

SHARP-DEAN SCHOOL OF CONTINUING STUDIES

2019- 2020

COLLEGE CERTIFICATE PROGRAMS

ANNOUNCEMENT

Sharp-Dean School of Continuing Studies will strive to do what this catalog / handbook states that it will do and will make every effort to inform students of any changes. The school has the right to change any provision appearing in this catalog without notifying a student individually.

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Catalog and Student Handbook

Sharp-Dean School of Continuing Studies
1910 Noble Street, Anniston, AL 36201
P.O. Box 5266
Fort McClellan, Alabama 36205
Telephone Number: 256-238-0451
Fax Number: 256-238-0446
sharpdeanschool@cableone.net
Volume II 2019 - 2020

SHARP-DEAN SCHOOL ADVISORY BOARD

Rosetta Sharp-Dean, President/Chairman
Ricardo L. Dean, Sr., Vice President/Treasurer
Johnnie M. Pratt, Secretary
Army Daniel, Jr., Member
Scherry Baxter, Member
Charlotte Nealy, Member
Linda Kinlaw, Member
Ann Sharp, Member

Accreditation

History

Sharp-Dean School of Continuing Studies, founded by Dr. Rosetta S. Dean, is a 501 (C) (3), Non-Profit, Private Institution, approved to conduct K-12 Secondary School, and Two-Year College Education, since 1997. The Secondary school submits through the approval of accredited by the Southern Association of Colleges and Schools, (SACS), a division of Advance ED.

The Postsecondary College of the Sharp-Dean School of Continuing Studies submit is through the approval of license from the state of Alabama; Alabama Community College System, for College Certificates.

Faculty and Staff

Dr. Rosetta S. Dean
Counselor
Adjunct Professor
Traditional/Non-Traditional
On Campus/Distance Learning/Independent Learning

Dr. Ricardo L. Dean, Sr.
Language Specialist (Spanish)
Adjunct Instructor

Mr. Ricardo L. Dean, Jr.
Basic Skills Assessment (Only need High School Transcript for this service)

Mrs. Sherry McGhee
Adjunct Instructor

Mrs. Maggie Patterson, Adjunct Instructor
Child Development

NOTE: THE INSTRUCTORS NAMED ABOVE ARE PRELIMINARY FOR INITIAL SUBMISSION, WE UNDERSTAND THAT ANY CHANGES AND/OR UPDATES OF ADDITIONAL NAMES MUST BE SUBMITTED WITH PROPER CREDENTIALS.

Business Office

Mr. James Greene, CPA *(Off-Site Business Owner)
Retainer Service

Mrs. Johnnie Pratt
Executive Secretary (Volunteer)

Mr. Ricardo L. Dean, Jr.
Records Department

Erica DeRamus
Computer Technician (As-Needed)

*****Other faculty and staff assigned as needed***

College Calendar

Fall Schedule

2019-2020

<u>BEGIN DATES</u>	-	<u>END DATES</u>
SEPTEMBER 2, 2019	-	JUNE 25, 2020
OCTOBER 2, 2019	-	JULY 30, 2020
NOVEMBER 4, 2019	-	AUGUST 27, 2020
DECEMBER 2, 2019	-	SEPTEMBER 24, 2020

SPRING SCHEDULE **2020-2021**

<u>BEGIN DATES</u>	-	<u>END DATES</u>
JANUARY 6, 2020	-	OCTOBER 29, 2020
FEBRUARY 3, 2020	-	NOVEMBER 24, 2020
MARCH 2, 2020	-	DECEMBER 17, 2020
APRIL 5, 2020	-	JANUARY 28, 2021
MAY 4, 2020	-	FEBRUARY 25, 2021

SUMMER SCHEDULE **2020-2021**

<u>BEGIN DATES</u>	-	<u>END DATES</u>
JUNE 1, 2020	-	MARCH 25, 2021
JULY 6, 2020	-	APRIL 29, 2021
AUGUST 3, 2020	-	MAY 27, 2021

HOURS OF OPERATION

Monday – Friday: 8:00 A.M. – 3:30 P.M.

Wednesday: 8:00 A.M. – 12:00 P.M.

SPECIAL DAYS AND HOLIDAYS

SCHOOL CLOSED (dates are subject to change)

September 2, 2019 Labor Day

October 14 – 18 Fall Break

November 11, Veterans Day

November 27 – 29 Thanksgiving

December 23, 2019 – January 3, 2020 Christmas

January 20, MLK Day

February 17, President's Day

March 23 – 27, Spring Break

May 25, Memorial Day

STAFF / FACULTY / BOARD TRAINING

January 6, 2020

April 6, 2020

July 6, 2020

October 5, 2020

GENERAL INFORMATION

History

Sharp-Dean School of Continuing Studies, founded by Dr. Rosetta S. Dean, is a 501 (C) (3) , Non-Profit, Private Institution, approved to conduct K-12 Secondary School, and Two-Year College Degrees, since 1997. The Secondary school submits approval of accredited by the Southern Association of Colleges and Schools, (SACS), a division of AdvancED.

The College Certificate programs of the Sharp-Dean School of Continuing Studies submit approval of license by the Alabama Community College System.

Dr. Rosetta S. Dean is the visionary and founder of the Sharp-Dean School of Continuing Studies, Inc. Dr. Dean's Philosophy is that "We all need help with something," and her willingness to help others meet their goals is worth keeping the GATE-WAY OPEN.

