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Communication

COM 125 Job Search Strategies. This course is designed to help a student plan and organize a job search, compose job search documents, and demonstrate job-ready behaviors. Topics include resumes, cover letters, references, job applications, interviews, and follow-up letters. 1 credit hour.

COM 030 Introductory English as a Second Language. Basic English language for daily life in an American college; industry-related vocabulary, reading comprehension and pronunciation; giving directions and checking comprehension of instructions; present, past and future tenses, and modal verbs. 3 credit hours.

COM 035 Intermediate English as a Second Language. Communicating detailed stories of the past or plans for the future; perfect and continuous tenses; colloquial expressions and phrasal verbs. 2 credit hours.

COM 050 Reading Fundamentals. This course is for students to develop their basic reading skills for college and work. Emphasis will be placed on the fundamentals of reading comprehension, strengthening vocabulary, and the development of higher order thinking skills. Prerequisite: Appropriate reading placement score. 3 credit hours.

COM 070 College Reading Preparation. This course is for students to acquire and improve those reading skills necessary for college-level course work. Emphasis will be placed on reading strategically and flexibly, expanding vocabulary, and demonstrating critical thinking skills. Prerequisite: Appropriate reading placement score, or COM 050 with a grade of “C” or better. 3 credit hours.

COM 095 Basic Writing. This course is for students who need to improve basic writing skills. Emphasis will be placed on improving student skills in basic grammar and focusing on the foundation of composition. Students will progress from sentences to basic paragraph writing assignments. Students must achieve a “C” or better to advance to COM 097. Prerequisite: Appropriate writing placement score. 3 credit hours.

COM 097 Intermediate Writing. This course is for students who need to develop skills necessary for college-level writing. Emphasis will be placed on adapting texts to affect an audience and accomplish a purpose, developing essays, and introducing beginning concepts of research and documentation. Students will progress from paragraph to basic essay writing assignments. Students must achieve a “C” or better to advance to COM 101. Prerequisite: Appropriate writing placement score, or COM 095 with a grade of “C” or better. 3 credit hours.



****COM 101 English Composition.** This course is for students to progress their college-level writing skills by practicing the writing process, including prewriting, writing, revising, and editing. Emphasis will be placed on distinguishing between fact and opinion, supporting opinions with facts, and organizing ideas in a logical manner. Students will progress from basic to more complex essays utilizing a variety of rhetorical modes and understanding the basic components of research. Prerequisites: Appropriate writing placement score, or COM 097 with a grade of “C” or better and appropriate reading placement score, or Corequisite: COM 070 with a grade of “C” or better. 3 credit hours.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR ENGL 100 – Composition I (For additional information visit <https://web.dhewd.mo.gov/coursetransfertracker/>).



COM 102 English Composition II: Writing the Research Paper. This course is for students to continue developing composition skills. This course stresses writing as a process designed to teach students to find and use library and online resources, to analyze reading materials, to organize and present information accurately, and to cite research sources correctly. Prerequisite: COM 101 with a grade of “C” or better. 3 credit hours.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR ENGL 200 – Composition II (For additional information visit <https://web.dhewd.mo.gov/coursetransfertracker/>).

****COM 110 Honors Composition.** This course is open only to those students who demonstrate above average ability on a department-approved placement test. The course is designed to offer a more challenging and rewarding experience for such students. Emphasis in the course is on development of ideas through the use of rhetorical patterns. Students will read widely and intensively and write a research paper. Prerequisites: Appropriate writing placement score and appropriate reading placement score. 3 credit hours.



****COM 111 Oral Communications.** A study and practice of interpersonal and group communication skills focusing upon the development and improvement of communication. Topics include verbal and nonverbal techniques, listening skills, professional presentations, conflict resolution, and group dynamics. Prerequisite: Appropriate reading placement score, or Corequisite: COM 070 with a grade of “C” or better. 3 credit hours.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR COMM 100 – Introduction to Communications or MOTR COMM 120 – Interpersonal Communication (For additional information visit <https://web.dhewd.mo.gov/coursetransfertracker/>).



