Accounting

Upon completion of the Associate Degree in Accounting, the graduate will be able to:

Apply generally accepted accounting principles to measure, process, and communicate financial information about a business entity.

- Use accounting computer software to maintain accounting records and prepare financial statements.
- Apply theory and practical applications of job order, process, and activity based cost systems including the evaluation of actual to standard costs.
- Prepare systems flowcharts and evaluate the internal control of a business system.
- Compare and use financial statements for decision making purposes.
- Explain the purpose and standards for an independent audit.
- Explain the procedures used in applying auditing standards in conducting an independent audit.
- Prepare budgets and forecasts for financial decisions.
- Identify and describe each of the rules contained in the AICPA Code of Professional Conduct.
- Prepare individual income tax returns and research tax questions.
- Prepare federal, state, and local payroll tax returns as well as franchise and personal property tax returns.

EDP Auditing Major

In addition to many of the Accounting competencies, a graduate majoring in EDP Auditing will be able to:

- Write, debug, test, maintain and document programs, according to a program specification, in IBM mainframe Assembly Language or Structured ANSI COBOL.
- Use an on-line editor for program development.
- Analyze an existing internal control system and reconfigure its specifications to conform to auditing software.
- Perform system analysis to improve accountability of system results.

Appraisal

Appraisal Associate Degree

Upon completion of the Associate Degree in Appraisal, the graduate will be able to:

- think critically and solve problems
- communicate effectively
- recognize the value of human diversity
- demonstrate interpersonal and life management skills
- determine the best method to arrive at real property value
- complete various standard appraisal forms and reports
- demonstrate the market analysis techniques and applications
- complete appraisals for all real property including but not limited to residential, commercial, business and agricultural
- apply appropriate technology as needed within the appraisal profession
- continue appraisal education

Architecture

Architecture Associate Degree

Upon completion of the Associate Degree in Architecture, the graduate will be able to:

- Use traditional manual drafting and drawing methods to express relevant ideas graphically. These include orthographic projection and one-point and two-point perspective generation.
- Use current CAD (Computer Aided Drafting) and 3D modeling software to prepare architectural drawings and other applicable graphics.
- Understand, interpret, organize, and generate architectural drawings.
- Understand and be familiar with the relationship and coordination implications between architectural and engineering drawings (Site, Structural, Electrical, Lighting, Mechanical and Plumbing).
- Research materials, consult with industry experts, and use CSI (Construction Specification Institute) standards relevant to the preparation of architectural drawings and specifications.
- Use applicable building and zoning codes relevant to the preparation of architectural drawings and specifications.
- Detail building structures utilizing wood, steel, and concrete manuals and handbooks.
- Understand and be familiar with project coordination, total project development and professional practice.

Automotive Technology

Automotive Technology Associate Degree

Automotive Service Management Major

Ford ASSET Program

Maintenance & Light Repair Certificate

Vocational Education Transfer Option with

Ohio State University College of Education

YAATC

- Solve automotive problems in a systematic, logical, and efficient manner.
- Diagnose and repair driveability problems on early and current car models, including those with fuel injection and computerized engine controls.
- Diagnose and repair simple and complex electrical problems.
- Diagnose and repair engine mechanical problems.
- Diagnose and repair automatic transmissions and transaxles, including total rebuilding of units.
- Diagnose and repair manual transmissions and transaxles, as well as other driveline components such as driveshafts, drive axles, and differentials.
- Precisely measure engine and other automotive parts, using the appropriate measuring instruments.
- Diagnose brake system problems and perform a complete brake service (including necessary machining).
- Diagnose and repair steering and suspension problems and properly align the suspension of all types of automobiles and light trucks, using either two- or four-wheel alignment machines.
- Diagnose and repair automotive air-conditioning systems.
- Demonstrate an understanding of basic principles needed for understanding of new technologies as they become incorporated into automobile designs.
- Make repair estimates and complete the necessary paperwork for customer service and warranty repairs.
- Apply basic business practices, including cultivation of good customer and employee relations.

Aviation Maintenance Technology

Aviation Maintenance Technology Associate Degree

Aviation Maintenance Technician Certificate

Upon completion of the Aviation Maintenance Technology curriculum, the graduate will be able to:

- Service, inspect, and complete repairs and alterations on airframes, engines, propellers, and associated systems (including environmental, electrical, fuel, hydraulic, and pneumatic systems).
- Utilize the regulations and technical manuals to safely complete inspections, repairs and alterations of aircraft and complete the required maintenance entries after completion.
- Properly use precision measuring equipment for the accuracy demanded by the aviation industry.
- Understand blueprints used for the repair and alteration of aircraft and utilize them to affect the repair or alteration.
- Identify aircraft materials and hardware and their structural properties. Correctly identify corrosion and the proper treatment and prevention methods and techniques.
- Identify and use nondestructive testing methods used in the Aviation Industry.
- Meet FAA certification requirements for the Airframe and Powerplant Certificates.

