1998-1999 PROGRAM GOALS

AUTOMOTIVE TECHNOLOGY PROGRAM GOALS
The graduate should be able to
I. Practice shop safety.
II. Select and use the proper tools and equipment to perform automotive repairs according to industry procedures.
III. Diagnose and repair automotive engine malfunctions.
VI. Evaluate automotive engine performance and make necessary adjustments for optimum performance.
V. Demonstrate proficiency in evaluating the status of automotive transmissions and transaxles.
VI. Evaluate the status of automotive suspensions and steering.
VII. Diagnose problems associated with automotive braking systems.
VIII. Diagnose problems associated with automotive electrical systems.
IX. Perform checks on automotive climate control systems and recommend courses of action for repair of malfunctions.

CHEMICAL AND ENVIRONMENTAL ENGINEERING TECHNOLOGY PROGRAM GOALS
The graduate should be able to
I. Set up and operate pilot or larger scale equipment.
II. Set up and operate laboratory equipment.
III. Assist in technical calculations.
IV. Set up analytical equipment.
V. Operate analytical equipment.
VI. Make statistical calculations in evaluating data.
VII. Write a laboratory notebook or an operating log.
VIII. Make literature searches.
IX. Effectively follow written or oral procedures.
X. Assist in research and development.
XI. Report on technical work.
XII. Take physical samples.

CIVIL ENGINEERING TECHNOLOGY PROGRAM GOALS
The graduate should be able to
I. Identify and reference building components using proper terminology.
II. Specify and recognize proper construction methods.
III. Perform ASTM standardized tests on construction materials and soils.
IV. Collect and transport material samples to be tested in accordance with ASTM/OSHA/EPA standards.
V. Prepare/interpret reports of the results of materials/soils tests.
VI. Identify/interpret soil characteristics and limitations.
VII. Complete an accurate quantity takeoff on any phase of construction/remediation.
VIII. Read/interpret plans and specifications.
IX. Set up and use with reasonable precision all common surveying equipment, such as levels, transits, theodolites, total stations and data collectors.
X. Perform common surveying tasks such as: building layout, slope staking, profiles, topographical mapping and layout of horizontal curves.
XI. Perform surveying office calculations and drawings on CAD.
XII. Prepare/review plans for compliance with codes, zoning ordinances and plat design criteria.
XII. Determine storm surface runoff, storm drain size requirements and detention basin sizes.
XIII. Identify hazardous materials.
XIV. Comply with OSHA/EPA standards for handling hazardous materials.
XVI. Read/interpret environmental regulations.
XVII. Identify geological formations and their impact on environmental contamination and containment/remediation.
XVIII. Identify soil flow nets and their impact on environmental contamination and containment/remediation.

COMMUNICATIONS GRAPHICS TECHNOLOGY PROGRAM GOALS

The graduate should be able to
I. Develop the technical and conceptual skills essential for obtaining an entry-level position in the communication graphics industry.
II. Develop mastery of contemporary computer-based technology and relevant software as demonstrated by a portfolio of original graphic designs.
III. Develop essential communication skills to work effectively as a team member in the workforce.
IV. Develop an appreciation for lifelong learning and the capacity to adapt to changing technology.

COMPUTER ACCOUNTING PROGRAM GOALS

The graduate should
I. Understand the basic principles of Computer Accounting and be able to apply them to the accounting field.
II. Integrate Computer Accounting with other areas in the business environment.
III. Identify problems and use appropriate techniques to find solutions.
IV. Work independently with a network of individuals and also function within a work group.
V. Have mastery of basic skills that include competencies in mathematics, computer science and communications.
VI. Function competently as a citizen and consumer.
VII. Continue to develop knowledge skills as needed in the Computer Accounting field.
VIII. Be fully qualified for entry-level positions in accounting.

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**COMPUTER INTEGRATED DRAFTING AND DESIGN PROGRAM GOALS**

The student should be able to

I. Produce drawings of mechanical parts.
II. Understand traditional three-view drawings.
III. Communicate with freehand sketches.
IV. Produce a mechanical drawing using a computer.
V. Understand basic computer information concepts.
VI. Demonstrate basic knowledge of industry standards.
VII. Use good verbal, written and graphic communication skills.
VIII. Have knowledge of assembly or manufacturing processes for particular disciplines.
IX. Be familiar with good professional habits and interpersonal skills.

