### Course Offerings

#### Fast Forward Student Eligibility Requirements:
1. **High school Junior or Senior** (unless otherwise noted below)
2. **Strong demonstration & performance (average grade of 85 or better)** in relevant academic subjects

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
<th>College Pre-Requisite</th>
<th>Student Eligibility &amp; Qualifications</th>
<th>Department Chair/Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANT 110</td>
<td>Physical Anthropology and Archeology</td>
<td>3</td>
<td>NA</td>
<td>Juniors/Seniors</td>
<td>Harold Trimm/Joel Miller</td>
</tr>
<tr>
<td>ANT 111</td>
<td>Cultural Anthropology</td>
<td>3</td>
<td>NA</td>
<td>Juniors/Seniors</td>
<td>Harold Trimm/Joel Miller</td>
</tr>
<tr>
<td>ART 105</td>
<td>Intro to Two Dimensional Design</td>
<td>3</td>
<td>NA</td>
<td>Juniors/Seniors</td>
<td>Hall Groat</td>
</tr>
<tr>
<td>ART 106</td>
<td>Intro to Three Dimensional Design</td>
<td>3</td>
<td>NA</td>
<td>Juniors/Seniors</td>
<td>Hall Groat</td>
</tr>
<tr>
<td>ART 115</td>
<td>Beginning Drawing</td>
<td>3</td>
<td>NA</td>
<td>Juniors/Seniors</td>
<td>Hall Groat</td>
</tr>
<tr>
<td>ART 116</td>
<td>Painting I</td>
<td>3</td>
<td>ART 115</td>
<td>Juniors/Seniors</td>
<td>Hall Groat</td>
</tr>
<tr>
<td>ART 118</td>
<td>Introduction to Digital Photography</td>
<td>3</td>
<td>NA</td>
<td>Juniors/Seniors</td>
<td>Hall Groat</td>
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<tr>
<td>ART 125</td>
<td>Introduction to Computer Graphics</td>
<td>3</td>
<td>ART 106</td>
<td>Juniors/Seniors</td>
<td>Hall Groat</td>
</tr>
<tr>
<td>ART 130</td>
<td>Ceramics</td>
<td>3</td>
<td>ART 106</td>
<td>Juniors/Seniors</td>
<td>Hall Groat</td>
</tr>
<tr>
<td>ART 140</td>
<td>Printmaking</td>
<td>3</td>
<td>ART 105</td>
<td>Juniors/Seniors</td>
<td>Hall Groat</td>
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<tr>
<td>BHM 216</td>
<td>Quantity Food Production</td>
<td>3</td>
<td>BHM 110</td>
<td>Juniors/Seniors</td>
<td>Rey Wojdan</td>
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<tr>
<td>BIO 101</td>
<td>Introduction to Anatomy &amp; Physiology</td>
<td>3</td>
<td>NA</td>
<td>Juniors/Seniors</td>
<td>Richard Firenze/Tracy Curtis</td>
</tr>
<tr>
<td>BIT 100</td>
<td>Keyboarding</td>
<td>3</td>
<td>NA</td>
<td>Sophomores allowed</td>
<td>Mark Ryan/Denise Wells</td>
</tr>
<tr>
<td>BIT 106</td>
<td>Electronic Portfolios</td>
<td>1</td>
<td>NA</td>
<td>Juniors/Seniors</td>
<td>Mark Ryan/Denise Wells</td>
</tr>
<tr>
<td>BIT 130</td>
<td>Word Processing Applications</td>
<td>3</td>
<td>NA</td>
<td>Juniors/Seniors</td>
<td>Mark Ryan/Denise Wells</td>
</tr>
<tr>
<td>BIT 172</td>
<td>Creating Personal Web Pages</td>
<td>1</td>
<td>NA</td>
<td>Juniors/Seniors</td>
<td>Mark Ryan/Denise Wells</td>
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<tr>
<td>BIT 173</td>
<td>Basics of Website Creation</td>
<td>1</td>
<td>NA</td>
<td>Juniors/Seniors</td>
<td>Mark Ryan/Denise Wells</td>
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<tr>
<td>BIT 180</td>
<td>Computers and Communications</td>
<td>3</td>
<td>NA</td>
<td>Juniors/Seniors</td>
<td>Mark Ryan/Denise Wells</td>
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<tr>
<td>BIT 185</td>
<td>Raster-Based Software Tools for Web/Print Publishers</td>
<td>3</td>
<td>NA</td>
<td>Juniors/Seniors</td>
<td>Mark Ryan/Denise Wells</td>
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<tr>
<td>BIT 200</td>
<td>Spreadsheets w/ Business Applications</td>
<td>3</td>
<td>NA</td>
<td>Juniors/Seniors</td>
<td>Mark Ryan/Denise Wells</td>
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<tr>