Business Management

Business Management Associate Degree

Business Management Major

Small Business Management Major

Training and Development Certificate

Managing Interpersonal Skills Certificate

Nonprofit Management Certificate

Leadership Development Certificate

Vocational Education Transfer Option with Ohio State University College of Education

Upon completion of the Associate Degree program in Business Management, the graduate will be able to:

- Demonstrate knowledge of the management functions and skills within an organizational system as they interact in a dynamic and diverse global environment.
- Demonstrate a working knowledge of current legal, ethical, social, financial, and economic environmental factors as they apply to business.
- Prepare and present effective written and oral business-related reports.
- Work effectively as a member of a team.
- Use appropriate technology and other resources to research, analyze, and integrate both quantitative and qualitative data to solve business problems.
- Appropriately apply the management functions both departmentally and to the organization as a whole.

In addition to the Business Management core outcomes, a graduate pursuing the Business Management degree on-campus will be able to:

- Assess and develop their own communication, leadership, and team building styles.

- Recognize and adapt to the communication, leadership, and team building styles of others.

Small Business Management Major

In addition to the Business Management core outcomes, a graduate pursuing the Small Business Management degree will be able to:

- Demonstrate knowledge of the skills needed to start a new business.
- Demonstrate knowledge of the research methods and skills needed to start, expand, or purchase a business.
- List and explain the major factors influencing the success or failure of a small business.
- Develop a business plan.
- Demonstrate knowledge of the functional and interpersonal management skills needed to operate a small business.

Civil Engineering Technology

Civil Engineering Technology - Civil Track

Surveying Certificate

Civil Engineering Technology – Survey Track

Upon completion of the Associate Degree in Civil Engineering Technology, the graduate will be able to:

- Prepare engineering drawings for public and private work projects utilizing computer aided drafting (CAD).
- Apply appropriate proportioning, mixing, placing, curing and admixtures to ensure quality structural concrete structures.
- Perform appropriate testing of soils, aggregates, asphalt and portland cement concrete, masonry, steel and wood in accordance with American Society of Testing Methods (ASTM) procedures.
- Apply regulatory and industry standards to design stormwater management systems.
- Apply regulatory and industry standards to design sanitary wastewater collection systems.
- Perform all field operations to determine preliminary route alignment, prepare centerline, offset staking notes, and stake a proposed project for finish grade complete with cut sheet.
- Apply Ohio Department of Transportation (ODOT), Federal Highway Administration (FHWA) and industry design standards to plan, design and detail a simulated highway including drainage structures.
- Apply subdivision regulations and surveying laws in the preparation of preliminary sketch, preliminary plat and final plat for a major private platted land subdivision.
- Perform preliminary site investigations, research infrastructure records, secure appropriate codes and regulations and prepare a set of preliminary drawings of an urban redevelopment site.
- Perform quantity takeoffs and estimates for heavy construction projects.
- Apply an integrated system of digital levels, total stations, data collectors/controllers, global positioning system equipment and associated software in surveying and construction related problem-solving applications.

Construction Management

Field Supervision Certificate

Estimating/Bidding Certificate

Residential Construction Management Certificate

Vocational Education Transfer Option with Ohio State University College of Education

- Analyze and interpret all types of construction drawings and documents.
- Develop conceptual programs and detail in order to calculate quantities of material, labor, and equipment needed for a project.
- Analyze financial data relative to cost budget data of construction work in the field and office.
- Apply data analysis to identify construction problems, specify goals, and execute projects including understanding risk management and safety loss prevention.
- Utilize the critical path and Gantt bar chart methods to organize, track and update as necessary construction projects.
- Identify, understand and apply the elements in construction employee relations and contract law.
- Utilize industry standard software for estimating, planning, scheduling and cost control.
- Understand the processes of construction disputes, claims and project documentation.
- Obtain working knowledge of safety, health and environmental issues.

Dental Laboratory Technology

Dental Laboratory Technology/Small Business Management (Associate of Technical Studies Degree)

Dental Laboratory Technology Certificate

Upon completion of the Certificate in Dental Laboratory Technology, the graduate will be able to:

- Design and fabricate complete dentures, removable partial dentures, crowns and bridges to a clinically acceptable degree.
- Apply learned theories to problem cases involving all dental laboratory procedures.
- Identify acceptable dental impressions submitted from clients.
- Read and accurately interpret dental laboratory prescriptions.
- Select and safely use the proper materials and equipment for a given case.
- Recognize specific landmarks of the oral cavity associated with a given case.
- Install, adjust, and store equipment and supplies.
- Demonstrate the attitude, abilities, and professionalism essential for the welfare of the patient.
- Practice safety and health regulations as established by the state and federal government.

Dental Hygiene

Associate Degree

Upon completion of the Associate of Applied Science Degree in Dental Hygiene, the graduate will:

- possess the skills and knowledge to manage the ethical and professional issues of dental hygiene practice.

- be able to acquire and analyze information in a scientific and effective manner using critical thinking skills.
- be able to demonstrate written comprehension, critical thinking, and skills for the application of assessment, dental hygiene diagnosis, planning, implementation, and evaluation related to the provision of optimal preventive, therapeutic, and educational dental hygiene services to individuals of diverse populations.
- be able to demonstrate knowledge of safe and effective patient care by adherence to proper infection control, HIPAA requirements, and emergency protocol during the provision of client care.
- be able to initiate and assume responsibility for general health promotion and oral disease prevention through participation in community activities using appropriate interpersonal communication and educational strategies.
- be able to apply self-assessment skills in preparation for life-long learning.

