

Course Descriptions - Credit Courses

NCCER CORE

Basic Safety

NCC 1101 1

Complies with OSHA-10 training requirements. Explains the safety obligations of workers, supervisors, and managers to ensure a safe workplace. Discusses the causes and results of accidents and the impact of accident costs. Reviews the role of company policies and OSHA regulations. Introduces common job-site hazards and identifies proper protections. Defines safe work procedures, proper use of personal protective equipment, and working with hazardous chemicals. Identifies other potential construction hazards, including hazardous material exposures, welding and cutting hazards, and confined spaces.

Mathematics

NCC 1102 1

Reviews basic mathematical functions such as adding, subtracting, dividing, and multiplying whole numbers, fractions and decimals, and explains their applications to the construction trades. Explains how to use and read various length measurement tools, including standard and metric rulers and tape measures, and the architect's and engineer's scales. Explains decimal-fraction conversions and the metric system, using practical examples. Also reviews basic geometry as applied to common shapes and forms.

Hand Tools

NCC 1103 1

Introduces trainees to hand tools that are widely used in the construction industry, such as hammers, saws, levels, pullers, and clamps. Explains the specific applications of each tool and shows how to use them properly. Also discusses important safety and maintenance issues related to hand tools.

Power Tools

NCC 1104 1

Provides detail descriptions of commonly used power tools, such as drills, saws, grinders, and sanders. Reviews applications, proper use, safety, and maintenance. Many illustrations show power tools used in on-the-job settings.

Introduction to Construction Drawings

NCC 1105 1

Familiarises trainees with basic terms for construction drawings, components, and symbols. Explains the different types of drawings (civil, architectural, structural, mechanical, plumbing/piping, electrical, and fire protection) and instructs trainees on how to interpret and use drawing dimensions. Four oversized drawings are included.

Basic Communication Skills

NCC 1107 1

Provides trainees with techniques for communicating effectively with co-workers and supervisors. Includes practical examples that emphasise the importance of verbal and written information and instructions on the job. Also discusses effective telephone and e-mail communication skills.

Employability Skills

NCC 1108 1

Identifies the roles of individuals and companies in the construction industry. Introduces trainees to critical thinking and problem solving skills and computer systems and their industry applications. Also reviews effective relationship skills, effective self-presentation and key workplace issues such as sexual harassment, stress and substance abuse.

Introduction to Materials Handling

NCC 1109 1

Recognises hazards associated with materials handling and explains proper materials handling techniques and procedures. Also introduces materials handling equipment and identifies appropriate equipment for common job-site tasks.

Introduction to Construction Technology and Trades/Technology Job Skills

NCC 1110 5 FA

This course will provide students with an appreciation for modern technology, trades and engineering. Topics covered will be basic safety, hand and power tools, employability skills, and materials handling. Also an introduction to technical skills required for the various technical occupations/trades with an introduction to plumbing, HVAC, automotive and electrical systems.

NURSING

Introduction to Professional Nursing

NUR 1101 2 SM

This introductory nursing course examines the realms of the nursing profession. Topics to be explored cover the history of nursing, nursing leaders, healthcare delivery, ethics, legal issues, health and wellness, medical terminology, math for medications, test taking strategies, culture and ethnicity, spirituality, and the nursing process. After completion of this course the student will be prepared to progress into NUR 1150.

Prerequisites: A programme GPA 2.67, BIO 1121, BIO 1122, CSC 1110, CIS 1120, ENG 1111, ENG 1112, MAT 1100-level or higher, and PSY 1101

Nursing Fundamentals

NUR 1150 8 FA

Students will acquire fundamental psychomotor, critical thinking and communication skills through student participation in classroom, skills lab, and clinical activities. Students learn basic assessment skills and nursing procedures utilising values and ethics necessary for practice, focusing on gerontological nursing care. **Prerequisites:** A programme GPA 2.67 and a grade of "B-" or better in NUR 1101

Psychiatric Nursing

NUR 2200 5 SP

This course introduces concepts of nursing care for patients throughout the life span with maladaptive psychosocial and physiological responses

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related to mental disorders. Development of communication skills, self-awareness and the therapeutic use of self in selected clinical settings is integrated throughout the course. **Prerequisites:** A grade of “B-” or better in NUR 1150 **Corequisites:** NUR 2201 and NUR 2235

