**Community College Course Descriptions Topics**

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| Key Words | Complete Text | Explanation |
| commun, understand, practic, theori, area, principl, critic, effect, ethic, variety | Continue study of multi-paragraph writing, stressing patterns of exposition and instruction in writing research papers. Gain substantial writing practice. Read novels and plays. | Reflects words typically associated with **English/Literature and Humanities courses**. This topic is heavier on the humanities side, with words like “ethic.” |
| design, develop, write, requir, manag, project, busi, techniqu, analysi, provid | Development of skills in reading, writing, and listening with an emphasis on expository methods of development and personal experience as supporting material. Students may be requested to use computers and other technology. Students must meet minimum competency requirements in writing to receive a grade of ‘C’ or higher which is required to enroll in Composition II. | Another topic that reflects **English/Literature and Humanities courses**. This topic seems to be heavier on the literature side with wrds like “write” and “anlysi.” |
| oper, java, servic, user, data, softwar, file, provid, comput, applic | Covers the UNIX operating system using  Linux. Includes experience in using the UNIX  operating system to run a microcomputer,  access files, and communicate with other  microcomputers. | Words associated with **operating system management and programming.** |
| databas, data, model, design, structur, applic, develop, server, object, internet | Addresses Web forms utilizing HTML; dynamic client-side Web forms that utilize JavaScript and JQuery; server-side code that can receive, process and return Extensible Markup Language (XML) data from the client-side; relevant object models and creation of multiple forms to move data; Web forms that utilize techniques such as cascading style sheets; separation of the presentation and application layers; error handling; Simple Object Access Protocol (SOAP) and Representational State Transfer (REST). | Words associated with **database management**. |
| function, econom, seri, public, graph, speak, speech, calcul, examin, polici | A descriptive analysis of the structure and functioning of the American economy. Emphasis on basic economic institutions and factors that determine national income and employment levels. Consideration given to the macroeconomic topics of national income, unemployment, inflation and monetary and fiscal policies. Prerequisites: None. | Words associated with **social science courses**. |
| social, profession, technolog, virtual, issu, devic, softwar, necessari, ethic, word | An in- depth look at social, legal, and ethical issues related to the advent of computers and computing in modern society. Critical thinking skills will be applied to topics related to the information technology field; for example, privacy vs access to information, censorship vs civil liberties, intellectual property, and cyber- crime, as well as less controversial issues such as the impact the information on daily life and the digital divide. | Words associated with the intersection of technology and social issues, when examining the course catalogs there were a good amount of courses that were humanities and technology focused. **Suggests that community colleges also teach students about how their role fits into society’s larger concerns.** |
| secur, configur, prepar, oper, window, microsoft, certif, troubleshoot, provid, exam | Provides detailed information on computer hardware, operating systems and networks. Students learn to install, configure, upgrade and replace computer system components; troubleshoot and upgrade hardware and peripherals; install, administer, troubleshoot and secure Windows and Linux operating systems; implement and secure a small network. At the end of this course students are prepared to take the CompTIA A+ certification examinations. | Course on **hardware**. |
| program, structur, class, languag, creat, problem, data, develop, solv, logic | An introductory course to programming in the C# language. Emphasis is placed on the basic data, methods and classes of the C# language. Additionally, object oriented programming concepts will be introduced. Programming style and object oriented methodology will be stressed throughout the course. | A more explicit programming course. |