Early Childhood Development

Early Childhood Development Associate Degree
Child Care Administration Certificate
Infant/Toddler or School Age Child Care or
Preschool Education Certificate
Child Development Associate (CDA) credential preparation

Upon completion of the Associate Degree in Early Childhood Development, the graduate will be able to:

- Demonstrate knowledge of theories of human growth, development, and learning related to children, birth to age 8.
- Plan appropriate learning experiences for individuals as well as groups of young children, in inclusive settings.
- Demonstrate a competent, respectful, nurturing teaching style, to meet children's needs.
- Develop appropriate educational practices for young children that foster the growth of skills in problem solving, decision-making, critical thinking, communication and emerging literacy.
- Use appropriate teaching strategies to address individual differences in developmental levels, culture and learning styles.
- Recognize and respect unique characteristics of families and demonstrate appropriate strategies to support and address family needs.
- Demonstrate a variety of strategies to evaluate children's growth and development in cooperation with parents and related professionals.
- Design a physically safe environment to facilitate children's independence and competence through constructive experiences.
- Demonstrate knowledge of content areas and familiarity with Ohio Department of Education pre-kindergarten standards and K-3 benchmarks.
- Reflect and evaluate one's professional, interdisciplinary role as teacher, team member, lifelong learner and advocate for children and families.

Electro-Mechanical Engineering Technology

Associate Degree

Upon completion of the Associate Degree in Electro-Mechanical Engineering Technology, the graduate will be able to:

- Read and interpret engineering drawings.
- Select an appropriate electric motor and control based on known functional requirements.
- Identify and troubleshoot hydraulic and pneumatic systems.
- Troubleshoot electric motors.
- Identify and select electro-mechanical components for typical industrial requirements.
- Select and use appropriate power control devices, timers and sensors.
- Have a basic understanding of how servo-mechanisms work and the parameters that govern their operation.
- Identify closed-loop and open-loop systems and select the type of control required to achieve a given system response.
- Demonstrate skill in applying programmable controllers to operate simple processes.
- Perform preventive and corrective maintenance on electro- mechanical automated systems.

Electronic Engineering Technology

Associate Degree

Computer Electronics Major

Graduates of the EET program support the design, building, testing, operation, and maintenance of analog and digital electrical/electronic systems and microprocessors and will be able to:

- Conduct and analyze experiments; interpret and apply experimental results.
- Analyze, interpret, prepare and present electrical/electronic information including reports, engineering specifications, schematics, drawings/diagrams, charts and graphs.
- Apply the principles of physics, chemistry, algebra, and trigonometry to analyze and solve technical problems related to electrical/electronic engineering technology.
- Apply creativity in support of the design of electrical/electronic circuits, equipment, components and systems.
- Select and use a variety of troubleshooting techniques and test equipment to assess electrical/electronic circuits, equipment and systems.
- Build, troubleshoot, and test electrical/electronic circuits, equipment and systems to meet job requirements, functional specifications, and relevant standards.
- Maintain and repair electrical/electronic equipment and systems, adhering to established procedures, to ensure that they function properly.
- Use computers, software and computer programming to support the electrical/electronic engineering environment.
- Adhere to appropriate safety procedures and standard electrical/electronic engineering pactices.
- Perform tasks in accordance with relevant policies, procedures, standards, regulations, and ethical principles.
- Recognize and adapt to emerging applications in engineering technology.

Emergency Medical Service/Fire Science

Associate of Technical Studies degree

Upon completion of the Associate of Technical Studies in Emergency Medical/Fire Science, the graduate

will be able to:

- Demonstrate effective communication and interpersonal skills with supervisors, peers and the public.
- Perform all duties and responsibilities of the EMT-Basic and EMT-Paramedic, after successfully achieving certification in these areas.
- Explain the history and basic principles of the fire service.
- Recognize and respond to changing fire conditions and potential for collapse in structures.
- Demonstrate the duties and responsibilities of Incident Command.
- Demonstrate knowledge of the legal aspects of the fire service and emergency medical service.
- Demonstrate necessary proficiencies with extinguishment hydraulics and fire protection systems.
- Demonstrate a working knowledge of fire investigation principles.

Emergency Medical Services

EMT-Basic Certificate

EMT-Intermediate Certificate

EMT-Paramedic Certificate

Upon completion of the associate degree requirements in Emergency Medical Services Technology, the graduate will be able to:

- Perform all of the duties included in EMT-Basic and EMT- Paramedic training, after successfully completing State of Ohio/National certification exams in these two areas.
- Demonstrate knowledge of the legal aspects of emergency medical service.
- Prepare for and deal with disasters, including those involving hazardous materials.
- Explain the complexity of emergency medical service.