Mission Statement

The mission of Sharp-Dean School of Continuing Studies College is to provide programs, to lead each student to higher academic performance to ensure that all successful learners are prepared for a competitive workfore/world.

ASSURANCES OF COMPLIANCE WITH FEDERAL LAWS

Equal Opportunity in Education and Employment

Sharp-Dean School of Continuing Studies is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, national origin, sex, age, disabilities, or citizenship, or veteran status as provided by the law. SDSCS complies with all applicable nondiscrimination and affirmative action titles and sections of amendments of the Civil Rights Act of 1973, The Vietnam Era Veterans Readjustment Assistance Act of 1974, The Age Discrimination Act of 1975, The Immigration Reform and Control Act of 1986 and the Americans with Disabilities Act of 1990.

Americans with Disabilities Act (ADA)

The American with Disabilities Act (ADA) prohibits discrimination against any qualified person regardless of his/her disability. The school/college strives to create a welcoming environment and will work in good faith to meet the needs of all populations. Reasonable and appropriate accommodations for qualified disabled students, applicants, employees, and visitors will be met unless to do so would present an undue hardship to the school/college or lower the academic standards of the school/college.

SEXUAL HARASSMENT POLICY

Unwelcome sexual advances, requests for sexual favors, and other physical conduct of a sexual nature, which has the effects of unreasonably interfering with, intimidating, hostile, or offensive environment will not be tolerated. Appropriate disciplinary action, up to and including discharge and/or expulsion may result from such behavior. Any and all incidents involving sexual harassment should be reported immediately to Dr. Rosetta S. Dean.

DRUG-FREE ENVIRONMENT

Sharp-Dean School of Continuing Studies is a drug-free facility. This means that all illegal drugs, alcohol, and/or controlled substances are strictly prohibited on any property belonging to Sharp-Dean School of Continuing Studies. Appropriate disciplinary action may result from such behavior.

DRESS CODE

You are required to exercise good judgment in grooming and dress. It is expected that each student be respectful and courteous to other students by not wearing revealing or inappropriate clothing.

ATTENDANCE

Students may attend classes on-site at Sharp-Dean School or receive correspondence. For VA purpose, any irregularity and attendance, etc., will be reported to an official VA representative.

MAKE-UP WORK

The day the student returns to school with an excused absent, it is their responsibility to make arrangements with the teacher to make up the work that was missed on the days absent.

ADMISSION POLICIES & PROCEDURES

If an individual wishes to enroll in one or more courses offered by Sharp-Dean School of Continuing Studies, he/she must first apply for admission to the college.

Procedures for Admission

1. A completed admission application (available from the Admissions Office)
2. Required transcripts from school or college

Registration PROCEDURE

You can register at anytime. Call the office at 256-238-0451 to request a registration form, or walk-in to register. For your convenience you may also E-Mail: sharpdeanschool@cableone.net, or FAX completed registration form to 256-238-0446, or complete and mail to Sharp-Dean School of Continuing Studies, 1910 Noble Street, Anniston, AL 36201. You may request a catalog listing of all courses to be offered and schedule an appointment. Our hours of operation are Monday – Friday 8:00 A.M. to 3:30 P.M., except Wednesdays from 8:00 A.M. – 12:00 P.M. You may pay with a check, cash, money order, or bank cashier's check.

GRIEVANCE POLICY

If you have an informal complaint and/or formal grievance, call the office at 256-238-0451 to request a complaint form, or submit your grievance statement in writing within 30 days of the issue or problem. Identification of terms: (1) A complaint is an informal verbal statement by a student that has perceived a problem with a faculty member, supervisor or administrator within the department. (2) A grievance is a formal written statement by a student that addresses a perceived problem with a faculty member, supervisor or administrator within the department.

METHOD OF INSTRUCTION

The course will be conducted in a traditional classroom setting, or distant learning through correspondence.

Credit Hours	Cost	Credit Hours	Cost
1	\$ 100	26	\$ 2,600
2	\$ 200	27	\$ 2,700
3	\$ 300	28	\$ 2,800
4	\$ 400	29	\$ 2,900
5	\$ 500	30	\$ 3,000
6	\$600	31	\$ 3,100
7	\$700	32	\$ 3,200
8	\$800	33	\$ 3,300
9	\$900	34	\$ 3,400
10	\$1,000	35	\$ 3,500
11	\$1,100	36	\$ 3,600
12	\$1,200	37	\$ 3,700
13	\$1,300	38	\$ 3,800
14	\$ 1,400	39	\$ 3,900
15	\$ 1,500	40	\$ 4,000
16	\$ 1,600	41	\$ 4,100
17	\$ 1,700	42	\$ 4,200
18	\$ 1,800	43	\$ 4,300
19	\$ 1,900	44	\$ 4,400
20	\$ 2,000	45	\$ 4,500
21	\$ 2,100		
22	\$ 2,200		
23	\$ 2,300		
24	\$ 2,400		
25	\$ 2,500		

Other Fees

SDSCS also charges the following fees, all of which are subject to change without notice:

- 1. Assessment Test** - A fee is charged for the first time student taking the Test of Adult Basic Education (TABE) test as prescribed by SDSCS. Cost \$95. For further information, students should contact the SDSCS, 256-238-0451.
- 2. Student Accident Insurance** - Students and/or parents registering for certain courses or programs should consider purchasing their own student accident insurance.
- 3. Certificate Fee** -SDSCS graduates will be charged an amount (not subject to refund) equal to the actual cost of their Certificate. Students who need further information about Certificate fees should contact the Records Office 256-238-0451.
- 4. Transcript Fee** - There is no fee for first transcript.
- 5. Returned Check Fee:** If a check applied toward fees has been returned because of insufficient funds the student will be charged \$30.00 for each such returned check.
- 10. Dante's Subject Standardized Test Program (DSST)** The DSST provides students with the opportunity to demonstrate college-level achievement through a program of exams in undergraduate college courses. Students will be charged a fee of \$25.00 in order for SDSCS to administer the DSST test. Students will have to pay an additional amount directly to Prometric in order to take an exam. For additional information or to schedule an exam, students may contact the SDSCS 256-238-0451.