**Work Process Schedule Topics**

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| Key Words | Complete Text | Explanation |
| configur, data, window, databas, properli, design, instal, model, level, user | Install and configure client operating systems for the organization.  Example On-the-Job Duties: Configure User Account Controls. Configure Local Security Policies. Configure Windows Firewall. Configure Windows Defender. Set indexing locations and modify advanced options. Create a library and set security permissions. Create and deploy a search connector. Maintain and troubleshoot a client operating system for the organization. Example On-the-Job Duties: Prepare to deploy Windows 7 business desktops. Assess and resolve application compatibility issues with Windows 7. Determine the most appropriate method to deploy Windows 7 based upon specific business requirements. Design a standard Windows 7 image by assessing and evaluating the business requirements. | This topic appears to be completely about **setting up an operating system or database**. |
| configur, instal, person, develop, custom, oper, troubleshoot, servic, assist, basic | Demonstrate a working knowledge of the components of a computer and perform basic troubleshooting on communication issues within a computer. Example On-the-Job Duties: Identify the components of standard desktop personal computers. Install and configure computer components. Maintain and troubleshoot peripheral components. Install and configure operating systems. Demonstrate a working knowledge of the hardware components of a computer and perform basic troubleshooting on hardware related issues Example On-the-Job Duties: Install and configure system components. Troubleshoot system components. Demonstrate a working knowledge of basic networking, to allow the flow of information between multiple computers Example On-the-Job Duties: Manage, maintain, troubleshoot, install, operate and configure basic network infrastructure. | This is about **setting up a system**; keyword I see is troubleshoot. |
| basic, commun, discuss, explain, instal, organ, develop, support, perform, software | Performance Evaluation. The apprentice will have his/her performance formally reviewed and will discuss it with his/her manager. | This is about communicating with a supervisor. **Professional soft-skills.** |
| router, basic, switch, rout, code, protocol, cisco, ethernet, convinc, internetwork | 1. Components, Switches and Routers. Basic Internetworking   * Instruction and Familiarity * LAN Devices * WAN Devices * OSI Model * AN Technologies   2. LAN Introduction and Familiarization   * Segmentation * Full and Half Duplex * Ethernet   3. TCP/IP Protocol and Addressing   * DOD Reference Model * IP Addressing Resolution * Subnetting   4. Basic Router Installation   * Router Startup * User Interface * Designing Internetworking * Static, Default and Dynamic Routing * Interior Routing Protocols * Exterior Routing Protocols   5. Basic Router Configuration   * Sources for Cisco IOS Software * Cisco IOS Commands * Accessing Other Routers   6. Basic Wide Area Work Instruction   * Plain Old Telephone (POTS) * Synchronous Data-link Control (SDLC) * High-level Data-Link Control (HDLC) * Dial-On-Demand Routing (DDR) * X.25 * Frame Relay * Point-To-Point (PPP) * ISDN | **Router set-up.** |
| secur, organ, commun, practic, polici, explain, understand, organiz, work, discuss | Ability to determine the trade-offs between security, privacy and operations and the organizational liability. Ability to understand reporting requirements and procedures of incident reporting. Ability to maintain the organizations physical security. Ability to determine what data falls into what classification and the access controls. Ability to understand the planning, organization and roles of individuals involved in security, develop security policies and utilize tools used to identify threats, classify assets and rate vulnerabilities. | They keywords I see are security, communicate, and organize. This is likely about professional skills, but also lumped in are **data security skills and the importance of reporting the issues out.** |
| rout, servic, access, provid, list, multi, complex, organiz, configur, maintain | 1. Installing, Configuring, Operating and Troubleshooting   * Complex Routed LAN, Routed WAN, and Switched LAN * Networks and Dial Access Services.   2. Understanding Complex Networks, such as, but not limited  to, IP, IGRP, IPX, Async Routing, Apple Talk, Extended  3. Access Lists, IP RIP, Route Redistribution, IPXRIP, Route   * Summarization, OSPF, VLSM, BGP, Frame Relay, ISDN, * ISL, X.25, PSTN, PPP, VLANS, Ethernet, ATM, Access * Lists, 802.10, FDDI, and Transparent and Translational Bridging. Maximizing performance Through LANs, Routed WANs, and Remote Access.   4. Provide Access Security to Network Switches and Routers.  5. Provide Increased Switching and Routing Bandwidth - End-to-  End Resiliency Services.  6. Provisioning Custom Queuing and Routed Priority Services. | **More router/network configuration.** |
| work, requir, employe, task, process, program, effect, problem, present, assign | Dedicated Work Assignments. The apprentice will perform job specific supporting work assignments on a full-time basis. He/she will work 40 hours per week. He/she will continue to learn how to support an organization. The apprentice will learn how to contribute to his/her work group as a full-time employee and therefore a fully dedicated member of the team. The apprentice will learn and apply the skills (further expanding upon previous learning/applications) necessary and complete the tasks required of his/her particular job. The apprentice will also learn new skills to enhance the quality of his/her work and more effectively manage his/her time while interacting with the workforce daily. Representative tasks may include the following: classifying end user problems; documenting problem solutions; making and testing network cables; performing data analysis; writing simple programs; creating database triggers; testing programs; debugging programs; creating scripts to gather system statistics; creating scripts to transfer files; installing software upgrades; and verifying data conformance, accuracy, and completeness. | **Professional soft skills.** |
| project, databas, manag, develop, relat, applic, requir, test, step, demonstr | Know how to perform the tests. Know how to develop the test procedures and the expected output. Demonstrate adequate knowledge of the application and relational database to recommend changes/fixes. Demonstrate adequate knowledge of the needs of the functional teams and an understanding of the existing application and relational database architecture to develop a viable testing plan. | **Database management and testing.** |