

# 2020-2021 ADDENDUM

## AUTOMOTIVE TECHNOLOGY

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### Certificate of Achievement: Engine Repair

The Engine Repair certificate of achievement will prepare an individual for a career as a mid-level technician. Students will have the ability to diagnose a variety of vehicle engine malfunctions as well as preform repairs and engine rebuilds.

#### Certificate Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge in engine repair required for employment in the automotive industry.

#### Program Requirements:

Units Required: 16

	Units
AUTECH-110 Introduction to Automotive Technology .....	4.0
AUTECH-112 Engine Fundamentals for Technicians.....	3.0
AUTECH-113 Engine Overhaul .....	2.0
AUTECH-135 Engine Performance.....	4.0
AUTECH-180 Engine Mechanical Maintenance and Light Repair .....	3.0

### Certificate of Achievement: Quick Service Technician

The Quick Service Technician Certificate of Achievement will prepare an individual for entry-level employment as a light-duty service technician within the Automotive industry. Students will have the ability to diagnose common mechanical issues, preform regular vehicle maintenance procedures, and do minor repairs.

#### Certificate Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge of a service technician required for employment in the automotive industry.

#### Program Requirements:

Units Required: 17

	Units
AUTECH-110 Introduction to Automotive Technology .....	4.0
AUTECH-114 Basic Automotive Electrical Systems.....	3.0

AUTECH-150	Automotive Brake Systems .....	4.0
AUTECH-180	Engine Mechanical Maintenance and Light Repair .....	3.0
AUTECH-185	Automotive Chassis Maintenance and Light Repair .....	3.0

### Certificate of Achievement: Transmission Service Technician

The Transmission Service Technician certificate of achievement will prepare an individual for a career in the specialty area of transmission within the Automotive industry. Students will have the ability to diagnose, repair and rebuild both manual and automotive transmissions at the conclusion of this certificate.

#### Certificate Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge of a transmission service technician required for employment in the automotive industry.

#### Program Requirements:

Units Required: 20

		Units
AUTECH-110	Introduction to Automotive Technology .....	4.0
AUTECH-114	Basic Automotive Electrical Systems.....	3.0
AUTECH-120	Automatic Transmissions and Transaxles.....	5.0
AUTECH-130	Automotive Manual Transmissions and Drive Train Systems.....	5.0
AUTECH-185	Automotive Chassis Maintenance and Light Repair .....	3.0

# PARALEGAL

## Certificate of Achievement: Paralegal Studies

The paralegal profession continues to be one of the fastest growing professions in the United States. COC's Paralegal Studies curriculum prepares students for positions as paralegals in order to improve the accessibility, quality, and affordability of legal services. The Paralegal Studies program goals are to ensure that students who successfully complete the Paralegal Studies Program have a broad-based understanding of the American legal system and the role of the paralegal in that legal system; the legal theoretical background needed to perform paralegal tasks in substantive areas of law and legal specialties; the knowledge of procedural law emphasizing the paralegal's role in litigation, mediation, and arbitration; the skills in areas including investigation, legal research, legal technology, conducting an interview, and written and oral communications; ethically serve the public and the legal system; and the tools needed to become contributing members of the legal profession. Successful paralegals have excellent organizational skills and the ability to perform complex, detailed work quickly and accurately, as well as the ability to work well under pressure. Examples of tasks commonly delegated to paralegals include performing legal and public records research, obtaining and organizing evidence, interviewing clients and witnesses, conducting legal research, and drafting legal documents.

\*The Paralegal Studies Certificate will be granted upon the completion of all required courses and only to students who possess an associate's degree or bachelor's degree from a regionally accredited institution. The ABA stresses that paralegals may not provide legal services directly to the public except as permitted by law.

### Certificate Student Learning Outcome:

Students will be able to:

- Prepare legal documents and written communications applicable to various areas of law.
- Apply law and principles to hypothetical fact patterns.
- Prioritize competing deadlines and schedules to complete assignments timely.

### Program Requirements:

Units Required: 31

	Units
PARLGL-101 Introduction to Law .....	3.0
PARLGL-104 Contract Law .....	3.0
PARLGL-105 Tort Law .....	3.0
PARLGL-106 Legal Analysis and Writing .....	3.0
PARLGL-107 Legal Ethics .....	1.0
PARLGL-108 Legal Research .....	3.0
PARLGL-109 Legal Technology .....	3.0
PARLGL-111 Civil Litigation I .....	3.0

PARLGL-112 Civil Litigation II .....	3.0
PARLGL-150 Family Law .....	3.0
PARLGL-200 Paralegal Seminar .....	1.0

*Plus a minimum of two units from the following:*

CWE-186PLGL Cooperative Work Experience .....	
Education	
Paralegal (Unpaid) .....	1.0 - 4.0
CWE-188PLGL Cooperative Work Experience .....	
Education	
Paralegal (Paid).....	1.0 - 4.0

*Recommended electives:*

PARLGL-140 Bankruptcy.....	3.0
PARLGL-180 Estate Planning .....	3.0
POLISC-150 Introduction to American	
Government and Politics .....	3.0

*OR*

POLISC-150H Introduction to American	
Government And Politics -	
Honors .....	3.0

# WELDING

## Certificate of Achievement: Metal Fabrication

The Certificate of Achievement in Metal Fabrication provides theoretical and hands-on skills in the safe and efficient use of industry relevant metal fabrication tools equipment. Coursework includes project design, use of CNC press brake & plasma cutting equipment, manual machining, sheet metal fabrication, tube bending, metal forming/shaping and welding. Program completers are prepared for entry level employment in industries as aerospace, motorsports, petrochemical, and general fabrication.

### Certificate Student Learning Outcome:

Students will be able to demonstrate proficiency in industry recognized principles and practices as they apply to today's welding and metal fabrication industries.

### Program Requirements:

Units Required: 19.5

	Units
WELD-100A Introduction to Metal Fabrication ....	2.5
WELD-100B Intermediate Metal Fabrication.....	2.5
WELD-100C Advanced Metal Fabrication .....	2.5

### Required Electives:

WELD-130 Welding Metallurgy .....	3.0
WELD-131 Non-Destructive Testing .....	3.0
WELD-133 Welding Inspection .....	3.0
WELD-135 Fundamentals CNC Plasma Arc Cutting .....	3.0

## Certificate of Achievement: Semi-Automatic Welding

The Welding Technology Certificate of Achievement in Semi-Automatic welding to gain the technical and applied skills to perform advanced welding tasks. Course work includes a comprehensive study with an emphasis on application of fundamental welding techniques and industry practices. Program completers are prepared for entry level employment into industries such as aerospace, motorsports, petrochemical, and general fabrication.

### Certificate Student Learning Outcome:

Students will be able to demonstrate proficiency in industry recognized principles and practices as they apply to today's welding and metal fabrication industries.

### Program Requirements:

Units Required: 19.5

	Units
WELD-111A Introduction to Semi-Automatic Welding .....	2.5
WELD-111B Intermediate Semi-Automatic Welding .....	2.5
WELD-111C Advanced Semi-Automatic Welding.....	2.5

### Required Electives:

WELD-130 Welding Metallurgy .....	3.0
WELD-131 Non-Destructive Testing .....	3.0
WELD-132 Blueprint Reading for Welders and Fabricators .....	3.0
WELD-133 Welding Inspection .....	3.0