<td>BIT 201</td>
<td>Introduction to Spreadsheets</td>
<td>1</td>
<td>NA</td>
<td>Juniors/Seniors</td>
<td>Mark Ryan/Denise Wells</td>
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<tr>
<td>BIT 240</td>
<td>Desktop Publishing using InDesign</td>
<td>3</td>
<td>NA</td>
<td>Juniors/Seniors</td>
<td>Mark Ryan/Denise Wells</td>
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<tr>
<td>BIT 250</td>
<td>Integrated Microsoft Office</td>
<td>3</td>
<td>NA</td>
<td>Sophomores allowed</td>
<td>Mark Ryan/Denise Wells</td>
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<tr>
<td>BIT 251</td>
<td>Introduction to Microsoft Word</td>
<td>1</td>
<td>NA</td>
<td>Sophomores allowed</td>
<td>Mark Ryan/Denise Wells</td>
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<tr>
<td>BIT 252</td>
<td>Introduction to Microsoft Excel</td>
<td>1</td>
<td>NA</td>
<td>Sophomores allowed</td>
<td>Mark Ryan/Denise Wells</td>
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<tr>
<td>BIT 253</td>
<td>Introduction to Microsoft Access</td>
<td>1</td>
<td>NA</td>
<td>Sophomores allowed</td>
<td>Mark Ryan/Denise Wells</td>
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<tr>
<td>BIT 254</td>
<td>Introduction to Microsoft PowerPoint</td>
<td>1</td>
<td>NA</td>
<td>Sophomores allowed</td>
<td>Mark Ryan/Denise Wells</td>
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<tr>
<td>BIT 260</td>
<td>Introduction to Database Management</td>
<td>3</td>
<td>NA</td>
<td>Juniors/Seniors</td>
<td>Mark Ryan/Denise Wells</td>
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<tr>
<td>BIT 270</td>
<td>Personal and Professional Development</td>
<td>3</td>
<td>NA</td>
<td>Juniors/Seniors</td>
<td>Mark Ryan/Denise Wells</td>
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<tr>
<td>BIT 290</td>
<td>Special Topics in Business Technology</td>
<td>1</td>
<td>Dept. Approval</td>
<td>Juniors/Seniors</td>
<td>Mark Ryan/Denise Wells</td>
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<tr>
<td>BUS 100</td>
<td>Accounting I</td>
<td>4</td>
<td>NA</td>
<td>Juniors/Seniors</td>
<td>Gian Roma/Erin Frye</td>
</tr>
<tr>
<td>BUS 110</td>
<td>Introduction to Business</td>
<td>3</td>
<td>NA</td>
<td>Juniors/Seniors</td>
<td>Gian Roma/Erin Frye</td>
</tr>
<tr>
<td>BUS 112</td>
<td>Quantitative Business Methods</td>
<td>3</td>
<td>NA</td>
<td>Juniors/Seniors</td>
<td>Gian Roma/Erin Frye</td>
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<tr>
<td>BUS 113</td>
<td>Introduction to Entrepreneurship</td>
<td>4</td>
<td>NA</td>
<td>Juniors/Seniors</td>
<td>Gian Roma/Erin Frye</td>
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<tr>
<td>BUS 116</td>
<td>International Business Environments</td>
<td>3</td>
<td>NA</td>
<td>Juniors/Seniors</td>
<td>Gian Roma/Erin Frye</td>
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<tr>
<td>BUS 118</td>
<td>Business Law I</td>
<td>3</td>
<td>NA</td>
<td>Juniors/Seniors</td>
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<tr>
<td>BUS 122</td>
<td>Self Management</td>
<td>3</td>
<td>NA</td>
<td>Juniors/Seniors</td>
<td>Gian Roma/Erin Frye</td>
</tr>
<tr>
<td>BUS 141</td>
<td>Marketing</td>
<td>3</td>
<td>NA</td>
<td>Juniors/Seniors</td>
<td>Gian Roma/Erin Frye</td>
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<tr>
<td>BUS 213</td>
<td>Business Plan Development</td>
<td>3</td>
<td>BUS 113</td>
<td>Juniors/Seniors</td>
<td>Gian Roma/Erin Frye</td>
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<tr>
<td>CHM 120</td>
<td>Fundamental Chemistry</td>
<td>4</td>
<td>NA</td>
<td>Juniors/Seniors</td>
