



# ASSOCIATE OF APPLIED SCIENCE IN PRAGMATIC STUDIES COURSES\*

## **COMPUTER APPLICATIONS & COMMUNICATION IN THE WORKPLACE (3 CREDIT HOURS)**

Develops basic skills in touch keyboarding and data entry for personal and workplace use (Microsoft Word, PowerPoint, Excel, Outlook, Photoshop, and basic publishing applications).

## **NUTRITION, HEALTH, & FITNESS (3 CREDIT HOURS)**

Examines the concept of a balanced diet, exercise and health, wellness and food safety. Nutritional models are presented to allow the student to understand and develop personal health and wellness practices that lead to a healthy lifestyle.

## **POLITICAL STRUCTURES IN AMERICA (3 CREDIT HOURS)**

Examines the structures and functions of government that shape American politics including political parties, interest groups, and elections. Examines laws and the rights and responsibilities of citizenship. Analyzes the multiple histories, cultures, perspectives, contributions and/or struggles of various peoples, with focus on people with disabilities.

## **SOCIAL MEDIA & VIRTUAL COMMUNICATION (3 CREDIT HOURS)**

Develops communication skills applicable to the workplace including the use of social media and other technology/ computer platforms so that students understand the use and implications of social media, utilize email skills for the workplace appropriately, and exhibit interview skills to prepare for future opportunities. Identifies the critical features of an online posting and how to proceed with securing a desired work opportunity.

## **ACADEMIC STRATEGIES (3 CREDIT HOURS)**

Presents different learning modalities and personal styles to articulate learning needs for self-advocacy. Covers basic skills such as time management and organization. Uses templates and processes for effective reading and writing practices. Covers specific methods of note taking, actively reading, researching information, writing research papers, presenting and producing effective writing and incorporating personal learning styles for success. Academic disclosure is discussed.

## **EXPERIENTIAL LEARNING I (3 CREDIT HOURS)**

Using student interest, differing topics are explored as electives. Said topics may include but are not limited to culinary arts, owning/ operating a small business, office skills, animal science/ behavior, retail, and art. (Part 1 of 2).

## **SACRED SCRIPTURE, COMMUNITY OUTREACH, & CATHOLIC SERVICE (3 CREDIT HOURS)**

Introduction to contemporary biblical studies including an in-depth study of the major world religions, their historical development, intellectual traditions, and cultural influences. Integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities.

## **PERSONAL FINANCE & FINANCIAL LITERACY (3 CREDIT HOURS)**

Develops a foundation of money management, the use of finance tools, and skills necessary for independent financial success by compiling a spending journal and reflecting on wants and needs that develop into a personal budget. Covers basic financial concepts, safe practices when buying an item online, use of a credit or debit card, and using a savings account.

## **SOCIAL CHANGE IN AMERICA (3 CREDIT HOURS)**

Examines cases of social change to understand how and why change occurs. Students identify an issue and make a plan to initiate or continue with others toward social change in their community.

## **HEALTHY RELATIONSHIPS (3 CREDIT HOURS)**

Explores healthy and unhealthy relationships emphasizing strategies to maintain a healthy relationship in various environments. Disability disclosure in social situations is discussed along with conflict resolution.

### **ENVIRONMENTAL SCIENCE & HEALTHY LIVING (3 CREDIT HOURS)**

Examines the dynamic nature of the physical environment and how people's interactions shape the world around us. Critical thinking and problem solving are used to determine sense of space. Continues to build awareness of sociological systems by engaging students in the pressing issues facing our communities. Explores student relationships to the community through the lens of service and volunteerism by identifying ways they can contribute to the environmental movement.

### **CRIMINOLOGY & LAW (3 CREDIT HOURS)**

Examines the criminal justice system and the rights and responsibilities of citizens. Explores basic knowledge of ADA, labor laws, unions, and OSHA. Investigates controversial issues in the workplace such as gender or racial discrimination through case studies, related court cases and laws and current news stories.

### **BIOLOGICAL SYSTEMS & HEALTH (3 CREDIT HOURS)**

Explores human biology and development. Includes adult lifestyles, relationships, reproduction, and healthy behavior.

### **CULTURAL AWARENESS (3 CREDIT HOURS)**

Increases cultural awareness both locally and globally when students reflect on their own culture and examine how cultural diffusion affects the lens in which they see the world. Explores how culture, gender, race, politics, and religion shape our lives and the importance of diversity. Designed to increase awareness of different types of disabilities within our community – specifically one's own disability and when and how to disclose this information.

### **COMMUNICATION IN THE WORKPLACE (3 CREDIT HOURS)**

Examines the use of assertive language, management of conflict, solving problems, and job finding skills as they are related to being an effective communicator. Career networking is introduced. Covers basic office skills includes filing, faxing, copying, answering telephones, and handling money and customer service skills focusing on the interaction with others.

### **EXPERIENTIAL LEARNING II (3 CREDIT HOURS)**

Using student interest, differing topics are explored as electives. Said topics may include but are not limited to culinary arts, owning/operating a small business, office skills, animal science/ behavior, retail, and art. (Part 2 of 2)

### **PUBLIC SPEAKING (3 CREDIT HOURS)**

Develop skills to give public and office presentations using a variety of presentation platforms.

### **INTERNSHIP I - STUDENT MENTORSHIP (3 CREDIT HOURS)**

Presents skills needed to participate professionally in the workforce. Discuss and construct a professional network, and examine and experience current interviewing styles. Includes securing an internship site and examines and updates professional publications. Presents methods for advocating for ones' self in a professional environment during an interview, how to ask for accommodations, and ask for help as needed. Includes interviewing skills both in group and one-on-one situations.

### **FINANCIAL HEALTH & RETIREMENT (3 CREDIT HOURS)**

Students participate in hands-on activities including creating and using their own budget and balancing accounts. Examines use of credit cards, money scams, and paycheck information. Focus is on applying personal money management knowledge in real and simulated situations to improve the view and handling of money. Examines the benefits of using retirement tools by taking action on their financial planning today to expect a healthy financial scenario in the future.

### **INTERNSHIP II - CAREER PORTFOLIO (3 CREDIT HOURS)**

Develop a career portfolio based on courses taken, adding to the document throughout the program identifying personal values and strengths. The information is used to begin a career pathway setting an initial career goal. Includes resumes and cover letters and professional versus personal computer use.

### **NEWS & DAILY LIVING (3 CREDIT HOURS)**

Discusses the types of news and how it affects one's daily life. Covers the correlation between reality and representation and how various points of view enter into the elements of news and applying it into an article.