



# Course Catalog

Phone: 816-659-9640

Admissions@mypitc.net

[www.mypitc.net](http://www.mypitc.net)



# Professional and Industry Technical College, Inc.

www.mypitc.net

Learning is more than acquiring knowledge; it's preparing you for the future!

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## Message from the Administrator

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Dear PITC Student,

It is my pleasure to welcome you and to congratulate you in making the decision to better your future.

Here at PITC we are excited to see that you chose to make this commitment. No matter what degree program or career diploma you choose to pursue, the PITC faculty is dedicated to make sure you get the quality training and education you need to advance in your current profession, or to start a new chapter in your life.

The PITC programs were designed and written by leading professionals in their respective disciplines. Your path at PITC is designed to enhance your learning with different environments. Some of you will be coming to the PITC campus and some of you will be taking our online courses. Both are designed for you to learn, understand, and use the material.

Our standards were set high for a reason. The professionals that write each course see the need for highly-trained and qualified individuals for our industries. By meeting these standards, you are starting your career with the skills necessary to be hired or promoted by the leading companies in the world.

Congratulations, on taking this first step towards having a successful career!

Sincerely,

Administrator

## Founding of PITC

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Professional and Industry Technical College (PITC) was founded in 2013 to provide quality education through an online platform. We are redefining education to be on demand and flexible to your schedule. We provide career diplomas, associate degrees and bachelor degrees. Industry professionals design courses to bring you the latest in the industry to provide the best education possible.

PITC is part of The International University (TIU). TIU is the degree conferring authority behind PITC graduates. With their support, we can reach students in any part of the world as long there is internet available.

### **Mission Statement**

Provide professional online and classroom learning environments for individuals seeking degree and professional certificates in a wide range of careers.

Provide continuing education to certified professionals in the industrial, real estate, and home inspection industries.

Provide our students with the most updated information and technology to empower them to achieve success in their respective career.

# Degree Programs

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PITC offers several different degree programs.

## Associate Degrees

### *Dual-Credit Associate Degree*

#### Requirements

English	12 hours
Math	9 hours
Social Studies	9 hours
Science	9 hours
Fine Arts	3 hours
Practical Arts	3 hours
Physical/Health Education	3 hours
Personal Finance	3 hours
Electives	9 hours

**Total Credit: 60 hours**

#### Required Courses

College Algebra  
United States Government  
American History  
English I  
English II  
Natural Science  
Biology  
Physics I or Astronomy  
Introduction to Computers  
Public Speaking  
Anatomy  
First Aid/CPR  
Personal Finance

## ***General Studies Associate Degree***

A great choice for those that are starting their college degree and do not know which degree path to take. This degree allows you to receive General Studies credits while deciding the next step in your college career.

### **Requirements**

English	12 hours
Math	9 hours
Social Studies	9 hours
Science	9 hours
Fine Arts	3 hours
Practical Arts	3 hours
Physical/Health Education	3 hours
Personal Finance	3 hours
Electives	9 hours

**Total Credit: 60 hours**

### **Required Courses**

College Algebra  
United States Government  
American History  
English I  
English II  
Biology  
Physics I or Astronomy  
Introduction to Computers  
Public Speaking  
Anatomy

## ***Industrial Electrical Associate Degree***

Specifically designed for students who would like a jump to start in the electronics field, this degree has been developed by project managers in large industrial and manufacturing environments. Covering the basics of electronics and learning to troubleshoot the components gives you the fast track to having a successful career.

### **Requirements**

College Algebra	3 hours
English I	3 hours
Public Speaking	3 hours
Introduction to Computers	3 hours
Computer Office systems	3 hours
Industrial Safety	3 hours
Intro to Electronics	3 hours
Industrial Electronics Principles I	3 hours
Industrial Electronics Principles II	3 hours
Industrial Electronics Principles III	3 hours
Industrial Electrical Print Reading I	3 hours
Industrial Electrical Print Reading II	3 hours
Electrical Motor Controls I	3 hours
Electrical Motor Controls II	3 hours
Variable Speed Motors and Drives	3 Course
Programmable Logic Controller I	3 hours
Programmable Logic Controller II	3 hours
PLC Trouble Shooting	3 hours
Electives	6 hours