<td>Harold Trimm/Joel Miller</td>
</tr>
<tr>
<td>CHM 121</td>
<td>Forensic Sciences</td>
<td>4</td>
<td>NA</td>
<td>Juniors/Seniors</td>
<td>Harold Trimm/Joel Miller</td>
</tr>
<tr>
<td>CHM 123</td>
<td>Environmental Science I</td>
<td>4</td>
<td>NA</td>
<td>Juniors/Seniors</td>
<td>Harold Trimm/Joel Miller</td>
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<tr>
<td>CHM 124</td>
<td>Environmental Science II</td>
<td>4</td>
<td>CHM 123</td>
<td>Juniors/Seniors</td>
<td>Harold Trimm/Joel Miller</td>
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<tr>
<td>CHM 145</td>
<td>General Chemistry I</td>
<td>4</td>
<td>Regents Chem. (75 min. final grade)</td>
<td>Juniors/Seniors</td>
<td>Harold Trimm/Joel Miller</td>
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<tr>
<td>CHM 146</td>
<td>General Chemistry II</td>
<td>4</td>
<td>CHM 145</td>
<td>Juniors/Seniors</td>
<td>Harold Trimm/Joel Miller</td>
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<tr>
<td>CHM 290</td>
<td>Forensic Toxicology</td>
<td>3</td>
<td>CHM 120, CHM 121, CHM 145 or permission of department</td>
<td>Juniors/Seniors</td>
<td>Harold Trimm/Joel Miller</td>
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<tr>
<td>CIV 113</td>
<td>Engineering Drawing I w/CAD</td>
<td>2</td>
<td>Must use equivalent software (AutoCAD)</td>
<td>Juniors/Seniors</td>
<td>Tom Myers</td>
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<tr>
<td>CIV 119</td>
<td>Architectural Drawing w/CAD</td>
<td>2</td>
<td>CIV 113 &amp; Must use equivalent software (AutoCAD)</td>
<td>Juniors/Seniors</td>
<td>Tom Myers</td>
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<tr>
<td>CLT 110</td>
<td>Introduction to Clinical Laboratory Technology</td>
<td>1</td>
<td>NA</td>
<td>Juniors/Seniors</td>
<td>Rachael Hagerman</td>
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<tr>
<td>CLT 120</td>
<td>Clinical Laboratory Techniques and Practices</td>
<td>1</td>
<td>CLT 110</td>
<td>Juniors/Seniors</td>
<td>Rachael Hagerman</td>
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<tr>
<td>CLT 204</td>
<td>Fundamental Phlebotomy</td>
<td>1</td>
<td>BIO 131 or BIO 101 w/ CLT advisor approval</td>
<td>Juniors/Seniors</td>
<td>Rachael Hagerman</td>
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<tr>
<td>COM 112/ART 112</td>
<td>Beginning Photography</td>
<td>3</td>
<td>NA</td>
<td>Juniors/Seniors</td>
<td>Tim Skinner</td>
</tr>
<tr>
<td>Course</td>
<td>Title</td>
<td>Credit Hours</td>
<td>College Pre-Requisite</td>
<td>Student Eligibility &amp; Qualifications</td>
<td>Department Chair/Coordinator</td>
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<tr>
<td>COM 125</td>
<td>Intro to Audio Theory &amp; Production</td>
<td>3</td>
<td>NA</td>
<td>Juniors/Seniors</td>
<td>Tim Skinner</td>
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<tr>
<td>COM 130</td>
<td>Intro to Video Theory &amp; Production</td>
<td>3</td>
<td>NA</td>
<td>Juniors/Seniors</td>
<td>Tim Skinner</td>
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<tr>
<td>COM 145</td>
<td>Contemporary Film Analysis</td>
<td>3</td>
<td>NA</td>
<td>Juniors/Seniors</td>
<td>Tim Skinner</td>
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<tr>
<td>COM 211</td>
<td>Digital Photographic Imaging</td>
<td>3</td>
<td>NA</td>
<td>Juniors/Seniors</td>
<td>Tim Skinner</td>
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<tr>
<td>COM 228</td>
<td>Animation I</td>
<td>3</td>
<td>NA for LACM Dept</td>
<td>Juniors/Seniors</td>
<td>Tim Skinner</td>
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<tr>
<td>COM 260</td>
<td>Television Production Practicum</td>
