# **Anthropology (ANTH)**

# **AA-T Degree in Anthropology**

- 1. Identify and discuss major topics relevant to Physical Anthropology, including human and primate evolution and variation among hominids.
- 2. Define culture and apply the concept to a broad cross-cultural understanding of human behavior.
- 3. Examine past cultural systems through analysis of physical cultural remains.
- 4. Describe and analyze human linguistic systems and the influence of language on human perceptions of the world.

# Art (ART)

### **AA Degree in Arts**

- 1. Employ technical skills, creativity, critical thinking, and conceptual problem solving in completing independent projects in the fields of Visual Art, Design, and/or Art History.
- 2. Analyze, compare, and synthesize significant global ideas and primary original works of art and architecture from diverse cultures and time periods.
- 3. Produce, present, and describe a portfolio consisting of original artworks and/or writing about art.
- 4. Demonstrate expert and safe use of a variety of equipment, materials, software, and tools, when performing, writing about, and/or creating works of art.

### **AA Degree in Ceramics**

- 1. Employ technical skills, creativity, critical thinking, and conceptual problem solving in completing independent visual art projects in the medium of ceramics.
- 2. Analyze, compare, and synthesize significant global ideas and primary original works of ceramic art from diverse cultures and time periods.
- 3. Produce, present, and describe a portfolio consisting of original ceramic artworks.
- 4. Demonstrate proficient and safe use of a variety of equipment, materials, and tools when creating works of ceramic art.

### **AA-T Degree in Art History**

- 1. Identify, examine, and assess representative works of art and architecture from diverse world cultures and time periods employing appropriate art historical terminology.
- 2. Analyze, discuss, and differentiate works of art and architecture in terms of historical context.
- 3. Analyze, discuss, and distinguish the roles of art, architecture, and the artist from diverse world cultures and time periods.
- 4. Employ college-level writing skills, creativity, and critical thinking in completing independent projects in the field of Art History.

## **AA-T Degree in Studio Arts**

- 1. Employ technical skills, creativity, critical thinking, and conceptual problem-solving in completing independent projects in the fields of Visual Art, Design, and Studio Arts.
- 2. Analyze, compare, and synthesize significant global ideas and primary original works of art and architecture from diverse cultures and time periods.
- 3. Produce, present, and describe a portfolio consisting of original artworks and/or writing about art.
- 4. Demonstrate expert and safe use of a variety of equipment, materials, software, and tools, when performing, writing about, and/or creating works of art.

### **Certificate of Achievement in Ceramics**

- 1. Employ technical skills, creativity, critical thinking, and conceptual problem solving in completing independent visual art projects in the medium of ceramics.
- 2. Analyze, compare, and synthesize significant global ideas and primary original works of ceramic art from diverse cultures and time periods.
- 3. Produce, present, and describe a portfolio consisting of original ceramic artworks.
- 4. Demonstrate proficient and safe use of a variety of equipment, materials, and tools when creating works of ceramic art.

# **Automotive Technology (AUT)**

# **AS Degree in Automotive Technology**

- 1. Explain the principles of operation and maintenance required to repair all systems of the modern automobile.
- 2. Safely and correctly maintain, diagnose and repair specific areas of the vehicle.

# **Certificate of Achievement in Automotive Technology**

- 1. Explain the principles of operation and maintenance required to repair all systems of the modern automobile.
- 2. Safely and correctly maintain, diagnose and repair specific areas of the vehicle.

# **Business Computer Information Systems (BCIS)**

## **AS Degree in Business Information Worker**

- 1. Manage office information and records.
- 2. Communicate professionally and work effectively in a team
- 3. Produce business documents with appropriate formatting using word processing software.
- 4. Create spreadsheets with financial functions and charting.
- 5. Plan and deliver individual or team oral presentations for business meetings.
- 6. Use email and calendaring software to communicate and manage time.
- 7. Apply the features and functions of web-based tools efficiently and effectively in order to meet the desired goals and outcomes of business.

### AS Degree in Legal Office Administration

- 1. Identify and explain the difference among the six areas law.
- 2. Demonstrate workflow processes of a legal environment.
- 3. Analyze and assess legal clients' needs to determine appropriate solutions.
- 4. Apply computer skills to legal office activities.
- 5. Utilize proper legal writing skills in all client and colleague communication.