FEES AND REFUNDS

Tuition Fees

After completing the registration process, a student must pay tuition fees in the Sharp-Dean School of Continuing Studies Business Office.

REFUNDS

Tuition

Students who completely withdraw from all classes before the first official day of classes or during the first three calendar weeks of classes will be refunded tuition and fees on the following bases:

Withdrawal before the first official day of classes..... 100% refund of tuition

Withdrawal during the first week of classes.....75% refund of net tuition

256-238-0451.

Bookstore

Students will be provided with a booklist, location, address, telephone number, and/or website for purchase.

Office of Admission

The staff will assist students before admission, throughout the admission process, during registration for classes, and even after registration. The staff will provide information about services available to Sharp-Dean students. For assistance or information, students may telephone the following numbers: 256-238-0451 or 256-238-0446.

Grading System

The letters below are generally used to indicate enrollment status, although certain programs may use a different scale for the numerical values of grades.

A (excellent) 90-100

B (good) 80-89

C (average) 70-79

D (poor) 60-69

F (failure) 0-59

I (Incomplete)

AU Audit

CERTIFICATE REQUIREMENTS

Child Development Short-Term Certificate

Advisor – TBA

Required Course:

ORI 101 - Orientation to College (Required)
CHD 100 - Introduction to Early Care Education of Children
CHD 201 - Child Growth and Development Principles
CHD 202 - Children's Creative Experiences
CHD 204 - Methods and Materials for Teaching Children
CHD 206 - Children's Health and Safety
CHD 208 - Administration of Child Development Programs
CHD 209 - Infant and Toddler Education Programs
CHD 211 - Child Development Seminar
CHD 215 - Supervised Practical Experience in Child Development
Total Hours Required for Certificate: 27 hours = 9 weeks

Child Development Long-Term Certificate

Advisor – TBA

ORI 101 – Orientation to College (Required)
CHD 100 - Introduction to Early Care Education of Children
CHD 201 – Child Growth and Development Principles
CHD 202 – Children's Creative Experiences
CHD 203 – Children's Literature and Language Development
CHD 204 – Methods and Materials for Teaching Children
CHD 206 – Children's Health and Safety
CHD 208 – Administration of Child Development Programs
CHD 209 – Infant and toddler Education Programs
CHD 210 – Educating Exceptional Young Children
CHD 211 – Child Development Seminar
CHD 219 – Supervised Practical Experience
CHD 220 – Parenting Skills
SPA 101 – Introductory Spanish
SPA 102 – Introductory Spanish II
Total Hours Required for Certificate: 42 hours = 14 weeks

HUMAN SERVICES CERTIFICATE

Advisor: TBA

ORI 101 – Orientation to College (Required)
HUS 101 – Introduction to Human Services
HUS 102 – Introduction to Casework
HUS 112 – Activity Therapy
HUS 211 – Introduction: Alcohol and Drug Prevention and Abuse
HUS 222 – Group Counseling Techniques
HUS 223 – Guidance and counseling Technique
HUS 224 – Clinical Internship I
HUS 225 – Clinical Internship II
HUS 113 – Group Procedures
HUS 131 – Problems of Children and Youth
HUS 133 – Geriatrics
HUS 214 – Working With the Chemically Dependent
HUS 215 – Working with the Family of the Chemically Dependent
HUS 216 – Alcohol and Drug Education and Prevention
Total Hours Required for Certificate: 42 hours = 14 weeks

PSYCHOLOGY CERTIFICATE

Advisor: TBA

ORI 101 – Orientation to College (Required)

HIS 101 - Western Civilizations I

HIS 102 – Western Civilizations II

PSY 200 – General Psychology

PSY 210 – Human Growth and Development

PSY 230 – Abnormal Psychology

SOC 200 – Introduction to Sociology

HUS 101- Introduction to Human Services

HUS 102 – Introduction to Casework

HUS 211- Introduction: Alcohol and Drug Prevention and Abuse

HUS 223 – Guidance & Counseling Technique

Total Hours Required for Certificate: 30 hours = 10 weeks

Office Administration Certificate

Advisor – TBA

ORI 101 – Orientation to College (Required)

BUS 215 – Business Communication

BUS 263 – The Legal and Social Environment of Business

OAD 101 – Beginning Keyboarding

OAD 103 – Intermediate Keyboarding

OAD 104 – Advanced Keyboarding

OAD 125 – Word Processing

OAD 126 – Advanced word Processing

OAD 134 – Career and Professional Development

OAD 138 – Records and Information Management

OAD 218 – Office Procedures

OAD 241 – Office Co-op

OAD 242 – Office Internship

Total Hours Required for Certificate: 36 = 13 weeks

GENERAL STUDIES CERTIFICATE

Advisor: TBA

ORI 101 – Orientation to College (Required)

