

COURT REPORTING TECHNOLOGIES

Short-Term Certificate

A student receiving the Short-Term Certificate can work as a scopist or transcriptionist for a court reporting firm, doctor's office, or as an independent contractor.

Program Outcomes: This program is designed to prepare students to demonstrate the following program outcomes:

1. Adhere to ethical standards and requirements while completing work in a timely manner.
2. Utilize appropriate reference materials (medical dictionaries, PDR, Internet) and employ language skills (punctuation, spelling, rules of grammar) in the production of transcribed materials.
3. Work independently and apply business procedures to maintain a freelance practice.
4. Utilize CAT software and knowledge of stenotype to produce transcripts and write at a minimum speed of 140 wpm with 95% accuracy.

Suggested Semester Sequence

<u>First Semester</u>		<u>Credits</u>
C&CR-1300	Realtime Theory ... OR	4
C&CR-1200	Voicewriting I ¹ ... AND	2
C&CR-1210	Voicewriting II ¹	2
C&CR-1350	Legal Terminology	<u>3</u>
		7

<u>Second Semester</u>		<u>Credits</u>
C&CR-1320	Realtime Theory II ... OR	4
C&CR-1220	Voicewriting III	4
C&CR-2350	Editing Legal Documents	2
MA-1020	Medical Terminology I	<u>3</u>
		9

<u>Third Semester</u>		<u>Credits</u>
C&CR-1600	Court Reporting Technology	5
C&CR-1450	Speedbuilding and Transcription at 140 WPM	<u>2</u>
		7

PROGRAM TOTAL 23

¹Consecutive eight week course.

CONFLICT RESOLUTION AND PEACE STUDIES CERTIFICATE

Short-Term Certificate

This certificate will provide the student with the theory and skills of conflict resolution and with an opportunity to implement this knowledge in the community.

This program is designed to prepare students to demonstrate the following program outcomes:

1. Analyze and assess conflict in all of its stages and manifestations in order to intervene effectively and ethically to successfully reduce, manage, or resolve conflict.
2. Listen and utilize nonverbal, emotional and cultural/personal perspectives to validate each party's issue/interest, to facilitate de-escalation and engagement to move towards resolution while maintaining a neutral process.
3. Facilitate community building by engaging stakeholder representative through collaboration and teamwork while maintaining a safe and objective environment.
4. Apply problem-solving techniques and knowledge of social/emotional intelligence to analyze and evaluate the roots of conflict, (including structural, cultural, emotional and economical differences), and their effects on individuals to create and sustain a peaceful community.

Suggested Semester Sequence

<u>First Semester</u>		<u>Credits</u>
ENG-1010	College Composition I ... OR	3
ENG-101H	Honors College Composition I	
POL-1040	Introduction to Peace and Conflict Studies	3
XXXX	Select 1 or 2 electives from below list	<u>3 - 6</u>
		9 - 12

<u>Second Semester</u>		<u>Credits</u>
POL-2040	Conflict Resolution Skills	3
XXXX	Select 1 or 2 electives from below list	<u>3 - 6</u>
		6 - 9

<u>Summer Semester</u>		<u>Credits</u>
POL-2140	Implementing Peace Studies and Conflict Management Theories and Practices with Service Learning	3
XXXX	Select 1 or 2 electives from below list	<u>3 - 6</u>
		6 - 9

PROGRAM TOTAL 21 - 30

Select from the below list of courses to fulfill elective requirements:

<u>Electives</u>		<u>Credits</u>
ANTH 1010	Cultural Anthropology	3
BADM 1210	Labor-Management Relations	3
BADM 2220	Organizational Behavior	3
SPCH 1000	Fundamentals of Interpersonal Communication	3
SOC-2010	Social Problems	3
SOC-201H	Honors Social Problems	3
WST 200H	Honors Women and Reform	3

POLITICAL SCIENCE - POL**POL-1010 American National Government****03 Semester Credits**

Nature, purpose, theories and forms of government of the United States at national level. Relationships between structure, function and process. Dynamics of political change, including role and significance of U.S.