## **AS Degree in Medical Office Administration**

- 1. Apply knowledge of medical terminology to perform outpatient/physician diagnostic coding, and determine outpatient/procedural coding based on the abstraction of medical records.
- 2. Analyze and interpret medical information and apply sound decision-making skills pertaining to the appropriate ICD and CPT codes needed to maximize compensation for services rendered.
- 3. Apply effective listening, verbal, written, interpersonal, and technological communication skills which prepare them for the outpatient medical workplace.
- 4. Describe the outpatient medical workplace environment and function in that environment as a knowledgeable, skilled, and professional team member.

#### Certificate of Achievement in Business Information Worker

- 1. Manage office information and records.
- 2. Communicate professionally and work effectively in a team.
- 3. Produce business documents with appropriate formatting using word processing software.
- 4. Create spreadsheets with financial functions and charting
- 5. Plan and deliver individual or team oral presentations for business meetings.
- 6. Use email and calendaring software to communicate and manage time
- 7. Apply the features and functions of web-based tools efficiently and effectively in order to meet the desired goals and outcomes of business.

## **Certificate of Achievement in Legal Office Administration**

- 1. Identify and explain the difference among the six areas of law.
- 2. Analyze and assess legal clients' needs to determine appropriate solutions.
- 3. Apply computer skills to legal office activities.
- 4. Utilize proper legal writing skills in all client and colleague communication.

#### **Certificate of Achievement in Medical Office Administration**

- 1. Apply knowledge of medical terminology to perform outpatient/physician diagnostic coding, and determine outpatient/procedural coding based on the abstraction of medical records.
- 2. Analyze and interpret medical information and apply sound decision-making skills pertaining to the appropriate ICD and CPT codes needed to maximize compensation for services rendered.
- 3. Apply effective listening, verbal, written, interpersonal, and technological communication skills which prepare them for the outpatient medical workplace.

# **Certificate in Basic Computer Competency**

- 1. Apply knowledge of basic computer operations, use input technology, and apply knowledge of file management and the operating system.
- 2. Identify and describe current technologies used in today's businesses and apply these technologies to solve business problems, improve organizational productivity, and achieve the goals of business.
- 3. Demonstrate a minimum keyboarding skill of 25 words per minute.

#### **Certificate in Business Information Worker**

- 1. Solve mathematical problems; analyze and interpret data; and apply sound decision-making skills.
- 2. Identify and describe current technologies used in today's businesses and apply these technologies to solve business problems, improve organizational productivity, and achieve the goals of business.

### **Certificate in Legal Office Administration**

- 1. Identify and explain the difference among the six areas of law.
- 2. Apply computer skills to legal office activities.

#### **Certificate in Medical Office Administration**

- 1. Analyze and interpret medical information and apply sound decision-making skills pertaining to the appropriate ICD and CPT codes needed to maximize compensation for services rendered.
- 2. Apply effective listening, verbal, written, interpersonal, and technological communication skills which prepare them for the outpatient medical workplace.

# **Child Development and Family Relations (CDF)**

## **AS Degree in Child Development**

- 1. Synthesize research-based theories including principles and practices of child development and learning.
- 2. Incorporate strategies for building respectful, reciprocal family and community relationships in order to engage society in the development and learning of children.
- 3. Exhibit the ability to use an assessment system encompassing a variety of strategies that provide information about program effectiveness and children's development, learning, interests, strengths and needs.
- 4. Apply principles of child development and positive guidance for planning inclusive, culturally relevant and appropriate curriculum and learning environments while integrating all developmental domains.
- 5. Identify and conduct themselves as Early Childhood professionals and commit to using the National Association for the Education of Young Children Code of Ethical Conduct and other professional standards while engaging in reflective practices as collaborative learners.

# AS Degree in Early Childhood Education

- 1. Synthesize research-based theories including principles and practices of child development and learning.
- 2. Incorporate strategies for building respectful, reciprocal family and community relationships in order to engage society in the development and learning of children.
- 3. Exhibit the ability to use an assessment system encompassing a variety of strategies that provide information about program effectiveness and children's development, learning, interests, strengths and needs.
- 4. Apply principles of child development and positive guidance for planning inclusive, culturally relevant and appropriate curriculum and learning environments while integrating all developmental

domains.

5. Identify and conduct themselves as Early Childhood professionals and commit to using the National Association for the Education of Young Children Code of Ethical Conduct and other professional standards while engaging in reflective practices as collaborative learners.

