPH 106 Fundamentals of Oral Communication 3 hours

This is a performance course that includes the principles of human communication: intrapersonal, interpersonal, and public. It surveys current communication theory and provides practical application.