EMT-Basic Certificate

Students completing the EMT-Basic Certificate will be able to:

- Meet State of Ohio/National requirements to take the EMT-Basic certification examination.
- Evaluate the nature and seriousness of a patient's condition or the state of the patient's injuries and assess requirements for emergency care.
- Administer appropriate emergency care to stabilize the patient's condition, including tracheal intubation and automated external defibrillation.
- Lift, move, position, and otherwise handle the patient in such a way as to minimize discomfort and further injury.

EMT-Intermediate Certificate

Students completing the EMT-Intermediate Certificate will be able to:

- Meet State of Ohio/National requirements to take the EMT-Intermediate certification examination.
- Perform all duties of an EMT-Basic.
- Initiate appropriate intravenous procedures as specifically authorized by medical authority.

EMT-Paramedic Certificate

Students completing the EMT-Paramedic Certificate will be able to:

- Meet State of Ohio/National requirements to take the EMT- Paramedic certification examination.
- Perform all duties of the EMT-Basic.
- Initiate appropriate intravenous procedures as specifically authorized by medical authority.

- Initiate and continue emergency medical care under medical control, including recognizing presenting conditions and initiating appropriate invasive and noninvasive therapies (e.g., surgical and medical emergencies, airway and respiratory problems, cardiac dysrhythmias, cardio pulmonary arrest, and psychological crisis), and assessing the response of the patient to that therapy.

Environmental Science, Safety and Health

Associate Degree
Health & Safety Training for Hazardous Waste Operations Certificate
Water/Wastewater Technology Certificate
Occupational Health and Safety Certificate
Sustainable Building Certificate

Upon completion of the Associate Degree in Environmental Science, Safety and Health, the graduate will be able to:

- Collect air, water, waste, and soil samples for routine monitoring as required by regulatory agencies, and for operational control of remediation or treatment systems.
- Conduct field investigations using environmental instrumentation.
- Assist in the operation and maintenance of systems used to control pollution, remediate contaminated materials, or treat water as required by environmental laws.
- Perform duties related to the management, treatment, storage, disposal, and emergency response to spills of hazardous materials and toxic substances in accordance with EPA, OSHA and DOT.
- Collect and compile data necessary for an environmental site assessment.
- Utilize basic concepts of geology, hydrology, chemistry and biology in the investigation of the occurrence, transport and remediation of environmental contaminants.
- Demonstrate a knowledge of solid and hazardous waste management practices, including being able to evaluate hazardous waste data to provide information for compliance with environmental standards.
- Apply basic risk assessment and toxic substances exposure analysis techniques.
- Understands duties requiring knowledge of OSHA regulations in the workplace, including hygiene applications.

Finance

Associate Degree

Upon completion of the Associate Degree in Finance, the graduate will be able to:

- Explain the key concepts of financial transactions in the macro-economy.
- Explain operational methods of various financial institutions.
- Demonstrate an understanding of both commercial and consumer credit. Plan credit investigations, analyze credit reports, make credit granting decisions, implement a general collection system, demonstrate an understanding of credit laws, and measure the efficiency of a credit department.
- Analyze financial statements and interpret the results of ratio analysis, and assess the risk/return trade-off.
- Analyze stocks, bonds, and mutual funds and the interrelationship between them. Explain the use of mutual funds to achieve diversification.
- Demonstrate a working knowledge of personal computers, analyze financial problems with spread sheet software, and research financial topics on the Internet.
- Apply capital budgeting techniques for valuing business investments.
- Write financial plans for business entities and individuals.

- Using many sources including the Internet to produce research reports on current topical issues relevant to financial markets.

Fire Science

Associate Degree

Upon completion of the Associate Degree in Fire Science, the graduate will be able to:

- Demonstrate effective communication and interpersonal skills with supervisors, peers and the public.
- Explain the history and basic principles of the fire service.
- Recognize and respond to changing fire conditions and potential for collapse in structures.
- Demonstrate knowledge of the legal aspects of the fire service.
- Demonstrate the duties and responsibilities of Incident Command.
- Demonstrate necessary proficiencies with extinguishment hydraulics and fire protection systems.
- Demonstrate a working knowledge of fire investigation principles.

Geographical Information Systems

Associate Degree
GIS Certificate

Upon completion of the associate degree in GIS, the graduate will be able to:

- Recognize, evaluate, combine and use the different forms of data acquisitions, which are used in GIS mapping including GPS, Surveying, Photogrammetry, Scanning, Digitizing and Remote Sensing.
- Create and formulate techniques for implementing a geographic information system by having the knowledge and skills in creating, editing, using and georeferencing spatial data and GIS softwares.
- Develop strategic, business and implementation plans for GIS projects, budgeting, software and hardware procurement, staffing, training and legal issues.