### **AS-T Degree in Early Childhood Education**

- 1. Synthesize research-based theories including principles and practices of child development and learning.
- 2. Incorporate strategies for building respectful, reciprocal family and community relationships in order to engage society in the development and learning of children.
- 3. Exhibit the ability to use an assessment system encompassing a variety of strategies that provide information about program effectiveness and children's development, learning, interests, strengths and needs.
- 4. Apply principles of child development and positive guidance for planning inclusive, culturally relevant and appropriate curriculum and learning environments while integrating all developmental domains.
- 5. Identify and conduct themselves as Early Childhood professionals and commit to using the National Association for the Education of Young Children Code of Ethical Conduct and other professional standards while engaging in reflective practices as collaborative learners.

# **AA-T Degree in Child and Adolescent Development**

- 1. Synthesize research-based theories including principles and practices of child and adolescent development and learning.
- 2. Utilize critical thinking skills to analyze, evaluate, and make decisions concerning complex contemporary issues and the interactions among individuals and across societies.
- 3. Utilize scientific methodologies to research human development from infancy through adolescence.
- 4. Exhibit the ability to use evidence based assessment systems and curriculum planning systems to support children's learning and development.
- 5. Knowledge of development in all learning domains from conception through adolescent, including knowledge about typical and atypical development.
- 6. Demonstrates the ability to promote developmentally, culturally and linguistically appropriate strategies to address diverse approaches to learning.

### **Certificate of Achievement in Early Childhood Education**

- 1. Synthesize research-based theories including principles and practices of child development and learning.
- 2. Incorporate strategies for building respectful, reciprocal family and community relationships in order to engage society in the development and learning of children.
- 3. Exhibit the ability to use an assessment system encompassing a variety of strategies that provide information about program effectiveness and children's development, learning, interests, strengths and needs.
- 4. Apply principles of child development and positive guidance for planning inclusive, culturally relevant and appropriate curriculum and learning environments while integrating all developmental domains.
- 5. Identify and conduct themselves as Early Childhood professionals and commit to using the National Association for the Education of Young Children Code of Ethical Conduct and other

professional standards while engaging in reflective practices as collaborative learners.

# **Certificate in Child and Family Studies**

- 1. Describe the development, roles, and interaction patterns of children, youth, and families within their social systems;
- 2. Identify dimensions of diversity in children, youth, and families and recognize oppressive forces that hinder their positive development;
- 3. Describe the foundational health and nutritional needs of children 0-8 years of age;
- 4. Demonstrate professional standards of ethical conduct working with families;
- 5. Assume the role of change agents regarding issues, policies, & community needs that affect children, youth, and their families and;
- 6. Identify current trends and issues in parenting the child.

### **Certificate in Early Childhood Education**

1. Identify and conduct themselves as Early Childhood professionals and commit to using the National Association for the Education of Young Children Code of Ethical Conduct and other professional standards while engaging in reflective practices as collaborative learners

# **Communication Studies (CMST)**

# **AA Degree in Communication Studies**

- 1. Demonstrate communication skills to connect, work and play well with others.
- 2. Communicate ethically.
- 3. Research, organize, and create messages using appropriate resources.
- 4. Effectively present formal and informal communication adapted to a variety of audiences and contexts.
- 5. Demonstrate critical thinking.

## **AA-T Degree in Communication Studies**

- 1. Demonstrate communication skills to connect, work, and play well with others.
- 2. Communicate ethically.
- 3. Research, organize, and create messages using appropriate resources.
- 4. Effectively present formal and informal communication adapted to a variety of audiences and contexts.
- 5. Demonstrate critical thinking.

# Drama (DRAM)

## **AA-T Degree in Theatre Arts**

- 1. Describe the historical evolution of theatre and identify a variety of theatrical disciplines, including playwright, actor, director, and technician.
- 2. Discuss theatre arts from classic to contemporary, including the growth of drama within the context of the human condition.
- 3. Use appropriately the terminology of acting and the theatre.
- 4. Analyze scripts as they pertain to performances.
- 5. Demonstrate proficiency in specific areas of technical expertise.
- 6. Collaborate with others to create theatre productions.
- 7. Apply standard practices of ensemble playing in both rehearsal and performance environments.
- 8. Analyze dramatic literature and productions to identify form and period.

#### **Certificate in Theatre Arts**

- 1. Describe the historical evolution of theatre and identify a variety of theatrical disciplines, including playwright, actor, director, and technician.
- 2. Use appropriately the terminology of acting and the theatre.
- 3. Collaborate with others to create theatre productions.
- 4. Apply standard practices of ensemble playing in both rehearsal and performance environments.