<td>3</td>
<td>NA</td>
<td>Juniors/Seniors</td>
<td>Tim Skinner</td>
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<tr>
<td>CST 105</td>
<td>Computer Applications (typically for non-computer science majors)</td>
<td>3</td>
<td>NA</td>
<td>Sophomores allowed</td>
<td>Julie Cooley</td>
</tr>
<tr>
<td>CST 113</td>
<td>Introduction to Programming C++</td>
<td>3</td>
<td>A computer course or equivalent</td>
<td>Sophomores allowed</td>
<td>Julie Cooley</td>
</tr>
<tr>
<td>CST 119</td>
<td>Computer Concepts and Applications (typically for comp. sci. majors)</td>
<td>3</td>
<td>HS computer course, CST 105, or CST 106</td>
<td>Sophomores allowed</td>
<td>Julie Cooley</td>
</tr>
<tr>
<td>CST 120</td>
<td>Java Programming</td>
<td>3</td>
<td>NA</td>
<td>Sophomores allowed</td>
<td>Julie Cooley</td>
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<tr>
<td>CST 133</td>
<td>Structured Programming in C#</td>
<td>3</td>
<td>MAT 096 AND CST 113 (85+ on Integrated Algebra Regents)</td>
<td>Seniors only</td>
<td>Julie Cooley</td>
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<tr>
<td>CST 140</td>
<td>Computer Maintenance</td>
<td>3</td>
<td>NA</td>
<td>Seniors only</td>
<td>Julie Cooley</td>
</tr>
<tr>
<td>ECE 110</td>
<td>Introduction to Early Education</td>
<td>3</td>
<td>NA</td>
<td>Seniors only</td>
<td>Lisa Strahley</td>
</tr>
<tr>
<td>ECO 101</td>
<td>Consumer Economics</td>
<td>3</td>
<td>NA</td>
<td>Juniors/Seniors</td>
<td>Henry Bartlett/Carla Michalak</td>
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<tr>
<td>ECO 110</td>
<td>Micro-Economics</td>
<td>3</td>
<td>NA</td>
<td>Juniors/Seniors</td>
<td>Henry Bartlett/Carla Michalak</td>
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<tr>
<td>ECO 111</td>
<td>Introduction to Macro-Economics</td>
<td>3</td>
<td>NA</td>
<td>Juniors/Seniors</td>
<td>Henry Bartlett/Carla Michalak</td>
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<tr>
<td>ECU 111</td>
<td>Foundations of American Education</td>
<td>3</td>
<td>NA</td>
<td>Seniors only</td>
<td>Lisa Strahley</td>
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<tr>
<td>EGR 150</td>
<td>Engineering Design I with Graphics</td>
<td>2</td>
<td>NA</td>
<td>Juniors/Seniors</td>
<td>Robert Lofthouse</td>
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<tr>
<td>EGR 151</td>
<td>Engineering Design II with Graphics</td>
<td>2</td>
<td>NA</td>
<td>Juniors/Seniors</td>
<td>Robert Lofthouse</td>
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<tr>
<td>ENG 110</td>
<td>College Writing I</td>
<td>3</td>
<td>9-11th Grade Final Avg. &amp; ELA Score of &gt; 85 or college placement required</td>
<td>Juniors/Seniors</td>
<td>Chris Origer/Mary Seel</td>
</tr>
<tr>
<td>FRE 102</td>
<td>Beginning French I</td>
<td>3</td>
<td>TBD</td>
<td>Juniors/Seniors</td>
<td>Tuong Nguyen</td>
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<tr>
<td>FRE 201</td>
<td>Intermediate French I</td>
<td>3</td>
<td>FRE 102 (3 years of HS foreign language with an A average grade)</td>
<td>Juniors/Seniors</td>
<td>Tuong Nguyen</td>
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<tr>
<td>FRE 202</td>
<td>Intermediate French II</td>
<td>3</td>
<td>FRE 201 (3 years of HS foreign language with an A average grade)</td>
<td>Juniors/Seniors</td>
<td>Tuong Nguyen</td>
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<tr>
<td>FRS 101</td>
<td>Fire Protection and Prevention</td>
<td>3</td>
<td>NA</td>
<td>No grade restrictions</td>
<td>Kerry Weber</td>
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<tr>
<td>FRS 103</td>
<td>Fire Fighting Tactics and Strategy</td>