Graphic Communications

Associate Degree
Desktop Publishing Certificate
Graphic Communications Design Certificate
Photography Certificate
Printing Certificate
Printing Management Certificate

Upon completion of the Associate Degree in Graphic Communications, the graduate will be able to:

- Specify type styles and sizes, coordinate colors, and employ the elements of design to communicate effectively.
- Be able to handle prepress jobs with bleeds, traps, overprints, reverses, and screen tints.
- Use a densitometer and colorimeter to monitor dot gain, solid ink density, hue error, grayness and LAB.
- Utilize QuarkXPress, InDesign and PhotoShop to generate images consistent with computer-supplied layouts or to correct customer-supplied files.
- Use Illustrator to generate art or to correct customer-supplied files.
- Understand basic aspects of press operations and their importance in the graphic communications process.
- Estimate the production cost for printing a job from customer-supplied specifications.
- Use communication skills (verbal, written, and graphic) to interact effectively with both internal and external customers.
- Be familiar with the application of statistical process control techniques to reduce waste while increasing customer satisfaction and product/service quality.
- Understand the components of and the interrelationship among the various segments within graphic communications.
- Understand the basic concepts of project management including scope definition, resource allocation and scheduling.
- Understand selling theory and the phases of the sales process from initial contact to close.
- Be familiar with the basics of multimedia production as it impacts cross-media projects.
- Understand the business components within the graphic communications industry.
- Understand quantitative measures used for quality control within the graphic communications industry.
- Understand digital camera composition and color correction techniques.

Health Information Management Technology Associate Degree
Medical Coding Certificate
Medical Transcription Certificate

Upon completion of the associate degree in the Health Information Management Technology, the graduate will be able to:

- Demonstrate knowledge of human pathophysiology, medical terminology, pharmacology, and clinical data as it relates to the collection and use of health information.
- Review health records for completeness and accuracy.
- Verify components necessary to ensure appropriateness and adequacy of health care documentation.
- Maintain and compile health information using electronic applications and work processes.
- Apply legal principles, policies, regulations, and standards for the control, use, and dissemination of health information.
- Collect, compute, analyze, interpret, and present statistical data related to health care services.
- Code, classify, and index diagnoses and procedures for the purpose of reimbursement, standardization, retrieval and statistical analysis.
- Review, abstract, retrieve, and compile health data for reimbursement, quality assessment, patient care research, clinical registries, and other informational needs.
- Apply principles of supervision and leadership and the tools used to effectively manage human resources.
- Demonstrate ethical practices as outlined in the American Health Information Management Association (AHIMA) Code of Ethics.

Human Resources Management Technology

Associate Degree

Upon completion of the associate degree in Human Resources Management Technology, the graduate will be able to:

- Research human resources laws, cases, and issues using the Internet and other resources.
- Apply human resources laws impacting private sector employers to day-to-day business operations.
- Write legal human resources policies, procedures, programs and employee handbook summaries for an organization.
- Administer manual and automated records and information management systems to support the key tasks of the human resources department and meet the legislative requirements with which the organization must comply.
- Develop protocol for and conduct the various types of interviews used in business.
- Discuss the effects of chemical dependency on the work environment and identify the community resources available to the organization, employee, and family.
- Develop a job analysis questionnaire and write job descriptions and job specifications
- Develop/administer a monetary compensation system.
- Develop/administer employee benefit programs.
- Develop/administer a performance appraisal system.
- Provide assistance in the union organizing, negotiating, grieving, and arbitrating processes.

Interactive Multimedia Production Interactive Multimedia Associate

Degree
Digital Audio/Video Production Major
Webtech: Web Design Certificate

Upon completion of the Associate Degree program in Interactive Multimedia, the graduate will be able to:

- Possess a working-level knowledge of the interactive multimedia field and how it affects society and industry.
- Comprehend the relationship between design, marketing, and interactive multimedia projects.
- Understand the purpose and interrelationship between design, scripting and software.
- Be able to evaluate the strengths and weaknesses of project design including storyboarding, diagramming, flowcharting and brand relevance.
- Know the core concepts of scripting as they apply to multimedia and web development
- Be familiar with many of the programming languages used by the multimedia professional (such as, HTML, CSS, Javascript, Lingo and CGI Scripting), by creating sites using various scripting languages.
- Have gained exposure to industry standard digital imaging programs (PhotoShop/Image Ready) by using the software to solve a variety of "real world" design problems.
- Know how to retrieve, enhance, create, optimize, store and otherwise modify images for digital use (web or CD development).
- Be familiar with basic concepts of digital conversion, video coding and processing, and integrating digital audio with video.
- Learn the basic principles of digital video editing using various original or provided video clips.
- Understand the basic principles of 2D design, the elements of design and concepts of forms and structures.
- Use digital design software (such as Freehand or Illustrator) acquired technical skills and aesthetic design skills.
- Comprehend the basic concepts of 3D modeling: model construction, rendering, lighting and animation.
- Create a functional interactive, animated web presence from conceptual stages to finished product.
- Possess working-level knowledge of industry standard web animation software.
- Gain important insights on the actual functioning of working multimedia groups and how those groups function as part of a large system.
- Gain working knowledge of web design software using Microsoft's FrontPage.
- Understand the interrelationship between front-end design and back-end results.
- Gain working knowledge of web design application software using Macromedia's DreamWeaver.
- Use storyboard, flowchart and drawing skills to represent finished versions of a website, an interactive CD or a video.
- Complete an interactive portfolio to market themselves and skills learned.
- Gain real-world experience working as an intern in a multimedia-related company.