# **English (ENGL)**

### **AA Degree in Language Arts**

- 1. Assess the applications of a Language Arts AA Degree for personal advancement in educational and/or professional goals.
- 2. Identify, employ and evaluate different frameworks and perspectives for analyzing and interpreting literature or communication artifacts. These frameworks may include political, socioeconomic, geographical, ethnic, cultural, ecological, psychoanalytical, historical, gender, sexuality, and genre development.
- 3. Demonstrate oral, aural and non-verbal competence as appropriate to the discipline, or language.
- 4. Define ethical communication and explain the principles that it encompasses, regardless the discipline, language or medium.
- 5. Research, organize and create written, oral, and non-verbal messages using appropriate resources.

### **AA-T Degree in English**

- 1. Analyze themes within course texts and compare them to the ways these themes are treated in other course texts.
- 2. Synthesize analyses of specific details in particular works of literature in support of a clear, overall point or thesis.
- 3. Identify, employ and evaluate different frameworks for analyzing and interpreting literature. These frameworks may include political, socioeconomic, geographical, ethnic, cultural, ecological, psychoanalytical, historical, gender, and genre development.

# English as a Second Language (ESL)

# **Noncredit Certificate of Competency in ESL**

- 1. Communicate effectively in English.
- 2. Negotiate essential life exchanges and situations.
- 3. Establish personal, academic, and vocational goals.
- 4. Be prepared to pursue higher academic levels.

# **Noncredit Certificate of Completion in VESL**

- 1. Communicate effectively in English.
- 2. Negotiate essential life exchanges and situations.
- 3. Establish personal, academic, and vocational goals.

# **Environmental Horticulture (EH)**

## **AS Degree in Environmental Horticulture**

- 1. Demonstrate competencies in irrigation design and construction.
- 2. Identify turf species and their recommended management styles.
- 3. Explain the principles of greenhouse glazing choices.

#### AS-T Degree in Agriculture Plant Science

- 1. Demonstrate basic experimental knowledge through data gathering and analysis to solve problems in the laboratory and in the field.
- 2. Practice safe work habits in an employment setting, including handling and storage of hazardous materials, equipment operation, and tool safety.
- 3. Demonstrate mastery of general plant science skills for technical employment in the plant science management industry (agronomy, pomology, viticulture or nursery).
- 4. Apply the principles of ecology, soil science, and plant science to crop management problems. Develop integrated pest management programs for specific crops.

#### **Certificate of Achievement in Environmental Horticulture**

- 1. Demonstrate competencies in irrigation design and construction.
- 2. Identify turf species and their recommended management styles.
- 3. Explain the principles of greenhouse glazing choices.

# Certificate of Achievement in Landscape/Turfgrass Technician

- 1. Identify common warm and cool season turfgrass species and their uses along with substitutes for turfgrasses.
- 2. Formulate and implement a turfgrass management program for a wide variety of applications such as lawns, sports and golf course turfgrasses.

### **Certificate of Achievement in Nursery Technician**

- 1. Select and correctly use florist tools, equipment and materials.
- 2. Design and construct arrangements used in the floral industry today.
- 3. List and analyze the costs associated with any floral design along with the appropriate markup to determine sale price.
- 4. Identify energy usage for heating, cooling and lighting various greenhouses as a cost of doing business.
- 5. Describe the scheduling of crop cycles including propagation start up, days to maturity, target market, price points, fertilizer and pesticide needs.
- 6. Calculate square footage needed for various crops, as they move through the growing cycle, to understand cost inputs as compared to potential revenues generated.

## **Certificate of Achievement in Plant Protection**

- 1. Safely and accurately use all equipment and products relating to the plant protection industry.
- 2. Demonstrate the most current methods and procedures in calibration of agriculture equipment.
- 3. Apply necessary health and safety rules from the Environmental Protection Agency and the California Department of Pesticide Regulation (DPR).
- 4. Demonstrate appropriate communications skills.
- 5. Demonstrate an orderly performance of all tasks and skills, establishing methodical habits from state DPR laws and regulations.