Constitution. Current issues of American public policy.

Lecture 03 hours. Laboratory 00 hours.

Prerequisite(s): None.

OAN Approved: OSS011

POL-101H Honors American National Government**03 Semester Credits**

Nature, purpose, and function of government of the United States at the national level. Relationships between structure, function and process. Dynamics of political change, including role and significance of U.S.

Constitution. Current issues of American public policy with a focus on the analysis and interpretation of primary source materials.

Lecture 03 hour. Laboratory 00 hours.

Prerequisite(s): ENG-1010 College Composition I, or eligibility for ENG-101H Honors College Composition I.

POL-1020 State and Local Government**03 Semester Credits**

Examination of state and local governments within federal system, intergovernmental relations, metropolitan problems, dynamics of electoral process, including impacts of public policy decisions on individual lives.

Several policy areas may be studied.

Lecture 03 hours. Laboratory 00 hours.

Prerequisite(s): None.

OAN Approved: OSS014

POL-1040 Introduction to Peace and Conflict Studies**03 Semester Credits**

Introduction to conflict analysis and conflict resolution. Provide solid foundation for further inquiry and application. Examines definitions of conflict and diverse views of its resolution. Exploration of contemporary studies of individual behavior and social life as they relate to the origins of conflict and violent and peaceful social change. Specific conflict situations approached through models of sociocultural dynamics.

Lecture 03 hour. Laboratory 00 hours.

Prerequisite(s): ENG-1010 College Composition I, or concurrent enrollment; or eligibility for ENG-101H Honors College Composition I, or departmental approval: permission from instructor.

POL-179H Honors Contract in Political Science**01 Semester Credit**

Honors Contract complements and exceeds the requirements and objectives for an existing POL 1000-level

honors course through the formulation of a contract with a faculty mentor. In conjunction with a faculty mentor, the student will formulate a contract, which upon completion will result in distinctive scholarship. In order to complete the contract, the student is required to meet on a regularly scheduled basis with the instructor offering the contract for mentor-student tutorial sessions.

Lecture 01 hour. Laboratory 00 hours.

Prerequisite(s): Must be taken concurrently with a 1000-level honors course in Political Science, whose instructor approves the Honors Contract.

POL-2030 Comparative Politics**03 Semester Credits**

Examination of selected industrialized democracies including the United Kingdom, France and Germany; transitional states including Russia; the theocratic regime in Iran; and one developing country from either Central America, Africa or Asia. Explores the ideological underpinnings, economic systems and most salient political and social issues of each of these case-study states.

Lecture 03 hours. Laboratory 00 hours.

Prerequisite(s): ENG-1010 College Composition I, and POL-1010 American National Government.

POL-2040 Conflict Resolution Skills**03 Semester Credits**

Skills-based course in conflict management and resolution. Increase awareness, develop skills, and gain knowledge of constructive conflict management processes and approaches. Explore causes of conflict, conflict styles, and interpersonal conflict communication skills such as assertiveness and active listening. Introduce constructive conflict management approaches including negotiation, mediation, nonviolent action and Alternative Dispute Resolution approaches.

Lecture 03 hour. Laboratory 00 hours.

Prerequisite(s): POL-1040 Introduction to Peace and Conflict Studies or concurrent enrollment.

POL-2060 Political Systems of Africa**03 Semester Credits**

Comparative discussion of selected topics in Africa with particular focus on the interrelationship between internal and external affairs. Examination of colonial policies, party systems, interest groups and modes of development.

Lecture 03 hours. Laboratory 00 hours.

Prerequisite(s): POL-1010 American National Government is recommended.

POL-2070 International Relations

03 Semester Credits

Study of International Relations. Explores how individuals, Nation-States, non-governmental and international organizations interact with one another. Emphasis on major subfields of security and political economy.

Lecture 03 hours. Laboratory 00 hours.

Prerequisite(s): ENG-1010 College Composition I, and POL-1010 American National Government.