<td>3</td>
<td>NA</td>
<td>Juniors/Seniors</td>
<td>Kerry Weber</td>
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<tr>
<td>GER 101</td>
<td>Beginning German I</td>
<td>4</td>
<td>1-3 years of German with a C average</td>
<td>Juniors/Seniors</td>
<td>Tuong Nguyen</td>
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<tr>
<td>GER 102</td>
<td>Beginning German II</td>
<td>4</td>
<td>1-3 years of German with a B average</td>
<td>Juniors/Seniors</td>
<td>Tuong Nguyen</td>
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<tr>
<td>HIS 130</td>
<td>US History I</td>
<td>3</td>
<td>NA</td>
<td>Juniors/Seniors</td>
<td>Henry Bartlett/Carla Michalak</td>
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<tr>
<td>HIS 131</td>
<td>US History II</td>
<td>3</td>
<td>NA</td>
<td>Juniors/Seniors</td>
<td>Henry Bartlett/Carla Michalak</td>
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<tr>
<td>HIS 132</td>
<td>American Economic History</td>
<td>3</td>
<td>NA</td>
<td>Juniors/Seniors</td>
<td>Henry Bartlett/Carla Michalak</td>
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<tr>
<td>HIS 133</td>
<td>Modern American Social History</td>
<td>3</td>
<td>NA</td>
<td>Juniors/Seniors</td>
<td>Henry Bartlett/Carla Michalak</td>
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<tr>
<td>HLT 106</td>
<td>Medical Terminology</td>
<td>3</td>
<td>NA</td>
<td>Juniors/Seniors</td>
<td>Holly Jones</td>
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<tr>
<td>HLS 150</td>
<td>Emergency Management</td>
<td>3</td>
<td>ENG 110 (ELA Score 90+ENG 110)</td>
<td>Seniors only</td>
<td>Kerry Weber</td>
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<tr>
<td>HST 100</td>
<td>Seminar in Health Sciences</td>
<td>1</td>
<td>NA</td>
<td>Juniors/Seniors</td>
<td>Erin O'Hara-Leslie</td>
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<tr>
<td>HST 106</td>
<td>Personal Success Strategies</td>
<td>1</td>
<td>NA</td>
<td>Juniors/Seniors</td>
<td>Erin O'Hara-Leslie</td>
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<tr>
<td>HST 162</td>
<td>Personal and Community Health</td>
<td>3</td>
<td>NA</td>
<td>Juniors/Seniors</td>
<td>Erin O'Hara-Leslie</td>
</tr>
<tr>
<td>LRS 106</td>
<td>College Success</td>
<td>3</td>
<td>NA</td>
<td>No Grade Restrictions</td>
<td>Sherry Chandler</td>
</tr>
<tr>
<td>LRS 108</td>
<td>Study Management &amp; Memory Exams</td>
<td>1</td>
<td>NA</td>
<td>No Grade Restrictions</td>
<td>Sherry Chandler</td>
</tr>
<tr>
<td>MAT 124</td>
<td>Statistics I</td>
<td>3</td>
<td>MAT 096 (85+ on Integrated Algebra Regents)</td>
<td>Juniors/Seniors</td>
<td>Timmy Bremer</td>
</tr>
<tr>
<td>MAT 156</td>
<td>Algebra and Trigonometry for Calculus</td>
<td>4</td>
<td>MAT 136 (85+ on A2/Trig Regents)</td>
<td>Juniors/Seniors</td>
<td>Timmy Bremer</td>
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<tr>
<td>MAT 160</td>
<td>Applied Calculus I</td>
<td>4</td>
<td>MAT 130 (85+ on A2/Trig Regents)</td>
<td>For students interested in Engineering Technology major; Seniors only</td>
<td>Timmy Bremer</td>
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<tr>
<td>MAT 181</td>
<td>Calculus I</td>
<td>4</td>
<td>MAT 156 (85+ in Pre-Calculus)</td>
<td>Seniors only</td>
<td>Timmy Bremer</td>
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<tr>
<td>MAT 182</td>
<td>Calculus II</td>
<td>4</td>
<td>MAT 181</td>
<td>Seniors only</td>
<td>Timmy Bremer</td>
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<tr>
<td>MDA 114L</td>
<td>First Aid</td>
<td>1</td>
<td>NA</td>
<td>No grade restrictions</td>
<td>Erin O'Hara-Leslie</td>