# **Foods and Nutrition (FN)**

## **AS Degree in Nutrition and Food Sciences**

- 1. Identify core concepts of natural and physical sciences, including Microbiology, Human Physiology, Chemistry and Statistics.
- 2. General Dietetics Option: Identify the major concepts, theoretical perspectives, research methods, core empirical findings, and historic trends in Psychology.
- 3. Food Administration Option: Identify and apply core concepts of Financial Accounting, Managerial Accounting and Microeconomics.
- 4. Apply academic skills needed for success in Nutrition and Food Sciences after transfer.

# **AS-T Degree in Nutrition and Dietetics**

- 1. Describe the role of nutrition as it relates to optimal health and disease prevention.
- 2. Critically evaluate nutrition information and differentiate between credible and non-credible sources of information.
- 3. Use the concepts developed by chemistry and biology to explain how the nutrients and compounds found in foods affect body functions and health.
- 4. Describe ways in which food can be contaminated and identify preventive measures to reduce sources of contamination.

# **Geography (GEOG)**

# **AA-T Degree in Geography**

- 1. Identify fundamental concepts specific to physical and cultural Geography.
- 2. Identify conceptual and theoretical models pertaining to world, regional, and local Geography.
- 3. Apply applications associated with various thematic maps as well as use of geographical computer modeling.

### **Certificate in Geographic Information Systems**

- 1. Create GIS datasets for use in maps, tables, and graphs.
- 2. Create, edit, and manipulate data, stored in proper format and with appropriate metadata.
- 3. Perform applicable and relevant analyses of GIS datasets.
- 4. Produce professional presentation of GIS results and provide results over a wide range of platforms.
- 5. Properly prepare students for ESRI Desktop GIS Certification exam.

# **History (HIST)**

# **AA-T Degree in History**

- 1. Identify major developments in the history of the United States and of the world, and to examine the past from diverse perspectives.
- 2. Apply historical reasoning to the study of the past and to think in terms of causation, context, chronology, and change and continuity.
- 3. Utilize historical method through posing questions and conducting research, analyzing evidence, and articulating defensible conclusions.

# Kinesiology (KIN)

## **AA Degree in General Physical Education**

- 1. Identify and describe major concepts, theoretical principles, history and evolution, and current trends in kinesiology.
- 2. Assess his or her own physical activity level as it relates to lifelong fitness.
- 3. Describe physical activity as it relates to physiological responses and adaptations to exercise.
- 4. Recognize anatomical impacts on exercise related to age, gender, individual goals, and special needs.
- 5. Demonstrate and apply scientific principles to movement in the specific areas of fitness, aquatics, combatives, individual sport and team sport.
- 6. Develop and modify proper safety techniques for a variety of fitness programs.

### **AA-T Degree in Kinesiology**

- 1. Identify and describe major concepts, theoretical principles, history and evolution, and current trends in kinesiology.
- 2. Describe physical activity as it relates to physiological responses and adaptations to exercise.
- 3. Recognize anatomical impacts on exercise related to age, gender, individual goals, and special needs.
- 4. Demonstrate and apply scientific principles to movement in the specific areas of fitness, aquatics, combatives, individual sport and team sport.
- 5. Develop and modify proper safety techniques for a variety of fitness programs.

# **Mathematics (MATH)**

## **AS Degree in Mathematics**

- 1. Define, understand, and apply concepts of limits, differentiation, and integration to authentic problems.
- 2. Apply methods of matrix transformations to solve both practical and theoretical problems.
- 3. Determine whether a theorem or definition applies in a given situation and use it appropriately.
- 4. Demonstrate good problem-solving habits including estimating solutions and rejecting unreasonable results.
- 5. Demonstrate the ability to use symbolic, graphical, numerical, and written representations of mathematical ideas.

# **AS-T Degree in Mathematics**

- 1. Define, understand, and apply concepts of limits, differentiation, and integration to authentic problems.
- 2. Apply methods of matrix transformations to solve both practical and theoretical problems.
- 3. Determine whether a theorem or definition applies in a given situation and use it appropriately.
- 4. Demonstrate good problem-solving habits including estimating solutions and rejecting unreasonable results.
- 5. Demonstrate the ability to use symbolic, graphical, numerical, and written representations of mathematical ideas.

# **Nursing (NSG)**

# **AS Degree in Licensed Vocational Nursing**

- 1. Use the nursing process to provide nursing care to individual patients/clients and families throughout the life span.
- 2. Demonstrate competency in the performance of technical nursing skills based on knowledge of nursing principles.
- 3. Provide educational information for individual patients/clients, families, and groups to promote, achieve, or maintain a state of health.
- 4. Initiate and maintain therapeutic communication with individual patients/clients and families.
- 5. Demonstrate caring behaviors based on recognition of individual needs and cultural differences.
- 6. Collaborate with other healthcare team members to provide optimum care.
- 7. Demonstrate professional behaviors in the role of a Licensed Vocational Nurse.