****COM 121 Public Speaking**. This course is designed to prepare the student to give speeches and oral presentations. Course will include audience analysis, speech content and preparation, and speech delivery. This course may be substituted for COM 111. Prerequisite: Appropriate reading placement score, or Corequisite: COM 070 with a grade of “C” or better. 3 credit hours.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR COMM 110 – Fundamentals of Public Speaking (For additional information visit <https://web.dhewd.mo.gov/coursestransfertracker/>).

COM 130 Fundamentals of Effective Reading. This course helps students improve their reading skills for specific technical career development. Students will practice strategies for effectively reading a variety of texts related to a technical career. Active and critical reading skills will be included. 2 credit hours.

COM 134 Effective and Critical Reading. This course helps students develop their reading skills as a resource for career development and lifelong learning. Methods for effectively reading a variety of challenging materials such as technical manuals and textbooks will be practiced. Active and critical reading skills will be included. 3 credit hours.

COM 201 Occupational Communication. The purpose of this course is to teach the student to write a variety of business documents in an effective and appropriate style. In addition, students will prepare and deliver oral presentations relating to the work place. Prerequisite: COM 101 or COM 110 with a grade of “C” or better. 3 credit hours.



COM 211 Technical Writing. This course covers the organization and writing of technical documents including proposals, memos, letters, reports, instructions, and electronic communications. Other topics include audience analysis, multiculturalism, graphics, and page design, and ethical and legal considerations. Prerequisite: COM 101 or COM 110 with a grade of “C” or better. 3 credit hours.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR ENGL 110 – Technical Writing (For additional information visit <https://web.dhewd.mo.gov/coursestransfertracker/>).

COM 275 American Literature: Colonization to 1865. This course examines a broad overview of American literature from colonization through the Civil War. The historical perspective will be examined as we study different genres and literary movements. Through written assignments, class discussion, and exams, students will gain greater understanding of how American literature evolved as authors struggled to find a unique American voice and responded to a rapidly emerging American culture. Prerequisites: Appropriate writing placement score and appropriate reading placement score. 3 credit hours.



COM 280 American Literature: 1865 to Present. This course examines a broad overview of American literature from the end of the Civil War to the present. The historical perspective will be examined as we study different genres and literary movements. Through written assignments, class discussion, and exams, students will gain greater understanding of how American literature both influenced and was influenced by an evolving American culture. Prerequisites: Appropriate writing placement score and appropriate reading placement score. 3 credit hours.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR LITR 101B – American Literature (For additional information visit <https://web.dhewd.mo.gov/coursestransfertracker/>).



COM 290 Introduction to Theatre. This course offers an introduction to the theatrical productions and performance. Topics will include acting, directing, and critique of a live performance. The course will also introduce basic terminology, history, script analysis, and technical aspects of theater. Prerequisites: Appropriate writing placement score and appropriate reading placement score. 3 credit hours.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR THEA 100A – Theatre Appreciation (For additional information visit <https://web.dhewd.mo.gov/coursestransfertracker/>).

COM 292 Introduction to Theatre II. This course continues the study begun in COM 290 and offers an introduction to the theatrical concerns of acting, voice, and movement. Topics will include listening, improvisation, dramatic reading, monologues, and duet acting. Field trips to attend various theatrical performances will also be included. Prerequisite: COM 290. 3 credit hours.

COM 299 Special Topics in Communications. Special Topics in Communications (COM) is open to students who have reached advanced standing but wish to continue further study and practice in communications. Projects may be undertaken in any area related to communications or a combination of communications and the student's major with credit hours determined by the level and amount of involvement. The minimum involvement required for one credit is 30 contact hours. The specific topic(s), objectives, plan of instruction, and evaluation criteria must be documented in the syllabus; approved by the Department/Division Chair; and filed in the Academic Records Office. Students may complete more than one Special Topics course, provided that the credits earned in this manner do not exceed a total of four (4) credits. 1-4 credit hours.

