

IACT C005 Study Skills (.2 CEUs): 2 hours

Students in this course will learn study habits of highly effective students. Topics in this course include using time effectively, calendars and schedules, notetaking, and test taking strategies.

IACT C010 Financial Literacy (.6 CEUs): 2 hours

Students in this course will receive help in learning how to take charge of their money through the Financial Opportunity Center (FOC). The FOC also connects students with income supports and resources. The topics that will be addressed are as follows: Money and You, Saving – Pay Yourself First, Budgeting – Take Charge of Your Money, Debt, Collections, and Garnishments, Credit Scores & Credit Building, Smart Buying Strategies, How Not to Buy a Car, Scams, lies, and Pitfalls.

IACT 050 Workplace Essentials (2 credits): 32 hours

Students in this course are introduced to the personal, social, and professional skills required to be successful in today's workforce. This course also includes job preparation and search strategies to help enter, or reenter, employment and includes a Mock Interview activity. Course specific topics may include: Job Preparation Strategies, Professionalism for the Workplace, Diversity in the Workplace, Stress Management, Conflict and Change Management.

IACT 060 Writing for Workplace Success (1 credit): 16 hours

Students in this course are given an introduction to a variety of documents commonly used in the workplace. Course emphasis is on planning, organizing, and writing effective workplace and technical documents using effective writing skills. Specific types of documents may include, but are not limited to emails, memos, letters, and other various business correspondence.

IACT 070 Basic Computer Operation and Applications (1 credit): 16 hours

Students in this course will learn the basic of operation of the Microsoft Windows operating system (OS) and Microsoft Office Suite. This course also covers PC history, hardware, software, internet, email, and general computer operating concepts. The student will receive hands on experience in the Microsoft Windows OS, Word, Excel, PowerPoint and other programs.

AHLE 222 Phlebotomy (3 credits): 48 hours

This course provides students with the relevant education and training experiences to collect, transport and process specimens used by the clinical laboratory for assessment of patient health status. Students will learn how to perform venipuncture and skin (dermal) punctures in a safe manner. Students will learn about the traits and characteristics required to successfully partner with customers and other healthcare professionals.