### **AS Degree in Registered Nursing**

- 1. Adhere to standards of professional practice, and practice within legal, ethical and regulatory frameworks.
- 2. Demonstrate effective verbal, non-verbal, and written communication using compassion and cultural awareness resulting in trusting relationships.
- 3. Provide comprehensive assessments with a holistic view of the client using the functional health assessment.
- 4. Demonstrate evidenced-based practice and the use of critical thinking based on the nursing process to provide the foundation for appropriate clinical decision making.
- 5. Adapt care when providing nursing interventions to assist the clients in achieving desired outcomes.
- 6. Develop individualized teaching plan based on assessed needs.
- 7. Demonstrate decision-making coordination with the client, significant support person(s), and members of the healthcare team.
- 8. Demonstrate effective management through gathering information, planning, and directing in collaboration with the health care team to assist the client to move toward positive outcomes in an efficient and cost effective manner.

## AS Degree in Registered Nursing: LVN to ADN

- 1. Adhere to standards of professional practice, and practice within legal, ethical and regulatory frameworks.
- 2. Demonstrate effective verbal, non-verbal, and written communication using compassion and cultural awareness resulting in trusting relationships.
- 3. Provide comprehensive assessments with a holistic view of the client using the functional health assessment.
- 4. Demonstrate evidenced-based practice and the use of critical thinking based on the nursing process to provide the foundation for appropriate clinical decision making.
- 5. Adapt care when providing nursing interventions to assist the clients in achieving desired outcomes.
- 6. Develop individualized teaching plan based on assessed needs.
- 7. Demonstrate decision-making coordination with the client, significant support person(s), and members of the healthcare team.
- 8. Demonstrate effective management through gathering information, planning, and directing in collaboration with the health care team to assist the client to move toward positive outcomes in an efficient and cost effective manner.

# **Certificate of Achievement in Licensed Vocational Nursing**

- 1. Use the nursing process to provide nursing care to individual patients/clients and families throughout the life span.
- 2. Demonstrate competency in the performance of technical nursing skills based on knowledge of nursing principles.
- 3. Provide educational information for individual patients/clients, families, and groups to promote, achieve, or maintain a state of health.
- 4. Initiate and maintain therapeutic communication with individual patients/clients and families.
- 5. Demonstrate caring behaviors based on recognition of individual needs and cultural differences.
- 6. Collaborate with other healthcare team members to provide optimum care.
- 7. Demonstrate professional behaviors in the role of a Licensed Vocational Nurse.

## Certificate of Achievement in Registered Nursing: LVN to ADN

- 1. Adhere to standards of professional practice, and practice within legal, ethical and regulatory frameworks.
- 2. Demonstrate effective verbal, non-verbal, and written communication using compassion and cultural awareness resulting in trusting relationships.
- 3. Provide comprehensive assessments with a holistic view of the client using the functional health assessment.
- 4. Demonstrate evidenced-based practice and the use of critical thinking based on the nursing process to provide the foundation for appropriate clinical decision making.
- 5. Adapt care when providing nursing interventions to assist the clients in achieving desired outcomes.
- 6. Develop individualized teaching plan based on assessed needs.
- 7. Demonstrate decision-making coordination with the client, significant support person(s), and members of the healthcare team.
- 8. Demonstrate effective management through gathering information, planning, and directing in collaboration with the health care team to assist the client to move toward positive outcomes in an efficient and cost effective manner.

#### **Certificate in Acute Care Nurse Assistant**

- 1. Describe the limitations of the acute care nurse assistant with respect to the Scope of Practice guidelines.
- 2. Practice effective communication and documentation skills in the acute care setting.
- 3. Describe knowledge and understanding of a safe and secure environment for patients in the acute care setting. This includes ensuring the patient's room is free of hazards that might impede mobility and safety, as well as the provision of physical comfort.
- 4. Demonstrate and practice safe and effective care of the surgical patient.
- 5. Collaborate with nursing staff to formulate an appropriate plan of care for the patient with disorder of the major body systems: gastrointestinal, renal, reproductive, endocrine, cardiovascular, and respiratory.
- 6. Identify and follow proper procedures for providing appropriate care for the orthopedic, oncology, pediatric and/or dying patient.

