2010-2012 Career Programs

Information is provided in this section for each of the following Career Programs Goals

**ADMINISTRATIVE PROFESSIONAL TECHNOLOGY**

- Business Concentration
- Health Care Office Administration Concentration

**Program Goals:** After successfully completing the Administrative Professional Technology program, the graduate will be equipped to do the following:

I. Demonstrate knowledge of computer application programs.
II. Use terminology and reference materials specific to the field.
III. Work independently or function within a work team to complete projects.
IV. Apply knowledge of emerging technology trends.
V. Apply proofreading skills involving grammar, punctuation and language arts.
VI. Use the Internet for research and communication.

**BUSINESS ADMINISTRATION**

- Computer Accounting Concentration
- Culinary Arts Concentration
- Hospitality Concentration
- Management Concentration
- Marketing Concentration

**Program Goals:** After successfully completing the Business Administration program, the graduate will be equipped to do the following:

I. Understand the basic principles of Business Administration and apply them.
II. Integrate business disciplines.
III. Identify problems and use appropriate techniques to find solutions.
IV. Work independently and function on a team.
V. Demonstrate basic math, verbal and written communications and computer skills.
VI. Qualify for entry-level positions in business.
VII. Understand and appreciate the global nature of business.

**COMPUTER SCIENCE AND INFORMATION TECHNOLOGY**
Database Design and Development Concentration
Networking and Communications Systems Concentration
Programming Concentration

Program Goals: After successfully completing the Computer Science and Information Technology program, the graduate will be equipped to do the following:

I. Express ideas and facts in written and verbal communications and work independently or as a team member.
II. Understand and use computers, peripherals and related equipment such as networks, clusters, and other emerging technologies.
III. Understand terminology, numeric concepts, social/ethical implications and/or system concepts associated with the information technology field.
IV. Understand and use applications software, operating systems and/or system-based products.
V. Analyze problems, develop algorithms and implement solutions.
VI. Effectively use computer languages, compilers, interpreters and assembler products to produce code and output that meet specified requirements.
VII. Understand system and software development cycles, and use tools to develop and manage the cycles.
VIII. Upgrade and develop skills that can be measured by real-world training standards as established by national tests, state standards, institutional goals, employers and advisory recommendations.
IX. Use equipment and resources that are up-to-date and real-world and that represent current trends in the employment field.
X. Develop a positive attitude toward standards, rules, expectations, work and learning.
XI. Develop specific skills, understanding and knowledge that can be used at four-year colleges/universities and that can be applied to higher levels of learning.
XII. Enhance creative and artistic talents appropriate to the computer science and information technology field.

EARLY CHILDHOOD EDUCATION

Program Goals: Graduates of the Early Childhood Education program will

I. Be prepared for job entry or career advancement in the child-care field.
II. Use appropriate verbal and written communication skills.
III. Demonstrate understanding of fundamental child development principles that promote positive outcomes for children from birth to age 9.
IV. Apply on-the-job principles of good work habits, ethical standards and professionalism.

ENGINEERING TECHNOLOGY
Civil Engineering Concentration
Electrical Construction Management Concentration
Electrical Engineering Concentration
Industrial Automation Concentration
Industrial Maintenance Concentration
Manufacturing Concentration
Mechanical Engineering Concentration

**Program Goals:** Upon completion of an Engineering Technology program concentration, the graduate will have developed the skills, knowledge and abilities to accomplish the following:

I. Apply basic engineering theories and concepts creatively to analyze and solve technical problems.
II. Utilize with a high degree of knowledge and skill equipment, instruments, software, and technical reference materials currently used in industry.
III. Communicate effectively using developed writing, speaking, and graphics skills.
IV. Assimilate and practice the concepts and principles of good work ethics as an individual and in a team environment.
V. Obtain employment within the discipline or matriculate to a four-year program in engineering or industrial technology.

**INTERIOR DESIGN TECHNOLOGY**

**Program Goals:** Graduates will be equipped to do the following:

I. Understand fundamentals of art and design, theories of design and human behavior, and design-related history.
II. Apply the knowledge, skills, processes and theories of interior design.
III. Communicate effectively.
IV. Design within the context of building systems and use appropriate materials and products.
V. Apply the laws, codes, regulations, standards, and practices that protect the health, safety, and welfare of the public.

**MEDIA TECHNOLOGIES**

Communication Graphics Technology Concentration
Photography Concentration
Video Production Technology Concentration
Web Technology Concentration
**Program Goals:** After successfully completing the Media Technologies program, the graduate will be equipped to do the following:

I. Create media that communicate the desired message to the intended audience.
II. Use a wide variety of industry-standard equipment, techniques, software, hardware and materials to produce the appropriate content.
III. Demonstrate various styles in communications media that display a grasp of both design and communication principles and techniques.
IV. Demonstrate proficiency in the techniques and equipment that facilitate adaptation to constantly changing media.
V. Understand and respect the rights and responsibilities of the artist, subject, client, user and employer, including intellectual property rights.
VI. Create a portfolio demonstrating design and communication skills, technical competence, and industry standards and practices.

**NURSING**

**Program Goals:** After successfully completing the Nursing program, the graduate will be equipped to do the following:

I. Take the National Council Licensure Examination for Registered Nurses (NCLEX-RN), which is required to become a registered nurse.
II. Critically analyze and articulate positions on patient care, communicating effectively and professionally both orally and in writing.
III. Recognize, define and implement appropriate health care for patients; adapt to emerging developments and applications in the nursing field.
IV. Work independently with a network of individuals and function within a work team to facilitate care for individuals and groups of patients with health care needs.

**PARALEGAL STUDIES**

**Program Goals:** After successfully completing the Paralegal Studies program, the graduate will be equipped to do the following:

I. Understand and apply principles of law and legal ethics.
II. Demonstrate entry-level employment skills acquired through the legal specialty courses.
III. Demonstrate analytical and problem-solving skills.
IV. Demonstrate effective verbal and written communication.
V. Demonstrate an understanding and practical application of law-office management and related computer applications in the legal environment.