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<tr>
<td>MST 113</td>
<td>Engineering Drawing with CAD</td>
<td>2</td>
<td>Must use AutoCAD</td>
<td>Juniors/Seniors</td>
<td>Diana LaBelle</td>
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<tr>
<td>MUS 104</td>
<td>Fundamentals of Music</td>
<td>3</td>
<td>NA</td>
<td>Juniors/Seniors</td>
<td>Brenda Dawe</td>
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<tr>
<td>PED 118</td>
<td>Solutions in Fitness and Wellness</td>
<td>1</td>
<td>NA</td>
<td>Juniors/Seniors</td>
<td>Sandra Alter-Ballard</td>
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<tr>
<td>PED 119</td>
<td>Solutions in Fitness and Wellness</td>
<td>1.5</td>
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<tr>
<td>PED 150</td>
<td>Personal Nutrition</td>
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<td>PED 168</td>
<td>Exploring Healthy Lifestyles</td>
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<td>PED 171</td>
<td>Principles of Training &amp; Conditioning</td>
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<td>PED 173</td>
<td>Fitness Walking (CV)</td>
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<td>PHS 111</td>
<td>Earth Investigations</td>
<td>3</td>
<td>NA</td>
<td>Juniors/Seniors</td>
<td>Kennie Leet</td>
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<tr>
<td>PHY 161</td>
<td>Physics I: Mechanics and Heat</td>
<td>4</td>
<td>MAT 136 (Completion of Algebra II Trig)</td>
<td>Juniors/Seniors</td>
<td>Robert Lofthouse</td>
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<tr>
<td>PHY 162</td>
<td>Physics II: Wave Motion, Electromagnetism, and Atomic Physics</td>
<td>4</td>
<td>MAT 136 (Completion of Algebra II Trig)</td>
<td>Juniors/Seniors</td>
<td>Robert Lofthouse</td>
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<td>Course</td>
<td>Title</td>
<td>Credit Hours</td>
<td>College Pre-Requisite</td>
<td>Student Eligibility &amp; Qualifications</td>
<td>Department Chair/Coordinator</td>
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<td>SOS 101</td>
<td>Contemporary World Issues</td>
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<td>NA</td>
<td>Juniors/Seniors</td>
<td>Henry Bartlett/Carla Michalak</td>
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<td>SOS 120</td>
<td>Science, Technology, and Democratic Society</td>
<td>3</td>
<td>NA</td>
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<td>Henry Bartlett/Carla Michalak</td>
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<tr>
<td>SPA 201</td>
<td>Intermediate Spanish I</td>
<td>3</td>
<td>SPA 102 (3 years of HS foreign language with an A average grade)</td>
<td>Juniors/Seniors</td>
<td>Tuong Nguyen</td>
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<tr>
<td>SPA 202</td>
<td>Intermediate Spanish II</td>
<td>3</td>
<td>SPA 201</td>
<td>Juniors/Seniors</td>
<td>Tuong Nguyen</td>
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<tr>
<td>SPK 110</td>
<td>Effective Speaking</td>
<td>3</td>
<td>Seniors ≥ 80 avg, Juniors ≥ 85 avg or instructor approval</td>
<td>Juniors/Seniors</td>
<td>Tuong Nguyen</td>
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<tr>
<td>TEC 101</td>
<td>Introduction to Engineering Technology</td>
<td>3</td>
<td>NA</td>
<td>Juniors/Seniors</td>
<td>Diana LaBelle/Thomas Myers</td>
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</table>

**Fast Forward Course Offerings are subject to modification at any time based on the Academic Department. High schools will be notified if any such modifications are made to make necessary arrangements and/or adjustments.**

6.6.19 ALR