HIS 101 – Western Civilizations I

HIS 102 – Western Civilizations II

HEC 140- Principles of Nutrition

PSY 200 – General Psychology

PSY 210 - Human Growth & Development

PSY 230 – Abnormal Psychology

SOC 200 – Introduction to Sociology

SOC 210 – Social Problems

SPA 101 – Introductory Spanish

SPA 102 - Introductory Spanish II

Total Hours Required for Certificate: 30 hours = 10 weeks

Computer Technology Certificate (Literacy)

Advisor – TBA

ORI 101 – Orientation to College (Required)

OAD101 – Beginning Keyboarding

OAD 103 – Intermediate Keyboarding

OAD125 – Word Processing

CIS096 – Introduction to Computers

CIS 146 – Microcomputer Applications

OAD218 – Office Procedures

OAD231 – Office Applications

BUS215 – Business Communications

SPH106 – Fundamentals of Oral Communication

Total Hours Required for Certificate: 27 hours = 9 weeks

Business Administration

Advisor – TBA

ORI 101 – Orientation to College (Required)

BUS 215 – Business Communications

BUS 231 – Basic Accounting I

BUS 263 – The Legal and Social Environment of Business

CIS 096 – Introduction to Computers

CIS 146 – Microcomputer Application

CIS 203 – Introduction to the Information of Business

OAD 101 - Beginning Keyboarding

OAD 103 – Intermediate Keyboarding

OAD 125 – Word processing

OAD 138 – Records and Information Management

SPH 106 - Fundamentals of Oral communication

MTH090 – Basic Mathematics

MTH098 – Elementary Algebra

Total Hours Required for Certificate: 36 hours = 13 weeks

Business Management

Advisor: TBA

ORI 101 – Orientation to College (Required)

COM 100 – Vocational/ Technical English

MKT 221 – Consumer Behavior

ENG 093 – Basic English II

BUS 215 – Business Communication

BUS 231 – Basic Accounting I

BUS 263 – The Legal and Social Environment of Business

CIS 096 – Introduction to Computers

CIS 146 – Microcomputer Applications

ETP 268 – Business Planning

OAD 101 – Beginning Keyboarding

OAD 103 – Intermediate Keyboarding

OAD 125 – Word Processing

OAD 138 – Records and Information Management

SPH 107 – Fundamentals of Public Speaking

Total Hours Required for Certificate: 42 hours = 14 weeks

Criminal Justice

Advisor: TBA

ORI 101 – Orientation to College (Required)

PSY 200 – General Psychology

SOC 200 – introduction to Sociology

SOC 210 – Social Problems: Christian Ethics

CRJ 100 – Introduction to Criminal Justice

CRJ 110 – Introduction to Law Enforcement

CRJ 150 – Introductions to Corrections

CRJ 160 – Introduction to Security

CRJ 216 – Police Organization and administration

REL 151 – Survey of the Old Testament

REL 152 – Survey of the New Testament

SPH 107 – Fundamentals of Public Speaking

HUS 131 – Problems of Children and youth: Christian Family Counseling

HUS 138 – Counseling from a Cultural Perspective

POL 220 – State and Local Government

Total Hours Required for Certificate: 42 hours = 14 weeks

Rehabilitation Counseling

Advisor: TBA

ORI 101 – Orientation to College (Required)

PSY 200 – General Psychology

SOC 200 – Introduction to Sociology

SOC 201 – Christian Ethics

REL 151 – Survey of the Old Testament

REL 152 – Survey of the New Testament

HUS 103 – Christian Family Counseling

HUS 138 – Counseling from a Cultural Perspective

HUS 102 – Introduction to Casework

HUS 211 – Introduction: Alcohol & Drug Prevention and Abuse

HUS 216 – Alcohol and Drug Education Prevention

HUS 223 – Guidance and Counseling Techniques

HUS 214 – working with Chemically Dependent

HUS 215 – Working with Family of the Chemically Dependent

COM 101 – Christian Vocational Rehabilitation

Total Hours Required for Certificate: 42 hours = 14 weeks

Certificate Course Descriptions

BIO 120 Medical Terminology 3 hours

This course is a survey of words, terms, and descriptions commonly used in medical arts. Emphasis is placed on spelling, pronunciation, and meaning of prefixes, suffixes, and root words.

BIO 206 Human Anatomy 4 hours

This course covers the structure and function of the human body. Emphasis is placed on the structure of the organ system, cells, and tissues. Mammalian dissection and histological studies are featured in the required laboratory.

BUS 100 Introduction to Business 3 hours

This is a survey course designed to acquaint the student with American business as a dynamic process in a global setting. Topics include the private enterprise system, forms of business ownership, marketing, and factors of production, personnel, labor, finance, and taxation.

BUS 215 Business Communication 3 hours

This course covers written, oral, and nonverbal communications. Topics include the application of communication principles to the production of clear, correct, and logically organized faxes, e-mail, memos, letters, resumes, reports, and other business communications.

BUS 231 Basic Accounting Principles I 3 hours

This course is designed to provide a basic theory of accounting principles and practice used by services and others. Emphasis is placed on accounting cycle, financial statement preparation.

BUS 263 The Legal and Social Environment of Business 3 hours

This course provides an overview of the legal and social environment for business operations with emphasis on contemporary issues and their subsequent impact on business. Topics include the constitution, the Bill of Rights, the legislative process, civil and criminal law, administrative agencies, trade regulations, consumer protection contracts, employment, personal property.