OAN Approved: OSS012

POL-2100 Constitutional Law

03 Semester Credits

The origins and development of American constitutional and legal system. Emphasizes the structure and role of Supreme Court in constitutional interpretation and major decisions concerning important areas of litigation. Major areas of emphasis include federalism, separation of powers, civil liberties, civil rights, and rights of the criminally accused. Historical and current court cases discussed.

Lecture 03 hours. Laboratory 00 hours.

Prerequisite(s): ENG-1010 College Composition I, and POL-1010 American National Government.

POL-2110 Terrorism and Counterterrorism

03 Semester Credits

Interdisciplinary examination of terrorism within its historical context. Examine select acts of global and domestic terrorism. Analyze terrorism and its social, economic, religious and ideological dimensions. Includes how democratic nations should respond to terrorism and terrorism in the future.

Lecture 03 hour. Laboratory 00 hours.

Prerequisite(s): ENG-1010 College Composition I.

POL-2120 Women and Politics

03 Semester Credits

[This course is cross-listed as WST-2120. Credit can only be earned once for either course.] This course examines women's political life in the United States. Women's involvement in all aspects of the political process will be addressed. Substantive areas include women and democracy, their political participation, and role in governing institutions. The course also includes discussion on the struggle for equal rights and issues of public policy.

Lecture 03 hour. Laboratory 00 hours.

Prerequisite(s): POL-1010 American National Government, or HIST-1020 History of Civilization II, or HIST-1520 United States History Since 1877.

POL-2130 Politics of Race

03 Semester Credits

Analysis of minority group interactions within the American political system. Focus on the strategies employed both within and outside government to achieve

political ideals and their roles and political behaviors in national, state, and local levels

Lecture 03 hour. Laboratory 00 hours.

Prerequisite(s): ENG-1010 College Composition I, or POL-1010 American National Government.

POL-2140 Implementing Peace Studies and Conflict Management Theories and Practices with Service Learning

03 Semester Credits

This course will integrate theories and skills in Peace Studies and Conflict Management with service learning. Students will gain practical experience, serve their community, and engage with issues surrounding the promotion of social justice, social service, or conflict management at local, regional, national, or international levels. A minimum of 40 hours service learning required over the course of the semester.

Lecture 03 hour. Laboratory 00 hours.

Prerequisite(s): POL-1040 Introduction to Peace and Conflict Studies, and POL-2040 Conflict Resolution Skills.

PRACTICAL NURSING - PNUR

PNUR-1300 Introduction to Patient Care

02 Semester Credits

Principles and practices of basic nursing care to individuals with selected health deviations. Designed for those students without hands-on patient care experience. Clinical lab test out is available for students that are currently STNAs or PCAs to demonstrate proficiency and qualify to have this course waived.

Lecture 01 hour. Laboratory 03 hours.

Other Required Hours: Laboratory: On-campus 03 hours.

Prerequisite(s): Departmental approval: admission to Practical Nursing Program; BIO-1100 Introduction to Biological Chemistry, or concurrent enrollment; ENG-1010 College Composition I, or concurrent enrollment; MATH-1141 Applied Algebra and Mathematical Reasoning, or concurrent enrollment, and concurrent enrollment in PNUR-1321 Nursing Management of Adults I.

PNUR-1321 Nursing Management of Adults I

07 Semester Credits

Use of the nursing process and scientific principles in providing care for patients with various health problems, the body's response to illness and stress, and its adaptations. Identifies common nursing interventions to meet basic needs of the adult patient.

Lecture 04 hour. Laboratory 09 hours.

Other Required Hours: Laboratory: On-campus and Clinical: 09 hours.

Prerequisite(s): Departmental approval: admission to Practical Nursing Program, and BIO-1100 Introduction to Biological Chemistry, or concurrent enrollment; and ENG-1010 College Composition I, or concurrent enrollment; and MATH-1141 Applied Algebra and Mathematical Reasoning, or concurrent enrollment.