** This course meets the oral and written communication general education requirement.

Mathematics

MAT 031 Preparatory Mathematics. This course includes the following topics of study: operations with decimal and fractional numbers, percents, ratio and proportions, areas and volumes, English and Metric units and measuring devices, introduction to signed numbers, and operations with linear algebra equations. Prerequisite: Satisfactory placement score. 4 credit hours.

MAT 051 Introductory Algebra. This course includes the following topics of study: the real number system, solving linear equations and inequalities, graphing linear functions, systems of linear equations, exponents and polynomials, and an introduction to factoring. Prerequisite: Satisfactory placement score or MAT 031 or HEO 112 with a grade of “C” or better or SPM 030 with a passing grade. 4 credit hours.

MAT 071 Intermediate Algebra. This course includes the following topics of study: factoring polynomials, rational and radical expressions and equations, basic functions and their graphs, and quadratic equations. Prerequisite: Satisfactory placement score or MAT 051 with a grade of “C” or better or SPM 050 with a passing grade. 4 credit hours.

MAT 097 Supplement to College Algebra. This class provides support and additional practice for the numerical, algebraic, and computational skills necessary for the successful completion of MAT 115 College Algebra. MAT 097 and MAT 115 must be taken at the same time. If MAT 115 is failed, both courses must be repeated and passed at the same time. Prerequisite: MAT 071 with a grade of “C”. Corequisite: MAT 115. 1 credit hour.

MAT 098 Supplement to Survey of College Mathematics. This class provides support and additional practice for the numerical, algebraic, and computational skills necessary for the successful completion of MAT 118 Survey of College Mathematics. MAT 098 and MAT 118 must be taken and passed at the same time. If MAT 118 is failed, both courses must be repeated and passed at the same time. Prerequisite: MAT 071 with a grade of “C”. Corequisite: MAT 118. 1 credit hour.



****MAT 115** College Algebra. This college algebra course includes a basic review of exponents, radical expressions, rational exponents, polynomial expressions, factoring, and rational expressions. Students will solve linear, absolute value, quadratic, polynomial, radical, rational, exponential and logarithmic equations; and systems of equations, along with applications. The course covers graphs of circles and functions including linear, quadratic, piecewise, polynomial, rational, exponential and logarithmic. Requisites: Satisfactory placement score or SPM 070 with a passing grade or MAT 071 with a grade of “B” or better or (MAT 071 with a grade of C and Corequisite MAT 097). 3 credit hours.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR MATH 130 – Pre-Calculus Algebra or this course MAT 115 College Algebra in combination with MAT 121 Trigonometry meets MOTR MATH 150 – Pre Calculus (For additional information visit <https://web.dhewd.mo.gov/coursestransfertracker/>).



****MAT 118** Survey of College Mathematics. College mathematics including the following topics: algebra, geometry, trigonometry, counting methods, probability, statistics, and consumer finance. Requisites: Satisfactory placement score or SPM 070 with a passing grade or MAT 071 with a grade of “B” or better or (MAT 071 with a grade of C and Corequisite MAT 098). 3 credit hours.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR MATH 120 – Mathematical Reasoning & Modeling (For additional information visit <https://web.dhewd.mo.gov/coursestransfertracker/>).



****MAT 119 Elementary Statistics.** This is an introduction to descriptive and inferential statistics. Topics include the presentation of interpretation of univariate and bivariate data using graphical and numerical methods, probability, discrete and continuous probability distributions, linear regression, an understanding of good practice in study design, statistical inference, confidence intervals, and hypothesis testing. Prerequisite: Satisfactory placement score or MAT 071 with a grade of “C” or better or SPM 070 with a passing grade. 3 credit hours.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR MATH 110 – Statistical Reasoning (For additional information visit <https://web.dhewd.mo.gov/coursestransfertracker/>).



****MAT 120 Pre-Calculus.** Selected topics in algebra and trigonometry to prepare the student for calculus. Topics covered will include algebraic, exponential, logarithmic, and trigonometric functions, the graphs of these functions, the solution of right triangles, trigonometric identities, and the solution of trigonometric equations. Prerequisite: Satisfactory placement score or MAT 071 with a grade of “C” or better or SPM 070 with a passing grade. 5 credit hours.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR MATH 150 – Pre-Calculus (For additional information visit <https://web.dhewd.mo.gov/coursestransfertracker/>).