Interpreting/American Sign Language Education

Associate Degree

American Sign Language/Deaf Studies Certificate

Upon completion of the Associate Degree in Interpreting/ASL Education, the graduate will be able to:

- Demonstrate unique skills required for interpreting in specialized settings (e.g., oral, medical, mental health, deaf-blind, etc.).
- Demonstrate an understanding of the interpreting/transliterating Code of Ethics
- Demonstrate basic competency with American Sign Language (ASL) as well as a basic understanding of signed English.
- Demonstrate ability to interpret from spoken English messages into ASL, and ASL messages into spoken English.
- Demonstrate ability to transliterate spoken English messages into Manually Coded English, and Manually Coded English into spoken English.
- Explain the role of the interpreter/transliterator to both deaf and hearing consumers.
- Demonstrate knowledge of the deaf community and sensitivity toward the cultural traditions of the community.
- Assess the deaf consumer's preferred mode of communication.
- Analyze and adapt the physical aspects of the interpreting setting or be able to adapt to physical aspects that cannot be changed.
- Demonstrate knowledge of various agencies/organizations serving the deaf community.

The Landscape Design/Build Program

Upon completion of the Associate Degree in Landscape Design/Build, the graduate will be able to:

- Assist with the preparation of contract/design documents and construction specifications.
- Assist landscape professionals with the management and implementation of construction processes.
- Select suitable herbaceous and woody plants and properly install them.
- Estimate residential landscape project costs by utilizing take-off and costing methods.
- Be able to read and interpret plans and drawings.
- Assist in the survey and stake out of the job site.
- Create manual and/or computer generated designs of landscape projects.
- Create presentation materials using a variety of graphic techniques.
- Assist in the maintenance of both commercial and residential landscapes.
- Assist in the construction of landscapes and outdoor environments.
- Assist in the design and installation of irrigation systems.
- Identify common pests, diseases and problems as they relate to the landscape.

Law Enforcement

Law Enforcement Associate Degree

Corrections Major

Law Enforcement Major

Law Enforcement Management Major

Law Enforcement Major - Academy Track

Upon completion of the Associate Degree in Law Enforcement, the graduate will be able to:

- Locate and apply criminal law correctly.
- Prepare required reports accurately and in a concise, readable style.
- Prepare cases for trial and professionally testify in a court of law.

Marketing Associate Degree

Customer Service Major

Direct Marketing Major

Direct Marketing Certificate

e-Commerce Major

e-Commerce Certificate

Retail Management Major

Upon completion of the Associate Degree in Marketing, the graduate will be able to:

- Demonstrate knowledge of the issues involved in making marketing decisions and the environmental forces that impact these decisions.
- Demonstrate knowledge of the major communications tools used in marketing with particular emphasis on developing a creative brief.
- Understand the market research process and be able to develop valid market research instruments.
- Demonstrate knowledge of how consumer behavior impacts overall marketing strategy and influences the purchaser's decision buying process.
- Comprehend the sales process and understand how it relates to consumer and business-to-business purchasing.
- Identify issues that arise in global marketing and describe the basic mechanisms for doing business in foreign markets.
- Understand various consumer and industrial systems of distribution and supply chain management.
- Demonstrate the interpersonal and supervisory skills necessary for successful communication among employees and between customer service and customers.
- Describe the logistics of dealing with suppliers, merchandise handling, inventory control and all phases of basic store operations.
- Participate in the development of a comprehensive direct marketing campaign.
- Describe the components of successful e-commerce business model and their interrelationship.

← Understand the Internet and its business marketing functionality and demonstrate how its relationship to traditional marketing activity.

← Understand the role of ethical decision making in the business world.

Mechanical Engineering Technology

Associate Degree

Upon completion of the Associate Degree in Mechanical Engineering Technology, the graduate will be able to:

- Apply basic knowledge of manufacturing and engineering technology, procedures, symbols, and graphics skills to the reading and production of sketches, drawings, blueprints and specifications, assist in establishing tolerances related to production, by utilizing manual and/or computerized methods.
- Make significant contributions to the production of manufactured goods by utilizing skills and knowledge of: drafting, computers and automation technology, sound manufacturing practices, quality measures, machine capabilities/limitations, and assist in the selection of product equipment.
- Contribute to the solution of engineering and design problems involving mechanical systems, by utilizing knowledge and skills in electrical and mechanical principles, material performance and selection, basic machine elements, sound design and engineering practices. Apply computers and computer language to the solution of engineering problems.
- Utilize various quality tools and techniques such as SPC and TQM to support production in the manufacturing area and other applicable work situations to improve any and all quality measures.