**Total Credit: 60 hours**

# Bachelor Degrees

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To meet the requirements in the bachelor degree program, you must finish the requirements for the Dual-Credit or the General Studies Associate Degree. A total of 124 credit hours must be completed. Choose from these following disciplines:

## **Computer Science – Information Systems**

Graphic Arts Design

Gaming

## **Engineering**

Electrical Engineering

## **Business**

Business Administration

Economics

Marketing

English



# Academic Regulation and Policies

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## **Misrepresentation / Falsifying Information**

If any student misrepresents, falsifies, or withholds information during the application process the student will be presented to the board of administration and the case will be reviewed. Violation of the policy could result in removal from PITC and TIU. PITC and TIU reserve the right to review and investigate all applications that are received for admission.

## **Plagiarism**

PITC and TIU will not tolerate any kind of plagiarism. All sources will be identified and documented in all research papers. If this policy is violated the case will be reviewed by the board of administration on a case by case basis. The student may be put on academic probation or could face immediate removal from PITC and TIU with no credit received for the course in violation.

## **Harassment Policies**

PITC and TIU will not tolerate any type of harassment. All students and faculty will be treated in a respectful and professional manner. PITC will not tolerate any form of retaliation against any person for bringing charges of discrimination or participating in an investigation.

## **Equal Opportunity Policy**

PITC creates an inclusive learning and working environment that recognizes the value and dignity of each person. It is the policy and practice of PITC to provide equal educational and employment opportunities regardless of age, race, color, religion, marital status, sex/gender, pregnancy, sexual orientation, gender identity, gender expression, height, weight, national origin, disability, political affiliation, familial status, veteran status or genetics in all programs, activities, services, employment and advancement including admissions to, access to, treatment in, or compensation in employment as required by state and federal law. PITC is committed to reviewing all aspects of PITC programs, activities, services, and employment, including recruitment, selection, retention, and promotion to identify and eliminate barriers to prevent discrimination based on the listed protected characteristics.

PITC is committed to a diverse and inclusive work and learning environment. The purpose for this policy is to establish that PITC provides equal employment and educational opportunities for all persons regardless of age, race, color, religion, marital status, sex/gender, pregnancy, sexual orientation, gender identity, gender expression, height, weight, national origin, disability, political affiliation, familial status, veteran status or genetics as required by law.

# Admissions

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PITC welcomes any student seeking a dual-credit associate degree, associate degree, or bachelor degree. Contact admissions at 816-659-9640 or [admissions@mypitc.net](mailto:admissions@mypitc.net)

## Registration

At PITC we have several different levels of students. Review the following policies to understand the student category that applies to your situation.

### New Student Registration for Dual-Credit Student

1. Apply for admission
2. Attend orientation
3. Take Math and English placement exams
4. Visit with guidance counselor
5. Register for courses
6. Purchase required textbooks

### New Student Registration

1. Apply for admission
2. Submit high school/college transcript
3. Submit ACT/SAT score
4. Take Math and English placement exams
5. Visit with course counselor
6. Register for courses
7. Purchase required textbooks
8. Attend orientation

### Transfer Student\*

1. Apply for admission
2. Submit college transcript
3. Visit with course counselor
4. Register for courses
5. Purchase required textbooks
6. Attend orientation

\* All courses may not transfer

## Course Credit

To get credit for the course, you must pass with a grade of at least 70%. Anything below 70% is considered a failing score and you must re-take the entire course. PITC assigns the credit and TIU approves and verifies.

## Dual-Course Policy

If you fail a course, you can retake that course one more time. The second attempt in that course with a passing score negates the first attempt. If you withdraw from the course in the allowed period you will receive a 'W' on your transcript and it counts as having taken the course. If you drop the course in the allowed period you can re-enroll as not having taken the course.

## Registration Deadlines

The student must be enrolled by the end of the enrollment period for each semester. Refer to the Calendar for these dates.

Student will be notified by e-mail when registration is complete. This confirmation e-mail will give you information on ordering the books and materials you need for the course(s).

### **Transcript**

Transcript is maintained and held with The International University. The credit for the course is issued under the authority of The International University.