MAT 121 Trigonometry. Topics covered include graphing of the trigonometric functions and their use in solution of right and oblique triangles, identities, and solution of trigonometric equations in rectangular and polar coordinates. Prerequisite: MAT 071 with a grade of “C” or better or SPM 070 with a passing grade. 3 credit hours.

This course MAT 121 Trigonometry in combination with MAT 115 College Algebra meets Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR MATH 150 – Pre-Calculus (For additional information visit <https://web.dhewd.mo.gov/coursestransfertracker/>).

****MAT 122 Elements of Calculus.** An introduction to the concepts and methods of differential and integral calculus. Topics covered will include limits and rates of change, derivatives of polynomial, exponential, logarithmic and trigonometric functions, integrals, and applications. Prerequisites: MAT 120 with a grade of “C” or better or both MAT 115 and MAT 121 with a grade of “C” or better. 3 credit hours.

****MAT 123 Calculus I.** Topics covered include functions, limits and rates of change, derivatives, the mean value theorem and curve sketching, logarithmic and exponential functions, integrals and applications. Prerequisite: MAT 115 or MAT 120 with a grade of “C” or better. 5 credit hours.

SPM 030 Self-paced Preparatory Mathematics. This is an internet based, self-paced tutorial in basic mathematics. Topics studied will include operations with decimal and fractional numbers, percents, ratio and proportions, areas and volumes, English and Metric units and measuring devices, introduction to signed numbers, and operations with linear algebra equations. The SPM series of courses satisfy prerequisite requirements for subsequent courses but are not for credit, and no grade will appear on the transcript. The student must make arrangements in advance with the Math Department to take the MAT 031 final exam on campus. The final exam is taken on a pass/fail basis and 70% or higher is the minimum passing score. Prerequisite: Satisfactory placement score. No credit.

SPM 050 Self-paced Introductory Algebra. This is an internet-based, self-paced tutorial in Introductory Algebra including the study of the real number system, solving linear equations and inequalities, systems of equations, graphing, formula rearrangement, exponents and polynomials, and factoring. The SPM series of courses satisfy prerequisite requirements for subsequent courses but are not for credit, and no grade will appear on the transcript. The student must make arrangements in advance with the Math Department to take the MAT 051 final exam on campus. The final exam is taken on a pass/fail basis and 70% or higher is the minimum passing score. Prerequisite: Satisfactory placement score or MAT 031 with a grade of “C” or better or SPM 030 with a passing grade. No credit.

SPM 070 Self-paced Intermediate Algebra. This is an internet-based, self-paced tutorial in Intermediate Algebra including the review of factoring polynomials, rational expressions, radicals, quadratic equations, and linear systems. The SPM series of courses satisfy prerequisite requirements for subsequent courses but are not for credit, and no grade will appear on the transcript. The student must make arrangements in advance with the Math Department to take the MAT 071 final exam on campus. The final exam is taken on a pass/fail basis and 70% or higher is the minimum passing score. Prerequisite: Satisfactory placement score or MAT 051 with a grade of “C” or better or SPM 050 with a passing grade. No credit.

** This course meets the mathematics general education requirement.

Science

****ASC 104** Human Anatomy and Physiology w/Lab I. This course covers orientation to the human body; basic chemistry with respect to human body functions; overview of human cell anatomy and function; body tissues; and the integumentary, skeletal, muscular, and nervous systems. This course explores the relationship between these systems. Prerequisites: College-level writing and reading placement scores. 4 credit hours.

****ASC 106** Human Anatomy and Physiology w/Lab II. This course builds on topics taught in the first semester and provides a comprehensive look at the regulation and integration of the human body with emphasis on the endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems. This course also explores the relationship between these systems. Prerequisite: ASC 104 with a grade of “C” or better. 4 credit hours.