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**COMPUTER SCIENCE TECHNOLOGY PROGRAM GOALS**

The graduate should be able to

I. Express ideas and facts in written and verbal communications, and work independently and as a group member.
II. Effectively operate and use computers, peripherals and related equipment.
III. Understand terminology, numeric concepts, social/ethical implications and/or system concepts associated with the computer and data processing fields.
IV. Understand and use applications software, operating systems and/or system-based products.
V. Analyze problems and develop algorithms to find solutions.
VI. Effectively use computer languages, compilers, interpreters and assembler products to produce code and output which completes specified tasks.
VII. Achieve specific learning outcomes that meet the needs of the department, the institution, the community, the state and the nation.
VIII. Upgrade and develop skills which represent real-world training standards as established by national tests, state standards, institutional goals and advisory recommendations.
IX. Use equipment and resources which are up-to-date, real-world and which represent current trends in the employment field.
X. Develop a positive attitude towards standards, rules, expectations, work and learning.
XI. Develop specific skills, understanding and knowledge which can be used at articulated
institutions and which can be applied to higher levels of learning.

XII. Enhance creative and artistic talents appropriate to the computer science field.

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**ELECTRICAL ENGINEERING TECHNOLOGY PROGRAM GOALS**

The graduate should be able to

I. Understand moderately complex electronic systems.
II. Acquire test data with numerous electronic instruments and diagnose system performance.
III. Suggest modifications to electronic systems under test to improve performance.
IV. Maintain and troubleshoot electronic equipment.
V. Breadboard (using wirewrap, soldering, etc.) and test electronic circuits.
VI. Develop printed-circuit board layouts, fabricate boards and package the overall electronic circuit.
VII. Program microprocessors, EPROMS, generic logic arrays and programmable logic controllers.
VIII. Simulate electronic circuits with PSPICE software package on a personal computer.
IX. Use new hardware/software by studying manuals or following computer instructions.
X. Generate engineering reports.

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**ENGLISH DEPARTMENT PROGRAM GOALS**

The student should be able to

I. Recognize the power of language and demonstrate the ability to use it effectively to accomplish a variety of purposes.
II. Express an appreciation for the value of literature in the communication and comprehension of enduring human values and concerns.
III. Recognize and accept the complexity inherent in the expression of enduring human values and concerns.
IV. Recognize the contributions of diverse cultures as presented through literature and human contact.
V. Evaluate evidence and make judgments reflective of consciously developed human values.
VI. Demonstrate an ability to apply critical thinking techniques, problem-solving skills, and technology as necessary to resolve problems and conflicts.

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**FINE AND APPLIED ARTS PROGRAM GOALS**

*NON-CAREER TECHNICAL DISCIPLINES*

The student should be able to

I. Demonstrate a personal understanding of the humanities through written and verbal expression or creative utilization as it pertains to the areas of education, societies,
cultures, and basic technology.

II. Creatively express ideas, feelings, and facts through written, verbal, or artistic methods.
III. Demonstrate knowledge of concepts, techniques, methodology, and tools gained in departmental disciplines in practical application.
IV. Utilize clear, organized, and effective verbal and written communication skills.

FINANCE PROGRAM GOALS

The graduate should be able to
I. Understand the basic principles of Finance and be able to apply them to the Finance field.
II. Integrate Finance with other areas in the business environment.
III. Identify problems and use appropriate techniques to find solutions.
IV. Work independently with a network of individuals and also function within a work group.
V. Have mastery of basic skills that include competencies in sales techniques, mathematics, computer science, and communications.
VI. Function competently as a citizen and consumer.
VII. Continue to develop knowledge skills as needed in the Finance field.

GOALS FOR THE HUMANITIES DEPARTMENT

DEPARTMENT MISSION STATEMENT: The mission of the Humanities Department is to enrich the human spirit and expand the human potential.

The Department of Humanities can achieve this mission by

I. facilitating the personal growth of students by helping them to clarify and to assess their personal values. (Gen Ed. II, III)
II. celebrating cultural diversity by offering courses that help students understand their culture, both past and present, and the actions and values of others. (Gen Ed. II, IV)
III. sharpening students’ analytical skills by integrating into all courses elements which require them to solve problems, make decisions, and form interpretations. (Gen Ed. I, II, III)
IV. developing multi-disciplinary courses and forums as a way to promote the humanities across the curriculum. (Gen Ed. I, II, IV)
V. employing technology in order to access information, to improve communication, and to understand the effects it has on the human environment. (Gen Ed. V, VII)
VI. enabling students to appreciate the beauty and importance of languages as a means of understanding other cultures and as an effective way to improve verbal and written communication skills. (Gen Ed. I, II, IV)
INTERIOR DESIGN TECHNOLOGY PROGRAM GOALS

The graduate should be able to
I. Perform the functions necessary to implement a design including:
   * Taking measurements.
   * Providing cost estimates.
   * Preparing drawings and business documents.
   * Consulting with workroom personnel, installers and other specialists.
II. Select and arrange interior furnishings.
III. Specify finishes and materials.