Courses have the following symbols recorded on the transcript

A	=	Pass 100-90%	Full Credit
B	=	Pass 89-80%	Full Credit
C	=	Pass 79-70%	Full Credit
F	=	Fail 69% or lower	No Credit
W	=	Withdrawal	No Credit
D	=	Drop	No Credit / Incomplete

### **Drop Policy**

The drop period for the course is seven (7) days from the start of the course. If the student drops during this time, no credit is received and nothing is recorded on the transcript.

### **Withdrawal Policy**

The withdrawal period for our courses is 30 days. If the student withdraws from the course they will receive no credit and it is recorded on the transcript.

### **Refund Policy**

Any student that drops within the drop period receives a full refund.

### **Book Refund Policy**

Books can be returned only if the drop policy is met. There is 25% restocking fee. Books can be sold back to PITC at a reduced rate when the semester ends. Student is responsible for shipping and handling charges.

### **Shipping Address:**

Professional and Industry Technical College  
3617 East Noland Court, Suite 107  
Independence, MO 64055

### **Tuition**

Tuition can be paid with cash, check, Visa, MasterCard, or by invoice. Invoice payment is only available for corporate clients enrolling their employees. We also offer deferred payments. These payments are due within 70 days of from the start of the course. An application and necessary paperwork must be filed and accepted before the start of each course to qualify.

### **Tuition Fees**

\$175.00 per credit hour

3 Credit-hour Course - \$525.00

4 Credit-hour Course - \$700.00

Application Fee: \$175.00 and is non-refundable\*

\*This fee covers the administration process and placement testing for the student.

### **Late-Assignment Policy**

If you turn in a late assignment during the course, the following point deduction

will be applied.

1 day = 10% off assignment score

2 days = 20% off assignment score

3 days = No score for assignment

This policy is applicable to all courses offered through PITC.

Exception: death in immediate family. Any assignment adjustments are made by the instructor.

## **2016-2017 Enrollment Calendar**

### ***Fall Semester***

Application Date: July 1st

Orientation – Registration: July 29th

Fall Semester Start Date: August 29th

### ***Spring Semester***

Application Date: Oct 1st

Orientation – Registration: Oct 31st

Spring Semester Start Date: January 9th

### ***Summer Semester***

Application Date: March 1st

Orientation – Registration: March 31st

Summer Semester Start Date: May 1<sup>st</sup>

# Course Descriptions

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## Mathematics Department

**Mat 090 - Remedial Math:** This course. Students will be introduced to whole numbers, fractions, and decimals, integers, order of operations, percentages, signed numbers, measurements, geometry, probability, and basic algebra concepts.

**Mat 100 - Basic Math:** This course presents the fundamental concepts of a pre-algebra course. Students will be introduced to whole numbers, fractions, and decimals, integers, order of operations, percentages, signed numbers, measurements, geometry, probability, and basic algebra concepts.

**Mat 110 - Intro to Algebra:** This course is intended to build and reinforce the essential geometry, arithmetic and algebra skills needed for Intermediate Algebra. Topics will cover real numbers and their properties, order of operations and simplifying valued expressions, simplifying algebraic expressions, integer exponents, solving linear equations and inequalities, an introduction to the Cartesian coordinate system, systems of first degree equations in two variables solved by graphical and algebraic methods and word problems.

**Mat 120 - Algebra I:** A survey of pre-college algebra intended to build and reinforce the essential algebra skills needed for College Algebra. Topics include operations with algebraic expressions, factoring, the Cartesian coordinate system, lines, slope and distance formulas, integer, and rational exponents, radicals, an introduction to quadratic equations, an introduction to functions and word problems.

**Mat 130 - Algebra II:** A continuation of the Algebra I intended to build and reinforce the essential algebra skills needed for College Algebra. Topics include operations with algebraic expressions, factoring, the Cartesian coordinate system, lines, slope and distance formulas, integer, and rational exponents, radicals, an introduction to quadratic equations, an introduction to functions and word problems.

**Mat 140 – Geometry:** This course is designed to emphasize the study of the properties and applications of common geometric figures in two and three dimensions. It includes the study of transformations and right triangle trigonometry. Inductive and deductive thinking skills are used in problem solving situations, and applications to the real world are stressed. It also emphasizes writing proofs to prove properties of geometric figures.