ASC 110 Medical Terminology. This comprehensive introduction to medical terminology is organized by body system and specialty areas of practice. Word building rules assist in understanding the basis for combining word elements and medical terms are broken down into component parts each time a new term is introduced. This course is designed to help the student acquire a working medical vocabulary to spell, use and define medical terms. 1 credit hour.



****PHY 100 Physical Science**. This lecture-demonstration-laboratory survey of the physical sciences is designed for the student with a limited science background. Students should learn about the scientific method and its application with special emphasis on scientific principles encountered in our everyday interactions with our environment. This course is intended for off-campus locations. Prerequisite: MAT 051 with a grade of “C” or better or SPM 050 with a passing grade. 4 credit hours.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR PHYS 110L – Essentials in Physical Sciences with Lab (For additional information visit <https://web.dhewd.mo.gov/coursestransfertracker/>).



****PHY 101 College Physics**. This algebra based physics course has topics that may include, but are not limited to, measurement, force, work and energy, matter, fluids, gasses, heat, light, and selected topics in modern physics. Prerequisite: MAT 071 with a grade of “C” or better or SPM 070 with a passing grade. Concurrent: PHY 102. 4 credit hours.

This course PHY 101 College Physics in combination with PHY 102 College Physics Lab meets Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR PHYS 150L – Physics I with Lab (For additional information visit <https://web.dhewd.mo.gov/coursestransfertracker/>).



****PHY 102 College Physics Lab**. This algebra based physics lab course has topics that may include, but are not limited to, measurement, force, work and energy, matter, fluids, gasses, heat, light, and selected topics in modern physics. Prerequisite: MAT 071 with a grade of “C” or better or SPM 070 with a passing grade. Concurrent: PHY 101. 0 credit hours – all credit given in PHY 101.

This course PHY 102 College Physics Lab in combination with PHY 101 College Physics meets Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR PHYS 150L – Physics I with Lab (For additional information visit <https://web.dhewd.mo.gov/coursestransfertracker/>).



****PHY 103 Environmental Science**. Environmental science provides an integrated, quantitative, and interdisciplinary approach to the study of environmental systems. Information about physical, chemical, and biological conditions of the environment and their effect on organisms are studied to help solve ecological problems. Sustainable natural resource management will be stressed. An attitude of stewardship of natural capital will be encouraged. Prerequisites: COM 101 or COM 110 and BUS 115 or CPP 101 or CPP 102 or NST 101. Concurrent: PHY 104. 4 credit hours.

This course PHY 103 Environmental Science in combination with PHY 104 Environmental Science Lab meets Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR PHYS 110LEV – Essentials in Physical Sciences with Lab (For additional information visit <https://web.dhewd.mo.gov/coursestransfertracker/>).



****PHY 104 Environmental Science Lab.** This is the science lab corresponding to the Environmental Science lecture course. The courses are designed to increase student awareness of the issues surrounding the interactions of humans with the natural environment. Basic quantitative techniques for collecting and analyzing data from environmental systems will be introduced. Prerequisites: COM 101 or COM 110 and BUS 115 or CPP 101 or CPP 102 or NST 101. Concurrent: PHY 103. 0 credit hours – all credit given in PHY 103.

This course PHY 104 Environmental Science Lab in combination with PHY 103 Environmental Science meets Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR PHYS 110LEV – Essentials in Physical Sciences with Lab (For additional information visit <https://web.dhewd.mo.gov/coursestransfertracker/>).



PHY 121 General Chemistry with Lab I. This course is a comprehensive study of general chemistry concepts and emphasizes the fundamental principles of chemistry including measurement, physical and chemical processes, nomenclature, atomic structure, quantum theory, stoichiometry, molecular structure, bonding theory, physical properties of gases, thermochemistry, and properties of solutions. Prerequisite: MAT 071 with a grade of “C” or better. 5 credit hours.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR CHEM 150L – Chemistry I with Lab (For additional information visit <https://web.dhewd.mo.gov/coursestransfertracker/>).



****PHY 201 General Physics.** This calculus based traditional physics course with lab includes, but is not limited to, selected topics from classical mechanics with other material included as time permits. Prerequisite: MAT 122 or MAT 123 with a grade of “C” or better. 5 credit hours.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR PHYS 200L – Advanced Physics I with Lab (For additional information visit <https://web.dhewd.mo.gov/coursestransfertracker/>).