CHD 100 Introduction to Early Care Education of Children 3 hours

This course is an introduction to the child care profession, and it includes the six functional areas of the Child Development Associate (CDA) credential. Emphasis is placed on using positive guidance techniques, setting up a classroom, and planning a schedule. Upon completion, students should be able to create and to modify children's environments to meet individual needs, to use positive guidance to develop positive relationships with children, and to promote children's self-esteem, self-control, and self-motivation.

CHD 201 Child Growth and Development Principles 3 hours

This course is a systematic study of child growth and development from conception through early childhood. Emphasis is placed on principles underlying physical, mental, emotional, and social development and on methods of child study and practical implications. Upon completion, students should be able to use knowledge of how young children differ in their development and approaches to learning to provide opportunities that support the physical, social, emotional, language, cognitive, and aesthetic development of children.

CHD 202 Children's Creative Experiences 3 hours

This course focuses on fostering creativity in preschool children and on development a creative attitude in teachers. Topics include selecting and developing creative experiences in language arts, music, art, science, math, and movement, with observation of and participation with young children required. Upon completion, students should be able to select and implement creative and age-appropriate experiences for young children.

CHD 203 Children's Literature and Language Development 3 hours

This course surveys appropriate literature and language arts activities designed to enhance young children's speaking, listening, pre-reading, and writing skills. Emphasis is placed on developmental appropriateness as related to language. Upon completion, students should be able to create, evaluate, and demonstrate activities that support a language-rich environment for young children.

CHD 204 Methods and Materials for Teaching Children 3 hours

This course introduces basic methods and materials used in teaching young children. Emphasis is placed on students compiling a professional resource file of activities used for teaching math, language arts, science, and social science concepts. Upon completion, students should be able to demonstrate basic methods of creating learning experiences using appropriate techniques, materials, and realistic expectations.

CHD 206 Children's Health and Safety 3 hours

This course introduces basic health, nutrition, and safety management practices for young children. Emphasis is placed on setting up and maintaining a safe, healthy environment for young children, including specific procedures for infants and toddlers and procedures regarding childhood illnesses and communicable diseases. Upon completion, students should be able to prepare a healthy, safe environment to plan nutritious meals and snacks, and to recommend referrals if necessary.

CHD 208 Administration of Child Development Programs 3 hours

This course includes appropriate administrative policies and procedures relevant to preschool programs. Topics include local, state, and federal regulations; budget planning; record keeping; personnel policies; and parent involvement. Upon completion, students should be able to identify elements of a sound business plan, to demonstrate familiarity with basic record keeping techniques, and to identify elements of a developmentally appropriate program.

CHD 209 Infant and Toddler Education Programs 3 hours

This course focuses on child development from infancy to thirty months of age, with emphasis on planning programs using developmentally appropriate material. Emphasis is placed on positive ways to support an infant's social, emotional, physical, and intellectual development. Upon completion, students should be able to plan an infant-toddler program and environment that is appropriate and supportive of the families and the children.

CHD 214 Families and Communities 3 hours

This course will provide students information about how to work with diverse families and communities. Students will be introduced to family and community settings, their important relationship to children, and the pressing needs of today's society. Students will study and practice techniques for developing these important relationships and effective communication skills.

CHD 215 Supervised Practical Experience in Child Development 3 hours

This course includes current topics in the child development field as an update for the professional caregiver. The needs of industry determine course topics. Upon completion, students should demonstrate competencies designed to assess course objectives.

CHD 219 Supervised Practical Experience 3 hours

This course provides hands-on, supervised experience in an approved program for young children. Emphasis is placed on performance of daily duties which are assessed by the college instructor and the cooperating teacher. Upon completion, students will be able to demonstrate competency in a child care setting.

CHD 220 Parenting Skills 3 hours

This course will focus on important issues in parenting education, beginning with prenatal concerns and continuing through childhood years. Particular emphasis will be placed on appropriate positive discipline methods.

CIS 096 Introduction to Computers 3 hours

This course is designed to introduce students to basic computer terminology, hardware, input/output devices, memory, and processing. Students will learn basic keyboarding skills in addition to learning how to manage files. Windows is a graphical user interface and operations and applications that use the Windows environment are emphasized. This course does not satisfy the general education component of most degrees, does not apply towards degree completion, and cannot be used as an elective.

CIS 146 Microcomputer Applications 3 hours

This course is an introduction to the most common microcomputer software application. These software packages should include typical features of applications, such as word processing, spreadsheets, database management, and presentation software. Upon completion, students will be able to utilize selected features of these packages.

CIS 203 Introduction to the Information Highway 3 hours

This course introduces the student to the basic principles of the information highway. Students will be exposed to different network information, and commercial information services.

COM 100 Vocational/ Technical English 3 hours

This course is designed specifically for students in technical programs, teaching the basic communication skills of listening, speaking, reading, writing, and thinking. The emphasis is on grammar, usage, punctuation, and mechanics as well as on the total writing process so that the students learn to write effective sentences, paragraphs, memos, letters, resumes, abstracts, and reports. This course does not satisfy the general education component of a degree.

CRJ 100 introduction to Criminal Justice 3 hours

This course surveys the entire criminal justice process from law enforcement to the administration of justice through corrections. It discusses the history and philosophy of the system and introduces various career opportunities.