**Mat 200 - College Algebra:** This course presents students with the key concepts of college algebra. Students will be introduced to solving equations and inequalities, functions (including linear, quadratic, polynomial, rational, exponential, and logarithmic), systems of equations and inequalities, and series and sequences.

**Mat 202 – Trigonometry:** Trigonometry, helps students develop skills sufficiently to write and use the definition of trigonometric functions; sketch the graph of the trigonometric functions; prove identities; solve trigonometric equations; learn and then apply the law of the sines and cosines; learn how to write a complex number in trigonometric form and find all the roots of a complex number; learn polar coordinates system and the graphs of some simple equations in polar; learn about conic sections (rectangular & polar), vector (applications & operations), and the exponential and logarithmic functions with applications and modeling.

**Mat 300 -Calculus I:** Topics include a brief review of polynomials, trigonometric, exponential, and logarithmic functions, followed by discussion of limits, derivatives, and applications of differential calculus to real-world problem areas.

**Mat 301 - Calculus II:** Topics include an overview of integration, basic techniques for integration, a variety of applications of integration, and an introduction to (systems of) differential equations.

**Mat 400 - Business Math:** Concepts and practices of financial mathematics, elementary probability, and descriptive statistics are covered in this course. Simple and compound interest, present and future value, and annuities are covered. Measures of central tendency and dispersion including normal distribution and standard deviation are studied. Combinations, permutations, randomness and principles of counting including set notation are considered. Emphasis is on the use of mathematics, not theoretical derivation.

**Mat 401 – Statistics:** Data summaries and descriptive statistics; introduction to a statistical computer package; Probability: distributions, expectation, variance, covariance, portfolios, central limit theorem; statistical inference of univariate data; Statistical inference for bivariate data: inference for intrinsically linear simple regression models.

## Language Department

**Eng 090 - Reading Comprehension:** Developmental Reading introduces the fundamental tools and techniques adult learners will need to comprehend reading material found in general education courses and employment settings. Students will learn how to identify vocabulary in context, topics, main ideas, and patterns of organizations. Students will also evaluate the author's purpose and tone, and draw conclusions from the passages using literal and interpretive information.

**Eng 100 - Writing Comprehension:** Developmental Writing is a twelve-lesson course that introduces the fundamental tools and techniques adult learners will need to use to write clear sentences, effective paragraphs, and well-organized essays for general education courses and employment settings. Students will develop an understanding about how to organize, clarify, and communicate written ideas, and about how to use correct sentence structure, grammar, and parts of speech in written communication. Students will also develop skills in writing in Standard American English, and in revising and editing to clarify voice, tone, style, and mode.

**Eng 101 - English I:** This course develops written communication skills with an emphasis on understanding the writing process, analyzing readings, and practicing writing for personal and professional applications.

**Eng 102 - English II:** This course builds on lessons learned in English Composition I. In addition to reviewing the writing process, students learn research techniques, citation techniques, documentation formats, and critical analysis of written topics.

**Eng 400 - English as a Second Language:** This course introduces students to basic structures and vocabulary of the English language through the skills of reading, writing, speaking, and listening. Students learn strategies in order to advance their reading, listening, and pronunciation skills. They expand oral comprehensibility and write complete sentences, a standard paragraph, and short content-based essays. They utilize level-appropriate conventions of grammar and punctuation with a minimum of errors.

**Spa 401 - Spanish I:** Students are introduced to the basics of Spanish grammar such as verb conjugation and adjective agreement and practice the basic skills of speaking, listening, reading, and writing in the present tense with an emphasis upon correct oral and written expression and aural comprehension. Students are also introduced to various aspects of Hispanic culture in Latin American countries and in Spain as illustrated in the text and through videos and presentations, which may include historical, social and cultural topics.

**Spa 402 - Spanish II:** This course builds on the grammar and skills acquired in Spanish I. It involves more complex grammatical forms such as object pronouns; and practices the basic skills of speaking, listening,

reading and writing with an emphasis upon correct oral and written expression and aural comprehension, particularly in the past tense. Students also examine aspects of Hispanic culture in Latin American countries and in Spain as illustrated in the text and through videos and presentations, which may include historical, social, and cultural topics.

**Heb 101 - Hebrew I:** You will be introduced to the primary fundamentals of classical and modern Hebrew. Grammar and pronunciation as well as reading and writing skills are developed. This course has been designed to utilize the language both written and orally. You will also learn some basics of the Israeli culture.

