CONTINUING EDUCATION CURRICULUM

*Communications (COMM)

550 Digital Photography **Hours: 20** **Advisories: NONE** This course is an introduction to the basic concepts of photography and digital camera operation. The focus is to provide the fundamentals of digital photography and covers how to use the features of a digital camera. Basic knowledge and skills to prepare a student for a career as a freelance photographer are provided. The focus is to provide the fundamentals of digital photography and covers how to use the features of a digital camera (FT)	**Action(s) Proposed:** New Course (Distance Education) ***Approved*** **Effective:** Spring 2023

*Communications (COMM)

551 Photo Editing **Hours: 32** **Advisories:** COMM 550 Digital Photography This course will assist students in establishing a photo editing workflow that will make organizing, editing and sharing of digital photographs quick and easy. Students will learn best practices for organizing, finding and viewing photographs. Topics covered will include retouching and enhancing, separating objects from their backgrounds, creating custom slideshows, and archiving tools and methods. Instruction will include using layers and layer masks, such as applying photo effects and filters that will enhance both Joint Photographic Experts Group (JPG) and RAW (digital negative) digital photos. (FT)	**Action(s) Proposed:** New Course (Distance Education) ***Approved*** **Effective:** Spring 2023

*Communications (COMM)

552 Advanced Photo Processing **Hours: 20** **Advisories:** COMM 550 Digital Photography; and COMM 551 Photo Editing This advanced photo processing course will assist participants with establishing a photo management system used by professional photographers that will accelerate the photo editing process for both RAW (digital negative) and Joint Photographic Experts Group (JPG) files. Advanced photo editing software tools will be used for nondestructive mass image editing, publishing and printing. (FT)	**Action(s) Proposed:** New Course (Distance Education) ***Approved*** **Effective:** Spring 2023

Foods and Nutrition (FDNT)

661 Baking & Pastry Fundamentals **Hours: 135** **Advisories:** FDNT 501 Intro to Hospitality This course provides an overview of beginning bakeshop skills and basic culinary skills in the baking industry from baking theory and techniques to hands-on production techniques used in working kitchens and bakeries. Students prepare a variety of bakeshop products and learn to accurately read and measure recipes. Students are also introduced to a variety of baking ingredients and learn to interact effectively in a team based environment. Basic math skills are covered along with recipe equivalencies. (FT)	**Action(s) Proposed:** Course Revision Course Description Course Hours Recommended Skill Level Course Goals Course Content and Scope Evaluation *Approved* **Effective:** Fall 2023

Foods and Nutrition (FDNT)

662 Baking and Artisanal Breads **Hours: 135** **Advisories:** FDNT 501 Intro to Hospitality The course provides an overview of how to produce yeasted and non-yeasted breads and doughs. Topics include: studying and creating breads from around the world, analysis of their cultural origins, and beginning baking and pastry bakeshop skills. Students explore the basic culinary skills in the baking industry from baking theory and techniques to hands-on production techniques used in working kitchens and bakeries. Students prepare a variety of bread products, learn to accurately read and measure recipes, and learn how baking ingredients interact with each other. Basic math skills and recipe equivalencies are also covered. (FT)	**Action(s) Proposed:** Course Revision Course Description Course Hours Recommended Skill Level Course Content and Scope Evaluation Texts and Supplies *Approved* **Effective:** Fall 2023

Foods and Nutrition (FDNT)

663 Advanced Patisserie and Cakes	Action(s) Proposed: Course Revision
Hours: 135 **Advisories:** FDNT 501 Intro to Hospitality Students learn to produce specialty occasion cakes and pastries utilizing techniques in cake and pastry production and design. Students incorporate beginning bakeshop skills, as well as baking and pastry making techniques and technologies in producing a variety of advanced pastries and cakes. Topics include: frostings, various mixing methods, working with multiple cake decorating mediums, plate presentation, petit fours, and seasonality. Students also learn to accurately read and measure recipes. (FT)	Course Description Course Hours Recommended Skill Level Course Goals Course Content and Scope Evaluation Texts and Supplies ***Approved*** **Effective:** Fall 2023

Foods and Nutrition (FDNT

664 Chocolate & Sugar Fundamentals	Action(s) Proposed: Course Revision
Hours: 135 **Advisories:** FDNT 501 Intro to Hospitality Students learn how to produce a variety of baked goods, confections and decorations using chocolate and sugar as the main ingredient. Topics include: working with multiple tools that are used in chocolate and sugar production, chocolate and sugar decorations, chocolate and sugar confections, tempering methods, ingredient identification, and beginner chocolate and sugar displays. (FT)	Course Description Course Hours Recommended Skill Level Course Goals Course Content and Scope Evaluation Texts and Supplies ***Approved*** **Effective:** Fall 2023

Health (HLTH)

609 Healthcare Careers **Hours: 80** **Advisories:** NONE This course provides an overview of the healthcare industry, career opportunities, and the basic knowledge required for entry-level positions in the healthcare profession. Topics include: business aspects of healthcare, delivery systems, services and specialties, regulations and mandates, workplace communication, safety issues, introduction to medical terminology, common diseases, legal and ethical issues, professional conduct, career pathways, and employment readiness. (FT)	**Action(s) Proposed:** Course Revision Course Hours ***Approved*** **Effective:** Fall 2023

Health (HLTH)

610 Personal and Home Care Aide **Hours: 100** **Advisories:** HLTH 609 Healthcare Careers This course prepares the student to provide personal care to individuals in their homes and for employment in home care agencies and assisted living facilities. Instruction includes the role of the personal and home care aide or caregiver and procedures for assisting clients in performing their activities of daily living. Topics include communication, basic nursing skills, home safety, and infection control, use of adaptive equipment, basic nutrition and meal preparation. Maintaining a clean, safe environment, emergency procedures, and workplace skills are integrated throughout the course. (FT)	**Action(s) Proposed:** Course Revision Alternate Course Title ***Approved*** **Effective:** Spring 2023

PROGRAM CHANGES

*Digital Media
> **New Program: Effective Spring 2023**
> Digital Photography Certificate of Completion

*Healthcare
> **Program Revision: Effective Fall 2023**
> Personal Care Assistant/Caregiver Certificate of Completion

*Hospitality and Culinary Arts
> **Program Revision: Effective Fall 2023**
> Baking and Pastry Arts I Certificate of Completion

*Hospitality and Culinary Arts
> **Program Revision: Effective Fall 2023**
> Baking and Pastry Arts II Certificate of Completion