CRJ 110 Introduction to Law Enforcement 3 hours

This course examines the history and philosophy of law enforcement, as well as the organization and jurisdiction of local, state, and federal agencies. It includes the duties and functions of law enforcement officers.

CRJ 150 Introduction to Corrections 3 hours

This course provides an introduction to the philosophical and historical foundations of corrections in America. Incarceration and some of its alternatives are considered.

CRJ 160 Introduction to Security 3 hours

This course surveys the operation, organization and problems in providing safety and security to business enterprises, private, retail, and industrial security is covered.

CRJ 213 Police Organization and Administration 3 hours

This course examines the principles of organization and administration of law enforcement agencies. Theories of management, budgeting, and various personnel issues are covered.

ETP 268 Business Planning 3 hours

This capstone course is designed to build upon information from previous courses. Students will complete a business plan, pieces of which were constructed in previous courses. Additionally, teams of students will compete in a business simulation. As part of this activity, teams will submit regular "management" reports discussing the results of the decisions they have made. Upon completion, students will be prepared to lead their own venture.

HED 224 Personal and Community health 3 hours

This course covers health problems for the individual and for the community. Areas of study include mental health, family life, physical health, chronic and degenerative diseases, control of communicable diseases, and the understanding of depressants and stimulations. Healthful living habits will be emphasized.

HIS 101 Western Civilization I 3 hours

This course is a survey of social, intellectual, economic, and political developments that have molded the modern western world. The course covers the ancient and medieval periods and concludes in the era of the Renaissance and Reformation.

HIS 102 Western Civilization II 3 hours

This course is a continuation of HIS 101; it surveys the development of the modern western world from the era of the Renaissance and Reformation to the present.

HIS 201 United States History I 3 hours

This course surveys United States during the colonial, revolutionary, early national and antebellum periods. It concludes with the Civil War and Reconstruction.

HIS 202 United States History II 3 hours

This course is a continuation of HIS 201; it surveys United States history from the Reconstruction era to the present.

HIT 230 Medical Coding 3 hours

This course is intended to develop an understanding of coding and classification system in order to assign valid diagnostic and procedure codes. Instruction includes description of classification and nomenclature systems; coding diagnosis and procedure; sequencing codes; analyzing actual medical records to identify data elements to be coded, and validating coded clinical information. Student competency includes demonstration of coding principles and applications (manual and/or computer assisted)

HIT 231 Medical Coding Skills laboratory 1 hour

This course provides laboratory practice in medical coding. This course allows the student to become proficient at skills learned in classification and coding systems theory classes. Students competency is demonstrated by accuracy in medical coding.

HUM 101 Introduction to Humanities I 3 hours

This course presents an overview of the major cultural movements of the Western humanities from antiquity to the Renaissance, using selections from art, music, literature, history, religion, and philosophy.

HUM 102 Introduction to Humanities II 3 hours

This course presents an overview of the major cultural movements of the Western humanities from the Renaissance to the present, using selections from art, music, literature, history, religion, and philosophy.

HUS 101 Introduction to Human Services 3 hours

This course provides an introduction to human services and related theories and systems. Emphasis is placed on the roles and functions within the existing human services organizations with guest lecturers representing the different human services occupations. Upon completion of this course, students should be familiar with the many agencies and institutions that deliver human services and the components of their delivery systems.

HUS 102 Introduction to Casework 3 hours

In this course the basic principles and procedures in problem resolution are examined through the presentation of cases, problems, and solutions. Emphasis is placed on the application and effective role of the case aide. Upon completion of this course, the student will be familiar with the procedures for making referrals and sharing information with the professional staff.

HUS 110 Special Education Issues and Interventions 3 hours

This course is designed to present basic concepts and practices in special education. Emphasis is placed on the acceptance of persons with disabilities and/or special instruction needs. The use of behavior modification and other behavioral training techniques will be included. Upon completion of this course, the student should be able to optimize learning opportunities for the gifted/talented student and to utilize techniques to enhance the quality of life for persons with disabilities.

HUS 112 Activity Therapy 3 hours

This course provides an overview of various activity therapies. Emphasis is placed on the use of activity therapies to increase self-esteem, dignity, and social interaction, as well as for physical, social, emotional, and intellectual development. Upon completion of this course, the student will be familiar with different therapies and techniques for use in agencies, hospitals, and other settings.

HUS 113 Group Procedures 3 hours:

This course introduces the concepts related to the function of small and large groups. Emphasis is placed on the understanding of one's behavior and the role of the group leader and group members in group process. The effects of verbal and non-verbal communication on behavior are included. Upon completion of this course, the student should have an understanding of the role and function of groups, group members, and group facilitators.

HUS 131 Problems of Children and Youth

This course provides the student with the understanding of the emotional, social, psychological, and physical needs of children and youth. Emphasis is placed on the influences and responsibilities of natural and surrogate parents and the nature and cause of the more common problems of children and youth. Upon completion of this course, the student should be able to assist with problem prevention and common problem resolution for these age groups.

HUS 133 Geriatrics 3 hours:

This course includes the study of the needs for making adjustments to retirement, activities, and hobbies for the older person, and community agencies available for the aged. Emphasis is placed on common psychological and physical problems for the aging. Upon completion, students will have learned techniques in helping the elderly accept the changes.

HUS 138 Counseling from a Cultural Perspective 3 hours:

This course introduces the student to some of the problems facing minorities and the importance of the counselor's knowledge of and sensitivity to the experiences of the minority client. Emphasis is placed on how the counselor and the mental health practitioner can maximize his/her effectiveness when working with a culturally diverse population. Upon completion of this course, the student will have an understanding of how to establish a counseling relationship with culturally diverse clients.

