2014-2015 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:** Upon completion of the Administrative Professional Technology program, the graduate will have developed the skills, knowledge and abilities to accomplish 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

**Program Goals:** Upon completion of the Business Administration program, the graduate will have developed the skills, knowledge and abilities to accomplish the following:

I. Apply the basic principles of Business Administration.
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. Demonstrate an understanding of the global nature of business.

**COMPUTER SCIENCE AND INFORMATION TECHNOLOGY**
- Computer Science Technology Concentration
- Networking and Communications Systems Concentration

**Program Goals:** Upon completion of the Computer Science and Information Technology program, the graduate will have developed the skills, knowledge and abilities to accomplish the following:

I. Communicate effectively and work independently or as a team member.
II. Use computers, related equipment and resources which are up to date, real-world and represent current and emerging trends in the employment field.
III. Apply terminology, numeric concepts, social/ethical implications and/or system concepts associated with the information technology field.
IV. Use current application and system software including programming tools such as assemblers, compilers, interpreters and debuggers.
V. Write algorithms and implement solutions in a computer language using software development cycles and project management tools for a set of requirements.
VI. Exhibit the ability to administer a computer network environment.
EARLY CHILDHOOD EDUCATION

Program Goals: Upon completion of the Early Childhood Education program, the graduate will have developed the skills, knowledge and abilities to accomplish the following:

I. Promote child development and learning of young children from diverse backgrounds.
II. Build family and community relationships.
III. Observe, document, and assess to support young children and families.
IV. Use developmentally effective approaches for teaching young children.
V. Use content knowledge to build meaningful curriculum.
VI. Identify and conduct him- or herself as a member of the early childhood profession, including upholding ethical standards.

ENGINEERING TECHNOLOGY

Automated Industrial Systems Concentration
Civil Engineering Concentration
Electrical Construction Management Concentration
Electrical Engineering Concentration
Industrial Maintenance Concentration
Manufacturing Concentration
Mechanical Engineering Concentration

Program Goals: Upon completion of an Engineering Technology program, 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 working 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: Upon completion of the Interior Design Technology program, the graduate will have developed the skills, knowledge and abilities to accomplish 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: Upon completion of the Nursing program, the graduate will have developed the skills, knowledge and abilities to accomplish the following:

I. Provide competent nursing care at the advanced beginner level to diverse populations.
II. Establish and maintain ethical relationships in order to act within the context of the Nurse Practice Act.
III. Provide nursing care that promotes, protects, and improves health for individuals, families and communities.
IV. Deliver culturally competent care that reflects sensitivity to racial, ethnic and cultural diversity.
V. Utilize nursing and allied health related research in the delivery of nursing care.
VI. Participate in coordinated care by practicing shared decision-making, delegating aspects of care, and working in teams.
VII. Deliver nursing care that is cost-effective and assures financial accountability.
VIII. Utilize multiple sources of information, which include computer-based data, to critique and improve clinical decisions.
IX. Engage in critical self-assessment in order to maintain life-long learning.
X. Practice and evaluate caring behaviors in clinical nursing.

PARALEGAL STUDIES

Program Goals: Upon completion of the Paralegal Studies program, the graduate will have developed the skills, knowledge and abilities to accomplish the following:

I. Apply the basic principles of law and legal ethics.
II. Qualify for entry-level positions using skills acquired through the legal specialty courses.
III. Identify problems and use analytical skills to find solutions.
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.