**Heb 102 - Hebrew II:** This course is designed to follow Hebrew I (Heb 101) instruction in the essential fundamentals of the Hebrew language. Reading, writing, pronunciation, and advanced grammar are taught. The student will also be exposed to some more of the culture and history of the Israeli Culture.

## History Department

**HIS 090 - United States Government:** This course introduces students to the fundamentals of American government and politics focusing on the historical evolution of government and policies, the major institutions, and the major processes. Course goals include developing an interest in and understanding of today's government, policy development, and politics as well as developing critical thinking and information literacy skills in the areas of government and politics. Topics include the Constitution, federalism, civil rights, and civil liberties, the structure and processes of the three branches of government, political socialization, interest groups and public opinion, political parties and the election process, as well as basic U.S social, economic, and foreign policy.

**HIS 100 - United States History:** This course covers a broad survey of American history from New World exploration and settlement through the Civil War.

**HIS 101 - American Civilization I:** This course is a survey of the cultural, social, political and economic development of the United States of America from the Voyages of Columbus to the Reconstruction of the Nation, 1877. In examining the Nation's past, we can, hopefully, take pride in its accomplishments and learn from the mistakes and achievements of those who have preceded us. The Course will explore not only the chronology of American History; it will also focus on the interpretations of those events.

**HIS 102 - American Civilization II:** This course provides a survey of American Civilization from Reconstruction after the American Civil War to the present. Among the topics to be examined will be: Post Civil War Reconstruction of the nation, westward expansion in the late nineteenth century, industrialization, Progressive reform in industrial America, World War I, the Great Depression, World War II, the Cold War, Vietnam and the Great Society, and America in the late twentieth century.

## Political Science Department

**PSC 101 - Political Science:** This is a course Introduction to American political ideas, individual and group political behavior, institutions of national government, and public policy.

## Communications Department

**COM 100 - Public Speaking:** This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate

audiovisual support. Students should also demonstrate the speaking, listening, and interpersonal skills necessary to be effective communicators in academic settings, in the workplace, and in the community.

**COM 101 - Business Communications:** This course is designed to introduce the student to business communication principles through creation of effective business documents and oral presentations. This course also allows students to work together to make presentations as a team.

**Com 200 – Journalism:** The student will be introduced to the principles and practices of journalism as well as journalism’s role in a democratic society. We will explore journalism’s impact on public policy, private lives, and the increasing role of citizens within the context of the contemporary convergence of multimedia.

**COM 300 – Broadcast Electronic Media Arts:** This course is designed to be a basic introduction in the origin, history, development, regulation, and social responsibilities of broadcasting and cable communications. We will also be exploring new advancements and technology in the field.

## Fine Arts Department

**ART 100 - Art Appreciation:** This course is designed to introduce the student to basic terms, theories, and techniques of the artists. The history of art will be discussed and the student will be able to increase their understanding and aesthetic pleasure of the visual arts.

**ART 300 - Cinema Production:** The student is introduced to basic film and video production techniques and equipment. Proper procedures are explained for the use of digital and film cameras, lenses, filters, film stocks, lights, microphones, audio recorders, editing systems, and other motion picture equipment. Attention is also given to production planning and post-production as well.

**ART 301 - Visual Media Design:** An examination of the digital tools used in the visual arts. Students are exposed to the theory and function of the major software packages and basic digital design principles utilized in the visual arts. Topics include operating systems, typography, vector and bitmap imaging, page layout, PDF creation and editing, timeline-based video editing, file transfer, output, web, emerging technologies, and other material relative to the digital visual arts workflow.

**MUS 100 - Music Appreciation:** This course is designed to acquaint students with the elements of music and the primary musical periods of traditional Western European classical music. They will also explore how this history has shaped the current elements of music. Students’ will have a brief overview of the major composers and their music through class lectures, listening to musical examples in class, reading the text, listening to musical examples provided on the student CD’s or recordings.

## Humanities Department

**Col 100 - Student Success:** This course provides students with the information and skills they need to succeed in their studies, including setting academic goals, managing time and financial resources to meet those goals, and developing an awareness of how they learn. Students also build thinking, listening, reading, study skills, note-taking, test-taking, and information literacy skills. The course also includes discussions on stress management and career development. Throughout, students will apply critical thinking skills to solve problems and evaluate situations.