HUS 211 Introduction: Alcohol and Drug Prevention and Abuse 3 hours

This course is an introduction to the pertinent factors involved in the prevention, use, and abuse of alcohol and drugs. Emphasis is placed on a basic orientation to the field of alcohol and drug education and treatment. Upon completion of this course, the student will be aware of the importance of the historical, physiological, sociological, psychological, and economic factors involved in alcoholism.

HUS 212 Prevention Resources in Drug and Alcohol Abuse 3 hours:

This course examines the roles and functions of helping professionals and paraprofessionals concerned with the prevention of and solutions to alcohol and drug abuse. Emphasis is placed on abuse as a community problem and the need for organized efforts toward prevention. The statewide alcohol and drug abuse prevention plans are included. Upon completion of this course, the student will have an awareness of resources available and the need for community, regional, and state cooperation in abuse prevention.

HUS 214 Working with the Chemically Dependent 3 hours:

This course introduces the purpose, structure, and techniques employed in working with the chemically dependent and other persons involved with the problem. Emphasis is placed on the role of the helper and resource person, as well as on the professional obligations of the counselor to the client in regard to confidentiality and the trust relationship. Upon completion of this course, the student will be familiar with classical individual and group therapy techniques in treating the chemically dependent.

HUS 215 Working with the Family of the Chemically Dependent 3 hours

This course provides an in-depth study of the therapeutic techniques used in working with the family of the chemically dependent, with careful exploration of the psychodynamics of family interaction when considering the etiology, perpetuation, and treatment of alcoholism. Emphasis is placed on such group techniques as Conjoint Family Therapy, Al-Anon, A lateen, and Multiple Family Therapies. Upon completion of this course, the student will have an understanding of the therapeutic techniques used in working with the family of the chemically dependent.

HUS 216 Alcohol and Drug Education and Prevention 3 hours

This course explores methods of preparing and using innovative media in alcoholism education. Emphasis is placed on drug abuse prevention and media campaigns with the preparation and presentation of slides, films, posters, dramas, puppet shows, information folders, radio and television shows, etc. upon completion of this course, the student will be able to utilize available material to create new approaches to educating the community, groups, and individuals in the area of alcohol and drug abuse.

HUS 217 Alcoholism and Drug Abuse Seminar 3 hours

This course includes a review of research in the field of alcoholism and drug abuse. Emphasis is placed on current trends and issues within the field.

HUS 223 Guidance and Counseling Technique 3 hours:

This course provides an introduction to the role and function of guidance and counseling with various types of clients. Emphasis is placed on the different models of behavior.

HUS 224 Clinical Internship I 3 hours

This course includes field experience in agencies, treatment centers, hospitals, institutions, outpatient clinics, etc. Emphasis is placed on “hands-on” experience under the supervision of professional staff workers. Upon completion of this course, the student will have an understanding of the role of the human service worker through an observational experience with professional staff

HUS 225 Clinical Internship II 3 hours:

This course includes field experience in agencies, treatment centers, hospitals, institutions, outpatient clinics, etc. Emphasis is placed on “hands-on” experience under the supervision of professional staff workers. Upon completion of this course, the student will have an understanding of the role of the human service worker through an observational experience with professional staff.

MTH 090 Basic Mathematics 3 hours

This is a development course reviewing arithmetical principles and integers and computations designed to help the student’s mathematical proficiency for selected curriculum entrance. This course does not apply toward the general core required for a mathematics degree.

MTH 098 Elementary Algebra 3 hours

This course is a review of the fundamental arithmetic and algebra operations. Topics include the numbers of ordinary arithmetic and their properties, integers and rational numbers, the solving of equations, polynomials and factoring, and an introduction to systems of equations and graphs. This course does not apply toward the general core requirement for a mathematic degree.

MKT 221 Consumer Behavior 3 hours

This course is designed to describe consumer behavior as applied to the exchange process involved in acquiring, consuming, and disposing of goods and services. Topics include an analysis of basic and environmental determinants of consumer behavior with emphasis on the decision-making process. Upon completion, students should be able to analyze concepts relating to the study of the individual consumer.

OAD 101 Beginning Keyboarding 3 hours

This course is designed to enable the student to use the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on speed and accuracy in keying alphabetic, symbol, and numeric information using the typewriter or microcomputer keyboard. Upon completion, the student should be able to demonstrate proper technique and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of basic business documents such as memos, letters, reports, and tables.

OAD 103 Intermediate Keyboarding 3 hours

This course is designed to assist the student in increasing speed and accuracy using the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on the production of business documents such as memoranda, letters, reports, tables, and outlines. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus in the production of business documents.

OAD 104 Advanced Keyboarding 3 hours

This course is designed to assist the student in continuing to develop speed and accuracy using the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on the production of business documents using decision-making skills. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of high quality business documents.

OAD 125 Word Processing 3 hours

This course is designed to provide the student with basic word processing skills through classroom instruction and outside lab. Emphasis is placed on the utilization of software features to create, edit and print common office documents. Upon completion, the student should be able to demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memo, letters and reports.

OAD 126 Advanced Word Processing 3 hours

This course is designed to increase student proficiency in using advanced word processing functions through classroom instruction and outside lab. Emphasis is on the use of industry-standard software to maximize productivity. Upon completion, the student should be able to demonstrate the ability to generate complex documents such as forms, newsletters, and multi-page documents.