Medical Assisting

Medical Assisting Associate of Technical Studies

Medical Assisting Certificate

Upon completion of the Certificate Program in Medical Assisting, the graduate will be able to:

- Perform clerical functions to include execution of bookkeeping principles and special accounting entries.
- Process insurance claims including the application of managed care policies, and diagnostic and procedural coding.
- Identify medical-legal issues within the medical office, respecting confidentiality and documenting appropriately in the medical record.
- Perform risk-management procedures and patient instruction for follow-up care health maintenance and disease prevention.
- Properly handle and dispose of infectious waste and biohazard materials in compliance with government regulations.
- Perform and collect various specimens in compliance with Standard Precautions set forth by the Centers for Disease Control and Prevention.
- Perform various diagnostic tests ordered by the physician, utilizing quality control procedures.
- Conduct various patient care procedures including preparation and administration of oral and parenteral medications.
- Maintain and perform inventory of administrative and clinical supplies and equipment following office policy.

Medical Laboratory Technology

Associate Degree

Upon completion of the Associate Degree in Medical Laboratory Technology, the graduate should be able to demonstrate entry-level competencies in the following areas of professional practice:

- Collection and processing of biological specimens for analysis.
- Performance of analytical tests and statistical calculations on body fluids, cells, and products related to all routine areas of the clinical laboratory.
- Recognition of factors that affect procedures and results, and take appropriate action within predetermined parameters.
- Performance and monitoring quality control to evaluate analytical procedures within predetermined parameters.
- Performance of operation and preventive and corrective maintenance of routine laboratory equipment and instruments by referring to appropriate sources/reference materials for repairs.
- Relationship of laboratory findings to common disease processes.
- Utilization of the keyboard to interact with computerized instruments and laboratory information systems to keep accurate records, prepare reports, and transmit reports clearly and completely.
- Follow prescribed safety procedures in all areas of laboratory work.
- Meet requirements to take a national certifying examination for medical laboratory technicians.
- Application of basic scientific principles in learning new techniques and procedures.
- Recognition and adherence to established safety policies.
- Recognition of the responsibilities of other laboratory and health care personnel and interacting with them with respect for their jobs and patient care.
- Demonstration of professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and the public.
- Recognition and action upon one's need for continuing education as a function of growth and maintenance of professional competence.

Mental Health/Chemical Dependency/Mental Retardation

Mental Health Track

Chemical Dependency Track

Mental Retardation Track

Substance Abuse Prevention Track

Prevention Specialist Certificate

Community Living Specialist Certificate

Advanced Chemical Dependency Certificate

Advanced Mental Health Certificate

Advanced Mental Retardation Certificate

Upon completion of the Associate Degree in Mental Health/Chemical Dependency/Mental Retardation, the graduate will be able to:

- Describe the philosophy and benefits of community support groups in the recovery process.
- Collect data and monitor progress.
- Use counseling skills.
- Plan for, lead and process groups.
- Apply conflict resolution and anger management skills.

- ← Formulate assessments.
- ← Demonstrate an awareness of and involvement in community advocacy activities.
- Interact effectively with diverse populations.
- Make appropriate referrals.
- Demonstrate ethical behavior.
- Develop and/or implement treatment/service plans.
- Develop and/or implement strategies to meet treatment/service goals.
- Apply service coordination/case management skills.
- Apply computer literacy skills.
- Demonstrate self-assessment skills.

Multi-Competency Health

EMT-Paramedic Degree Track
Patient Care Degree Track
Animal Assisted Therapy in Education Certificate
Basic Electrocardiography Certificate
Health Care Manager Certificate
Histology Certificate (Accredited by NAACLS)
Nurse Aide Training Program Certificate
Phlebotomy Certificate (Approved by NAACLS)
Registered Nurse First Assistant Certificate
Train the Trainer Certificate

Upon completion of the Associate Degree requirements in Multi-Competency Health, the graduate will be able to:

- Use medical terminology correctly.
- Recognize life-threatening situations and administer necessary first aid and/or CPR.
- Demonstrate an understanding of medical ethics, medical legal responsibilities, and safety procedures, as well as professional attitudes.
- Demonstrate entry level competence in a major and a technical elective.

*Curriculum plans are available in the Multi-Competency Health offices.

Nursing Associate Degree

Upon completion of the Associate Degree in Nursing, the graduate will be able to:

- Value the role of the Associate Degree nurse.
- Plan care for persons of all ages using the nursing process.
- Demonstrate safe, competent, nurturing care in the practice of nursing.
- Communicate effectively, including the use of teaching and counseling techniques, in the promotion, maintenance and restoration of health.
- Manage nursing care for a diverse population of clients in a variety of practice settings.
- Synthesize knowledge from nursing and related disciplines using critical thinking skills.
- Analyze legal, ethical, and economic concepts that influence nursing practice.
- Account for competence and personal growth.

Office Administration

Office Administration Associate Degree

Administrative Assistant Major

Administrative Assistant Medical Cognate

Administrative Assistant Legal Cognate

Office Skills Certificate

Upon completion of the Associate Degree in Office Administration, the graduate will be able to:

- Maintain a filing system (alphabetic, numeric, geographic, and/or by subject).
- Write or draft responses to routine correspondence, use correct grammar, and use punctuation rules accurately.
- Perform basic accounting tasks.
- Prepare written and oral presentations using currently accepted presentation software.
- Demonstrate knowledge of management theory, function, and skills.
- Demonstrate a working knowledge of current legal, ethical, social, financial, and economic environmental factors as they apply to business.
- Work effectively as a member of a team.