**HUM 100 - Critical Thinking:** The student will be introduced to the process of Critical Thinking. This course will help the student develop and support their beliefs, and evaluate the strength of arguments made by others in real-life situations.



**HUM 101 - Ethnic Studies:** This introductory course in Ethnic Studies examines U.S. history and contemporary social issues from multiple perspectives to arrive at a plural and multicultural understanding of U.S. society. It introduces students to core concepts and methods used in the study of race and ethnic relations in the United States.

**LAC 100 - Labor and Community Studies:** This is an introduction course of labor unions in the United States, focusing on their organization and their representational, economic, and political activities. This course includes coverage of historical development, labor law basics, and contemporary issues.

**PHL 101 – Introduction to Philosophy:** This course will introduce students to the fundamental questions of human existence including the foundation of knowledge, the nature of ethical, religious, and social values and meaning, conceptions of being, and human freedom.

## **Psychology / Sociology Department**

**PSY 100 – Introduction to Psychology:** This course is an introduction to psychological science. This course surveys the major subdisciplines of the field, including such topics as the brain and neuroscience, behavioral genetics, cognitive and social development, perception, learning, memory, decision making, language, consciousness, emotions, motivation, psychological disorders, social identity, interpersonal interactions, and cultural processes.

**PSY 201 - Child Development:** This course is an Introduction to the field of Early Childhood Education including history, philosophy, and the application of child development techniques.

**SOC 100 – Introduction to Sociology:** This course is designed to introduce students to the fundamentals of sociology. The enduring value of a sociological imagination is to help students situate peoples' lives and important events in broader social contexts by understanding how political, economic, and cultural forces constitute social life.

## **Health Department**

**HLH 100 - First Aid / CPR:** This course will focus on the basics of first aid. It is designed to be an introductory course covering a variety of topics. This course also includes the instruction of adult, child, and infant for rescue breathing, airway obstruction, and one and two-man Cardiopulmonary Resuscitation (CPR).

**HLH 101 - Health and Wellness Education:** This course will focus on the relationship between individual choices, social responsibilities and optimal human functioning. Students will be educated in current theories and techniques of values clarification, motivation, and behavior change. Health and social issues relevant to young adults and throughout the life cycle will be examined.

**HLH 102 – Introduction to Nutrition:** This course is designed to be a survey of the historical and philosophical foundations of the profession of dietetics. We will also be introducing the student to the role of dieticians and the several different careers opportunities.

## **Science / Physics Department**

**BIO 100 – Introduction of Biology:** This course is an introduction to fundamentals of biology. The concepts that will be covered are molecular biology, cellular structure and function, human biology, and ecology. Students will understand the nature of science, levels of organization, bioenergetics, reproduction, inheritance, and the mechanisms of change. Laboratory stresses the process of scientific investigation and observation of biological processes.

**NAT 090 - Natural Science:** A non-technical course intended for students who are majoring in fields, other than science. The application of scientific knowledge to daily life activities is emphasized by examining the fundamental principles in physics, chemistry, geology, and astronomy utilizing the scientific method.

**PHY 100 – Astronomy:** This is an introduction to the field of astronomy for the non-science major. History of astronomy, astronomy as a physical science, properties of light, telescopes, structure, and evolution of the Sun, planets, moons, and other bodies in the Solar System.

**PHY 200 - Physics I:** This course has been designed by the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe.

**PHY 201 - Physics II:** This freshman-level course is the second semester of introductory physics. The focus is on electricity and magnetism.

**PHY 400 - Fire Science Technology:** This course is designed to be an overview to fire protection and emergency services. The student will be introduced to culture and history of emergency services. The will cover the following topics; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems, introduction to fire strategy and tactics; life safety initiatives.

**SCI 301 – Introduction to Anatomy:** This course introduces the student to the basics of human anatomy and physiology. The student will be introduced to the terminology, biochemistry, cells, and tissues, and the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems.

## Computer Science Department

**CSC 090 - Introduction to Computers:** This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate and understanding of the role and function of computers and use the computer to solve problems.