Medical Surgical Nursing **NUR 2201 7 SP**

Students in Nursing 2201 will learn nursing care of individuals with common disease processes. The clinical experience allows students to further develop psychomotor skills such as health assessment and use critical thinking and communication skills to develop a nursing diagnosis on a stable medical or surgical patient. **Prerequisites:** A grade of “B-” or better in NUR 1150 **Corequisites:** NUR 2200 and NUR 2235

Pharmacology **NUR 2235 2 SM**

This course provides the foundation for understanding the role of drug action, drug absorption, bioavailability, distribution, metabolism and excretion in nursing interventions. Application of pharmacologic principles in relation to nursing practice is integrated throughout this course. **Prerequisites:** A grade of “B-” or better in NUR 1150

Family Health Nursing **NUR 2240 5 FA**

The course introduces the student to management of complex health issues applied to clients across the lifespan. Focus is on family education, cultural competency and sensitivity to values and ethical concerns of the child-bearing family. Students will be introduced to care of the client pre- and post-delivery with an increased focus on family-centred care. In the clinical setting, students demonstrate an ability to apply the nursing process to the care of individuals and families. Skill development reflects psychomotor, cognitive and affective domains of learning necessary for critical thinking, therapeutic communication, teaching and learning, with an introduction to leadership. In this course, students are introduced to the practice of nursing in the home and community-based settings. **Prerequisites:** A grade of “B-” or better in NUR 2200, NUR 2201 and NUR 2235. **Corequisite:** NUR 2250

Adult Health **NUR 2250 5 FA**

This course focuses on the etiologic, symptomatologic and pathologic aspects of selected human diseases across the life span. Concepts of health promotion, disease prevention, disease progression, and treatment are approached from a cellular and multisystem perspective. Influences of genetic, ethnic, and cultural variables on human diseases is analysed. Application and analysis of the therapeutic management of complex health issues are applied to clients across the lifespan. Focus is on family education, cultural competency and sensitivity to values and ethical concerns. 2 credit hours of classroom and 2 credit hours of clinical (90 hours of clinical per semester) are required.

Prerequisites: A grade of “B-” or better in NUR 2200, NUR 2201 and NUR 2235. **Corequisite:** NUR 2240

Adult Health Practicum **NUR 2251 8 SP**

This is the capstone course of the ADN entry level nursing programme. Students in this course examine health issues that are complex and encompass multiple systems. Information presented will be synthesised with knowledge gained in previous courses, specifically pathophysiology, pharmacology, and medical-surgical nursing. In the clinical setting, students will demonstrate the ability to apply the nursing process to the care of individuals with complex needs. Current evidence-based research and implications will be incorporated throughout the course. **Prerequisite:** A grade of “B-” or better is required to pass this course.

OFFICE ASSISTANTS

Word Processing I **OFA 1011 3 FA**

This course will develop touch typing skills and will introduce students to current word processing software applications. Topics will include: Formatting of memos; Letters; Short reports; Basic tables. This course is a certificate course and will not normally transfer into degree programmes.

Word Processing II **OFA 1012 3 SP**

This course is a continuation of OFA 1011 and will introduce more advanced processing concepts including formatting of tables and reports, specialized business correspondence, and mail merge. Emphasis will be placed on keyboarding from rough draft and proofreading. **Prerequisite:** OFA 1011. This course is a certificate course and will not normally transfer into degree programmes.

Office Technology Procedures I **OFA 1025 3 FA**

This course, which integrates office knowledge and skills, applies an understanding of the roles of administrative support personnel and their activities. Organisational skills and time management are discussed and practiced. Topics include: Telephone techniques; Electronic filing and calendaring; Mail handling. The use of the calculating machines, copiers and fax machines will be practiced. This course is a certificate course and will not normally transfer into degree programmes.

Office Technology Procedures II **OFA 1026 3 SP**

This course develops critical thinking and problem solving skills necessary in today’s business world. Topics include: Business strategies; Meetings and conferences; Travel arrangements; Use of transcription equipment; Oral and written communications; Business etiquette; Ethical behaviour. Voice recognition skills are learned and practiced. Human relations skills