MANAGEMENT PROGRAM GOALS

The graduate should be able to
I. Understand the basic principles of Management, both qualitative and quantitative, and be able to apply them to the Management field.
II. Integrate Management with other areas in the business environment.
III. Identify problems and use appropriate techniques to find solutions.
IV. Work independently with a network of individuals and also function within a work group.
V. Have mastery of basic skills that include competencies in mathematics, computer science and communications.
VI. Function competently as a citizen and consumer.
VII. Continue to develop knowledge skills as needed in the Management field.
VIII. Have the human relations skills necessary to manage successfully.

MARKETING PROGRAM GOALS

The graduate should be able to
I. Understand the basic principles of marketing and be able to apply them to the marketing field.
II. Integrate marketing with other areas in the business environment.
III. Identify problems and use appropriate techniques to find solutions.
IV. Work independently with a network of individuals and also function within a work group.
V. Have mastery of basic skills that include competencies in mathematics, computer science and communications.
VI. Continue to develop knowledge skills as needed in the marketing field.
VII. Be prepared for entry-level positions in marketing.
VIII. Understand the basics of entrepreneurship.
IX. Understand and consider ethical issues in marketing.
MATHEMATICS PROGRAM GOALS

The student should be able to
I. Interpret and draw conclusions from tables, graphs and data.
II. Apply mathematical concepts to real-life problems.
III. Express quantitative ideas using the language and notation of mathematics.
IV. Determine the reasonableness of solutions and conclusions.
V. Use abstract ideas and symbols to describe, translate, analyze and solve problems.

MECHANICAL ENGINEERING TECHNOLOGY PROGRAM GOALS

The graduate will be able to
I. Understand and apply the basic theory and concepts of mechanical engineering technology.
II. Identify and solve problems with a minimum of assistance and supervision.
III. Operate concentration-related equipment with a high degree of manipulative skills.
IV. Communicate effectively, which includes reading, oral and written skills.
V. Apply on-the-job the principles of good work habits and ethical conduct.

NATURAL SCIENCES PROGRAM GOALS

The student should be able to
I. Understand the scientific method and work with it in the following contexts.
   a. Make unbiased observations, collect information and make inferences from it to science and/or everyday life.
   b. Read, understand, and interpret information collected by others.
   c. Propose hypotheses and know the process to test them.
   d. Appreciate the historical perspective of the scientific method by examining previous discoveries.
II. Have a storehouse of applicable facts and knowledge within a given field of study.
III. Understand the use and availability of technology at the college level and beyond, and how this may be used when working with scientific information.

OFFICE SYSTEMS TECHNOLOGY PROGRAM GOALS

The graduate should be able to
I. Use computer application programs (word processing, spreadsheet, database, graphics, etc.).
II. Keyboard accurately (for example, 53 words per minute with one error per minute.).
III. Use computer peripherals such as laser printers, scanners, FAX devices.
IV. Communicate effectively.
V. Use appropriate telephone techniques.
VI. Show a positive attitude and work ethic.
VII. Transcribe from machine dictation.
VIII. Perform desktop publishing functions.
IX. Compose correspondence.
X. Use proofreading skills involving grammar, punctuation and language arts.
XI. Organize work and follow time and records management techniques.
XII. Adapt to change and new concepts; develop problem solving skills.

SOCIAL AND BEHAVIORAL SCIENCES GOALS

The student should
I. Learn skills which support academic success and enable achievement of educational goals.
II. Demonstrate critical thinking and problem-solving skills.
III. Discover and explore relationships between individuals and society.
IV. Demonstrate proficiency in reading, writing, and verbal skills.
V. Develop kinesthetic and other wellness skills with a personal commitment to lifetime fitness and personal development.
VI. Be exposed to concepts of cultural diversity and equality.
VII. Be exposed to a variety of educational technologies and innovative instructional techniques.

LEGAL ASSISTANT TECHNOLOGY PROGRAM GOALS

The student should
I. Understand and apply principles of law and legal ethics.
II. Demonstrate entry-level employment skills acquired through the legal specialty courses.
III. Communicate effectively both verbally and in writing.
IV. Use law-related computer software applications in the workplace.

VIDEO PRODUCTION TECHNOLOGY

The graduate should be able to
I. Develop technical and professional skills which contribute to obtaining entry-level positions in the broad field of media production.
II. Demonstrate mastery of media-specific competencies through hands-on experiences;
familiarity with industry practices as well as career paths at the local, regional and national levels; and a knowledge of fiscal characteristics in the broad field of media production.

III. Demonstrate visual literacy, including a strong foundation with the written word, and an ability to utilize creative imagination.

IV. Cultivate a basis to perform as an effective member of the work force through effective communication, displayed initiative, effective leadership, a sense of teamplay, sound ethical judgment, and a willingness to persevere.

V. Develop an appreciation for continuous professional development and life-long learning with the capacity to adapt to changing technologies and changing industry configurations.