OAD 134 Career and Professional Development 3 hours

This course is designed to assist the student in preparing for employment. Emphasis is on developing resumes, improving interview techniques participating in mock interviews, setting goals, conducting job searches, and improving personal and professional image. Upon completion, the student will be able to demonstrate confidence in seeking employment and improved self-confidence

OAD 138 Records and Information Management 3 hours

This course is designed to give the student knowledge about managing office records and information. Emphasis is on basic filing procedures, methods, systems supplies, equipment, and modern technology used in creation, protection, and disposition of records stored in a variety of forms. Upon completion, the student should be able to perform basic filing procedures.

OAD 200 Machine Transcription 3 hours

This course is designed to develop skills in transcribing various forms of dictated material through classroom instruction and outside lab. Emphasis is on the use of microcomputers and a commercial word processing package. Upon completion, the student should be able to accurately transcribe documents from dictated recordings.

OAD 212 Medical Transcription 3 hours

This course is designed to orient students to standard medical reports, correspondence, and related documents transcribing a medical environment through a classroom instruction and outside lab. Emphasis is on transcribing medical records and operating a transcribing machine effectively. Upon completion, the student should be able to accurately transcribe medical documents from dictated recordings

OAD 218 Office Procedures 3 hours

This course is designed to develop an awareness of the responsibilities and opportunities of the office professional through classroom instruction and outside lab. Emphasis is on current operating functions, practices and procedures, work habits, attitudes, oral and written communications, and professionalism. Upon completion, the student should be able to demonstrate the ability to effectively function in an office support role.

OAD 231 Office Applications 3 hours

This course is designed to provide the student with a foundation in the use of computerized equipment and application software as tools in the performance of a variety of office tasks through classroom instruction and outside lab. Emphasis is on the role of the office professional in the selection and application of appropriate technology to the specific task or combination of tasks. Upon completion, the student should be able to demonstrate proficiency in the selection of appropriate computerized tools to complete designated tasks.

OAD 241 Office Co-Op 3 hours

This course is designed to provide the student with an opportunity to work in an office environment. Emphasis is on the integration of classroom learning with on-the-job experiences that relate meaningfully to office careers. Upon completion, the student should be able to demonstrate the ability to apply knowledge and skills gained in the classroom to an actual work situation.

OAD 242 Office Internship 3 hours

This course is designed to provide the students with an opportunity to work in an office environment. Emphasis is on the efficient and accurate performances of job tasks. Upon completion, the student should be able to demonstrate successful performance of skill required in an office support position.

ORI 101 Orientation to College 1 hour

This course is a graduation requirement for all degree or certificate seeking students, and it should be completed during a student's first semester enrolled at Sharp-Dean Community College. The course emphasizes personal responsibility through the exploration of SDCC regulations, campus facilities, and student services. It is also designed to help students develop effective study skills, critical thinking, and career goals. Upon completion of this course, students should be prepared to successfully manage learning experiences to meet educational and career goals.

PSY 200 General Psychology 3 hours

This course is a survey of behavior, with emphasis upon psychological processes. This course includes the biological bases for behavior, thinking, emotion, motivation, and the nature and development of personality.

PSY 210 Human Growth and Development 3 hours

This course is the study of the psychological, social, and physical factors that affect human behavior from conception to death.

PSY 230 Abnormal Psychology 3 hours

This course is a survey of abnormal behavior and its social and biological origins. The anxiety-related disorders, psychoses, personality disorders, and mental deficiencies are covered.

REL 151 Survey of the Old Testament 3 hours

This course is an introduction to the content of the Old Testament with emphasis on the historical context and the contemporary theological and cultural significance of the Old Testament. The student should have an understanding of the significance of the Old Testament writings upon completion of this course.

REL 152 Survey of the New Testament 3 hours

This course is an introduction to vocabulary, concepts and theory of sociological perspectives of human behavior.

SOC 200 Introduction to Sociology 3 hours

This course is an introduction to vocabulary, concepts, and theory of sociological perspectives of human behavior.

SOC 210 Social Problems 3 hours

This course examines the social and cultural aspects, influences, and characteristics of current social problems in light of sociological theory and research.

SPA 101 Introductory Spanish 4 hours

This course provides an introduction to Spanish. Topics include the development of basic communication skills and the acquisition of basic knowledge of the culture of Spanish-speaking areas.

SPA 102 Introductory Spanish II 4 hours

This course, a continuation of SPA 101, includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas.

SPH 106 Fundamentals of Oral Communications 3 hours

This is a performance course that includes the principles of human communications, intrapersonal, interpersonal, and public speaking. It surveys current communication theory and provides practical application.

SPH 107 Fundamentals of Public Speaking 3 hours

This course explores principles of audience and environment analysis as well as the actual planning, rehearsing, and presenting of formal speeches to specific audiences. Historical foundations, communication theories, and student performances are emphasized.

SHARP-DEAN SCHOOL OF CONTINUING STUDIES EMPLOYEES
President's Cabinet

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B.A., John Jay College of Criminal Justice
M.A., Boston University
Ed.D., Nova Southeastern University

Vice President.....Dr. Ricardo L. Dean, Sr.
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B.A., Alcorn State University
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Doctor of Educational Administration,
Michigan State University

Director, Public RelationsMrs. Johnnie M. Pratt
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Community Service Learning