SCI 151 Microbiology with Lab. This course is a general introduction into the culture and study of microorganisms, their physiology, and structure. Prerequisite: College-level writing and reading placement scores. 4 credit hours.

** This course meets the science general education requirement.

Social Science



****HST 105 American History to 1877.** This course surveys political, cultural, economic, and social development of the United States from 15th century European exploration through reconstruction. Course readings, discussions, and tests comply with state requirements regarding the Missouri and federal constitutions. Prerequisite: Appropriate reading placement score, or Corequisite: COM 070 with a grade of “C” or better. 3 credit hours.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR HIST 101 – American History I (For additional information visit <https://web.dhewd.mo.gov/coursestransfertracker/>).



****HST 110 American History from 1877 to the Present.** This course surveys political, cultural, economic, and social development of the United States from the end of reconstruction and the settling of the West to present day. Course readings, discussions, and tests comply with state requirements regarding the Missouri and federal constitutions. Prerequisite: Appropriate reading placement score, or Corequisite: COM 070 with a grade of “C” or better. 3 credit hours.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR HIST 102 – American History II (For additional information visit <https://web.dhewd.mo.gov/coursestransfertracker/>).

HST 299 Special Topics in History. Special Topics in History (HST) is open to students who have reached advanced standing but wish to continue further study on historical topics. Study may be undertaken in any area related to history or a combination of history and the student’s major with credit hours determined by the level and amount of involvement. The minimum involvement required for one credit is 30 contact hours. The specific topic(s), objectives, plan of instruction, and evaluation criteria must be documented in the syllabus; approved by the Department/Division Chair; and filed in the Academic Records Office. Students may complete more than one Special Topics course, provided that the credits earned in this manner do not exceed a total of four (4) credits. 1-4 credit hours.

PSC 100 Missouri Government and Constitution. This course covers the Missouri constitution and state government structure. It is the approved method for students transferring in an American Government or American History course that does not meet the Missouri constitution requirement to meet that requirement. Prerequisite: American Government or American History course completed, passed with a grade of “C” or better, and transferred to State Tech. 1 credit hour.



****PSC 101 American Government.** This course is a survey of American political institutions on the national, state, and local levels. It deals with the basic philosophical foundations of these institutions, their organization, and function. Course readings, discussions, and tests comply with state requirements regarding the Missouri and federal constitutions. Prerequisite: Appropriate reading placement score, or Corequisite: COM 070 with a grade of “C” or better. 3 credit hours.

Missouri Higher Education Core Curriculum Transfer (CORE 42) Course Number: MOTR POSC 101 – American Government (For additional information visit <https://web.dhewd.mo.gov/coursetransfertracker/>).

PSY 161 Health Psychology. This course explores the basic principles of human behavior. The student focuses on effective interactions that help the healthcare provider to provide personalized care to the patient and to eliminate negative or ineffective habits. An introduction into death and dying examines the process of dying, the grief process and the dying process as an opportunity for growth. Stress management is addressed and related to the experiences as a student and neophyte healthcare provider. The mind-body connection is examined, as well as ethical issues related to the healthcare provided. Prerequisites: Appropriate writing placement score and appropriate reading placement score. 3 credit hours.

** This course meets the social science general education requirement.

Technical Literacy

****CPP 101 Introduction to Microcomputer Usage**. An introductory course in the fundamentals of using computer applications. 3 credit hours.

****CPP 102 Advanced Microcomputer Usage**. This course emphasizes advanced features of word processing, database, spreadsheet and presentation software as well as a review of the operating system. The focus is on comprehensive projects which include using advanced word processing features; developing database design and management skills; creating spreadsheet models and macros; designing and creating multi-media presentations and creating advanced projects which integrate computer applications. 3 credit hours.

****NST 101 Network Fundamentals**. This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of Internet Protocol (IP) addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the Cisco curriculum. 3 credit hours.

** This course meets the technical literacy general education requirement.