## **Certificate in Certified Nursing Assistant**

- 1. Describe and provide safe and competent personal care and procedures to clients in a long-term care setting.
- 2. Apply safety, cleanliness and infection control nursing measures.
- 3. Utilize professional and therapeutic communication techniques and prepare complete and correct documentation of care delivered.
- 4. Identify and apply legal and ethical principles related to the role of the nursing assistant and the rights of residents.
- 5. Describe quality of life issues, common long-term diseases/conditions, and related nursing care and rehabilitation techniques.
- 6. Describe basic principles of nutrition and types of therapeutic diets.
- 7. Correctly calculate mathematical problems related to the CNA nursing role and care.

#### **Certificate in Home Health Aide**

- 1. Describe and provide safe and competent personal care, procedures and interventions to clients in a home care setting.
- 2. Apply safety, cleanliness and infection control nursing measures in the home care setting.
- 3. Utilize professional and therapeutic communication techniques and prepare complete and correct documentation of care delivered in the home care setting.
- 4. Identify and apply legal and ethical principals related to the role of the nursing assistant and the rights of residents in home care settings.
- 5. Describe quality of life issues, the impact of common long-term diseases/conditions, and related nursing care and rehabilitation techniques utilized in the home care setting.
- 6. Describe basic principles of nutrition, food selection, storage, and planning/preparation of different types of therapeutic diets for the home care setting.

7. Correctly calculate mathematical problems related to the CNA nursing role and care in the home
care setting.

# Occupational and Life Skills (OLS)

# Noncredit Certificate of Completion in Occupational and Life Skills

- 1. Identify and assess safety hazards in the workplace.
- 2. Demonstrate appropriate professional conduct.
- 3. Apply comprehension and writing strategies when confronted with workplace documentation.
- 4. Recognize and apply for compatible job opportunities relative to their occupation-specific certification.
- 5. Organize and accomplish tasks for completion, adhering to deadlines.
- 6. Determine amounts of money, temperature readings, volumes, and other measurements required for some occupations.

# **Photography (PHO)**

# **AS Degree in Photography**

- 1. Execute technical, aesthetic, and conceptual decisions based on an understanding of art and design principles.
- 2. Produce photographs suitable for seeking career opportunities in photography.
- 3. Solve creative problems in photography, including research and synthesis of technical, aesthetic, and conceptual knowledge.
- 4. Communicate photography concepts to specific audiences using proper visual, oral, and written presentation skills.
- 5. Evaluate photographic works, including their own, using professional terminology.

### **Certificate in Professional Photography**

- 1. Demonstrate the safe use of photographic equipment in the studio and on location.
- 2. Produce photographic images for a variety of applications including industrial, medical, product display, architectural, portrait, food and fashion modeling.
- 3. Use computer software to edit and enhance photographic images for a variety of media including magazines, newspapers, brochures, television, and the internet.
- 4. Produce a selection of photographic images for a professional resume.

# **Psychology (PSY)**

## **AA-T Degree in Psychology**

- 1. Identify the major concepts, theoretical perspectives, research methods, core empirical findings, and historic trends in psychology from diverse perspectives.
- 2. Critically evaluate research reports and synthesize a body of research findings.
- 3. Develop testable hypotheses and select appropriate research design to test hypotheses.

#### Certificate of Achievement in Peace and Global Studies

- 1. Define the many forms of violence that exist from with in one's mind to all levels of social construction.
- 2. Interrelate direct violence to deeper structural issues.
- 3. Recognize and articulate how core values, worldviews, and communication patterns shape cultural and individual identities.
- 4. Identify and describe barriers to effective intercultural communication such as stereotyping, prejudice, and ethnocentrism.
- 5. Evaluate the common problems that plague human societies and discuss remedies that would create more just and equitable societies on a global scale.
- 6. Analyze and discuss the promotion of ethical living by enhancing personal integrity in daily life.
- 7. Explain what it means to be a conscious, proactive global citizen.

#### **Certificate in Peace and Global Studies**

- 1. Define the many forms of violence that exist from within one's mind to all levels of social construction.
- 2. Interrelate direct violence to deeper structural issues.
- 3. Recognize and articulate how core values, worldviews, and communication patterns shape cultural and individual identities.
- 4. Identify and describe barriers to effective intercultural communication such as stereotyping, prejudice, and ethnocentrism.
- 5. Analyze and discuss the promotion of ethical living by enhancing personal integrity in daily life.