Administrative Assistant Major

In addition to the general Office Administration competencies, a graduate in the Administrative Assistant Major will be able to:

- Understand and use Excel software to create and revise spreadsheets.
- Use Windows commands to operate microcomputers effectively.
- Prepare graphics and present information.
- Research information using a variety of resources including the Internet.
- Use computers to integrate graphics into documents.
- Transcribe a variety of documents accurately and at an acceptable production rate.
- Use Microsoft Office software efficiently.

Paralegal Studies

Paralegal Associate Degree

Paralegal Certificate (Post Baccalaureate Option)

Upon completion of the Associate Degree in Paralegal Studies, the graduate will be able to:

- Demonstrate proficiency in manual and computer assisted research of legal questions and incorporate the same into properly cited memoranda of law.
- Demonstrate an understanding of the legal and ethical responsibilities of a legal assistant.
- Demonstrate an ability to use municipal, county, state, and federal clerks of court and other recording offices.
- Prepare deeds, notes, and other documents for residential real estate transfer.
- Draft documents required to complete family law matters.
- Draft pleadings, motions and other documents within the applicable rules of evidence and procedure to prepare and complete civil and criminal litigation.
- Prepare documents for use in corporate, partnership and other business related matters.
- Draft wills, trusts, and other documents necessary for estate administration.
- Describe the legislative and judicial functions of administrative agencies.

Quality Assurance Technology

Associate Degree

Upon completion of the Associate of Applied Science Degree in Quality Assurance Technology, the graduate will be able to:

- Improve products, processes, and systems in manufacturing and service environments by applying statistical and quality improvement tools according to the Shewhart cycle.
- Apply a variety of teamwork, leadership, and communication skills (verbal, written, and graphic) to communicate effectively with clients, suppliers, co-workers and others in the work environment.
- Apply fundamental principles of project management.
- Read and interpret engineering blueprints, drawings, specifications and quality charts.
- Apply a basic knowledge of physics, electronics, manufacturing processes, metrology, and materials testing and analysis to improving, and/or designing new products and processes.
- Apply knowledge of specifications, sampling plans and testing techniques to the analysis of materials, components and systems.
- Apply cost estimating techniques and cost containment procedures to new and existing products and systems, while maintaining or improving quality.
- Apply the elements of current Quality Management systems (such as Lean Manufacturing, Six Sigma, ISO 9000/2000, QS9000 or the Malcolm Baldridge Award criteria) including inspection, traceability/documentation, quality audits, and nonconforming identification and review processes to business elements within an organization.

Supply Chain Management

Supply Chain Management Associate Degree

Purchasing Major

Global Trade Certificate

Purchasing Certificate

Supply Chain Management Certificate

Upon completion of the Associate of Applied Science Degree in Supply Chain Management, the graduate will be able to:

- Describe the various functions that comprise supply chain management and describe the interrelationship between them and other functional areas within a company.
- Be able to make channel-related decisions to satisfy industrial and consumer wants in both domestic and international markets.
- Demonstrate knowledge of supply chain management terminology and technologies including inventory techniques, bar-coding systems, picking and delivery processes, and storage and sorting systems.
- Demonstrate knowledge of the function and operation of warehouses and distribution facilities.
- Explain the role of inventory and production control.
- Describe the traffic management function and its role in carrier selection and rate determination and negotiation.
- Demonstrate knowledge of state and federal laws that impact the distribution function, including knowledge of common carrier obligations.
- Participate in the development of an integrated plan of action consistent with established supply chain management goals.
- Understand the analytical tools useful in supply chain management particularly as they relate to measuring and analyzing productivity.
- Possess a basic understanding of industrial safety issues particularly as they relate to the development of a basic safety program.
- Understand the principles of interactive management and how they apply to managing worker performance, retention/hiring procedures and developing collaborative action plans.
- Possess fundamental supervisory skills including setting performance objectives, coaching and feedback, and conducting formal performance reviews.

Technical Communication

Associate Degree

Upon completion of the Associate of Applied Science Degree in the Technical Communication, the graduate will be able to:

- Write in the forms most often required of a Technical Communicator (e.g., processes and procedures, reports, manuals, etc.).
- Translate complex material into clear, concise and easy-to-use terms for specific targeted audiences. Participate in the entire technical writing cycle both individually and collaboratively -- planning, researching, and coordinating projects, writing, revising, and editing documents; designing and placing graphics; and producing a final product.
- Prepare and deliver oral presentations both in formal and informal settings.
- Develop basic graphics and integrate them into text.
- Apply the principles learned in technical cognates to technical communication.
- Critically evaluate existing documentation for clarity, completeness, and general effectiveness.

- Operate the word processors and desktop design packages that are most widely used in the technical communication field.
- Incorporate the basic concepts of multimedia production into professional technical presentations.
- Edit documents individually and collaboratively using both hard copy and online methods.
- Carry out, prepare, and produce documented primary or secondary research.
- Demonstrate an understanding of concepts of time/project management both in individual and team projects.