**CSC 100 - Computer / Microsoft Office:** This course introduces the student to the basic features of Microsoft Office, Windows basics, and file management. The course is designed for the student to develop familiarity with Word, Excel, Access, PowerPoint, email, and Internet basics.

**CSC 101 - Computer Science:** This course is designed to examine some of the fundamental ideas of the science of computing. Lectures and hands-on assignments cover a wide variety of topics such as hardware organization, the Internet, computer programming, limits of computing, and graphics.

## Business Department

**BUS 100 - Introduction to Business:** This course is designed to be an introduction in the field of business including topics such as management, finance accounting, marketing, production, computers, international business, small business, investments and other areas of general business interest.

**BUS 300 - Hotel Management:** This course is designed to introduce the growth and progress of the hospitality industry. Topics include tourism, lodging, resorts, gaming, restaurants, foodservice and clubs.

**BUS 301 - Travel and Tourism:** This course is designed to be an introduction to the major concepts, issues, and theories of tourism and hospitality as an economic sector. The course will cover a broad range of topics related to the travel experience, from business development to the linkages between tourism as an industry and the impacts, it has on communities and places.

**BUS 400 - Culinary Arts Management:** This course is designed to be an overview of the culinary industry. It provides students with an introduction to the historical, social, and cultural forces that have affected and shaped the industry of today. Students will identify job qualifications and opportunities, professional standards, communication skills, and attitudes essential for successful workers in the industry.

**ECON 101 - Economics I:** This course has been designed as an introduction to the principles of both micro- and macroeconomics. Microeconomics topics will cover the basics of supply and demand, consumer behavior and business, and how the markets operate. Macroeconomic topic will include the fundamental components of the gross domestic product (GDP), issues with inflation and unemployment and the impacts of government, fiscal and monetary policies.

**ECON 102 – Micro-Economics:** This course is designed to introduce the student to the principles of micro-economics. The student will learn how the analysis of micro-economics is used to examine the relationship between consumers and producers. By understanding this process, the student will learn how to understand the various types of markets and the market structures to determine price and output. The student will also be introduced to market failures and the policies to correct such failures.

**ECON 103 – Macro-Economics:** This course is designed to be an introduction to macro-economics. In this course, the student learn the principles of macro-economics. The student will learn how the economy works together and learn about the foundations of our economy as well as how our economy interacts with the global economy.

**ACCT 090 – Introduction to Accounting:** This course is designed to be an introduction to the financial accounting systems. The course is integral in understanding the relationships between the income statement, balance sheet, and cash flow statement. By understanding these relationships and how to read the statements the student will be able to succeed. The student will also be studying these concepts in detail: revenue recognition, inventory, long-lived assets, present value, and long term liabilities.

**ACCT 100 - Accounting I:** This course revisits topics covered in Introduction to Accounting. (ACCT 100) The student will be focusing on the asset side of the balance sheet: Cash, accounts, and notes receivable, inventory, marketable securities, equity investments, PPE, and intangibles. The student will also learn about revenue and expense recognition issues, and how to create a financial statement that is generally accepted.

**ACCT 101 - Accounting II:** This course is the continuation of Accounting I. In this course we dig into the liabilities side of the balance sheet and look at how it helps complete the balance sheet. The course will cover: liabilities and equities, long term debt, convertible securities, equity issuance, dividends and several other topics regarding liabilities. The student will also learn how to read the cash flow through the financial statement.

**ACCT 200 – Managerial Accounting:** This course is designed to allow the student understand how money flows through a company. It will examine the different methods used by companies to control every aspect of the business from production of goods to employee motivation. It will help the student see how the numbers work within companies and how to understand how to read those numbers to analyze the business. We will also learn how to plan for the company through expansion and possibly even contraction.

**MKT 100 – Marketing:** This course is designed to help the student understand how crucial marketing is to the success of a business. Our course is designed to help the student process through what organizations analyze, plan, implement, and control programs to develop and maintain beneficial exchanges with target buyers.

**BUS 400 - Culinary Arts Management:** This course is designed to be an overview of the culinary industry. It provides students with an introduction to the historical, social, and cultural forces that have affected and shaped the industry of today. Students will identify job qualifications and opportunities, professional standards, communication skills, and attitudes essential for successful workers in the industry.