# Radio-TV-Film (RTVF)

# AS Degree in Radio-TV-Film: Video Production

- 1. Demonstrate critical thinking skills and conceptual problem-solving skills to create a portfolio of work in audio/video production.
- 2. Demonstrate expert and safe use of hardware and software while creating audio/video productions.
- 3. Discuss, analyze and write about audio/video productions.
- 4. Organize and assemble audio/video productions for presentation to an audience.

### AS-T Degree in Film, Television and Electronic Media

- 1. Describe the history, processes and current structure of electronic media, its ethical parameters, and the social and political effects of electronic and mass communication on an audience.
- 2. Write effectively for a variety of platforms appropriate to the discipline.
- 3. Gather, organize and analyze discipline-appropriate research and communicate information about it.
- 4. Identify and analyze legal and ethical principles relating to media.
- 5. Apply media technology, terminology and techniques to the design and creation of content for film, television, and electronic media.

#### Certificate of Achievement in Radio-TV-Film: Video Production

- 1. Demonstrate critical thinking skills and conceptual problem-solving skills to create a portfolio of work in audio/video production.
- 2. Demonstrate expert and safe use of hardware and software while creating audio/video productions.
- 3. Discuss, analyze and write about audio/video productions.
- 4. Organize and assemble audio/video productions for presentation to an audience.

#### **Certificate in Mass Media Studies**

- 1. Describe the history, business models and new technologies of mass media in the United States.
- 2. Analyze the role and function of media ethics in commercial mass media.
- 3. Identify and address the technical and aesthetic issues related to creating and writing for electronic media.
- 4. Write and assemble audio or video productions for presentation to an audience.

## **Certificate in Single Camera Video Production**

- 1. Apply basic videography skills to compose and record footage suitable for editing and digital manipulation.
- 2. Use computer software to edit a complete video project including title and soundtrack.
- 3. Select and edit audio sound effects and music for a video production.
- 4. Upload a video project to an Internet video sharing site for on-line distribution.
- 5. Evaluate a video production based on the target audience's interests, needs and viewing habits.

# Sociology (SOC)

# **AA Degree in Social and Behavioral Science**

- 1. Identify major theoretical orientations in the social and behavioral sciences and describe basic concepts regarding human behavior and thought.
- 2. Utilize critical thinking skills to analyze, evaluate, and make decisions concerning complex contemporary issues and the interactions among individuals and across societies.
- 3. Apply discipline-specific principles to the development of interpersonal, occupational, and social skills suited to a diverse world.

### **AA-T Degree in Sociology**

- 1. Describe the major concepts, perspectives, research methods, and historic trends in sociology.
- 2. Identify and analyze contemporary social problems and issues of gender, race, ethnicity, and social inequality using qualitative and quantitative information.

# **Certificate in Sustainability Studies**

- 1. Identify how current social, economic, and environmental problems affect their individual lives, the lives of people in other parts of the world, and the lives of future generations.
- 2. Define sustainability, evaluate the sustainability of particular systems and practices, and analyze the political and cultural challenges of sustainability implementation.
- 3. Recognize the fundamental impacts of humans, including commerce and attitudes, on the earth's systems.
- 4. Evaluate the interdependencies and long-term thinking necessary to grow the world economy while also protecting environmental resources.
- 5. Utilize critical thinking to develop a point of view regarding the problems and potential solutions for providing adequate yields of nutrient dense food and potable water for a growing global population, both in developing and developed countries.
- 6. Discuss and write about the ways in which fields such as environmental ethics, ecology, sociology, technology and others interconnect in Sustainability Studies.
- 7. Develop ideas to create common ground and promote the principles of sustainability to diverse groups of people.
- 8. Develop a knowledge base to enable them to choose lifestyles and careers that will promote sustainable principles.

# Spanish (SPAN)

# **AA-T Degree in Spanish**

- 1. Converse and write in Spanish at the intermediate level with effective use of grammar, vocabulary, comprehensible pronunciation, and syntax on a range of topics such as personal and family lives, school or work, and current events.
- 2. Read and understand authentic texts in Spanish such as letters, essays, newspaper articles, poems, and/ or short stories.
- 3. Demonstrate knowledge and understanding of the linguistic, literary, and cultural elements (such as general knowledge of the social, political, and economic conditions and contributions) of the Spanish speaking world.