

# **FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE**

## **2005–2006 CATALOG VOLUME XVIII**

**P.O. BOX 35236, FAYETTEVILLE, NORTH CAROLINA 28303-0236  
PHONE (910) 678-8400**

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**Web site: <http://www.faytechcc.edu>  
has the most up-to-date catalog information**

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### **SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS**

Fayetteville Technical Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award associate degrees, diplomas, and certificates.

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## THE PRESIDENT'S MESSAGE



DEAR PROSPECTIVE FTCC STUDENT:

We are indeed pleased that you have selected Fayetteville Technical Community College as your college of choice. As the third largest Community College in the 58 North Carolina Community College System, FTCC offers over 122 associate degree, diploma and certificate programs. Articulation agreements with four-year colleges and universities allow FTCC graduates in the College Transfer Program to transfer to a four-year college or university to pursue a baccalaureate degree.

In addition to offering a quality, affordable education, the College also provides extensive academic support services that are described in this catalog. The catalog also outlines all the certification, diploma and curriculum degree programs offered at FTCC and provides a description for each course. Distance learning is another optional instructional opportunity offered that will allow you to take online courses anytime and anywhere.

As you complete the admissions process for enrollment, you will be pleased to know that 96.67% of our graduates were employed or continuing their education within one year after graduating from FTCC. The average starting salary for an FTCC graduate has grown consistently over the past five years to \$30,246. For every year you attend full time, you will earn an additional \$4,773 per year.

You are our most valued customer, and we look forward to having you join the FTCC family. It is our primary objective to assist you in achieving your educational and career goals. I wish you much success.

Sincerely,

A handwritten signature in cursive script that reads "Larry B. Norris".

Larry B. Norris  
President

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**FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

Dr. Marye J. Jeffries, Board Chair  
Mr. Wilson F. Yarborough, Jr., Vice Chairman  
Ms. Mary L. Talley, Secretary  
Mr. L. Stacy Weaver, Jr., Attorney

NAME	EXPIRATION DATE	APPOINTED BY
Mr. Harry F. Shaw	June 30, 2005	Governor
Mr. Charles J. Harrell	June 30, 2006	Governor
Ms. Mary L. Talley	June 30, 2007	Governor
Mr. James L. Yates	June 30, 2008	Governor
Mr. Wilson F. Yarborough, Jr.	June 30, 2005	Board of County Commissioners
Ms. Lula G. Crenshaw	June 30, 2006	Board of County Commissioners
Mr. William S. Wellons, Jr.	June 30, 2007	Board of County Commissioners
Mr. Thornton W. Rose	June 30, 2008	Board of County Commissioners
Mrs. Susie S. Pugh	June 30, 2005	School Board
Dr. Lura S. Tally	June 30, 2006	School Board
Dr. Mike W. Choe	June 30, 2007	School Board by Governor
Dr. Marye J. Jeffries	June 30, 2008	School Board

## PURPOSE OF THE CATALOG

Fayetteville Technical Community College publishes this catalog to provide students and other interested persons with the information about the College and its programs. The information provided is up-to-date as of January 2005. Changes subsequent to publication of this catalog are posted to the catalog on our website. For current information, visit our website at [www.faytechcc.edu](http://www.faytechcc.edu).

The provisions of this catalog are not to be regarded as an irrevocable contract between students and Fayetteville Technical Community College. The College reserves the right to change any provisions, requirements, or schedules at any time or to add or withdraw courses or program offerings. Every effort will be made to minimize the inconvenience such changes create for students.

Students having questions not answered by this catalog may receive additional information from their Department Chair or academic advisor. Applicants are encouraged to contact the Admissions Office, Fayetteville Technical Community College, PO Box 35236, Fayetteville, NC 28303-0236; telephone (910) 678-8473 or e-mail to: [prospect@faytechcc.edu](mailto:prospect@faytechcc.edu).

## NONDISCRIMINATION STATEMENT

The Board of Trustees and the administration of Fayetteville Technical Community College are fully committed to the principles and practice of equal employment and educational opportunities. Accordingly, Fayetteville Technical Community College does not practice nor condone discrimination, in any form, against students, employees, or applicants on the grounds of race, color, national origin, religion, sex, age, disability or political affiliation. Fayetteville Technical Community College commits itself to positive action to secure equal opportunity regardless of those characteristics.

Fayetteville Technical Community College supports the protection available to members of its community under all applicable Federal Laws, including Title VI and VII of the Civil Rights Act of 1964 and 1991, Title IX of the Education Amendments of 1972, Sections 799A and 845 of the Public Health Service Act, the Equal Pay and Age Discrimination Acts, the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and Executive Order 11375.

For information concerning these provisions, contact:  
Vice President for Human Resources  
Fayetteville Technical Community College  
P.O. Box 35236  
Fayetteville, NC 28303-0236

## Please call us with your questions.

Admissions . . . . .	.678-8473
Academic Program Areas	
Business . . . . .	.678-8466
General Education and Public Service . . . . .	.678-8467
Health . . . . .	.678-8264
Technical and Vocational . . . . .	.678-8338
Co-op Education . . . . .	.678-8453
Counseling . . . . .	.678-8419
Financial Aid . . . . .	.678-8242
Health Services (Nurse) . . . . .	.678-8450
Information	
Student Services . . . . .	.678-8419
Continuing Education . . . . .	.678-8386
Job Placement . . . . .	.678-8418
Learning Resources Center . . . . .	.678-8305
Library . . . . .	.678-8247
Registrar . . . . .	.678-8476
Switchboard . . . . .	.678-8400
Testing . . . . .	.678-8417
Veterans' Services . . . . .	.678-8395



**2005-2006 ACADEMIC CALENDAR**

October 26, 2004

	Curriculum	Curriculum Accelerated Sessions				Continuing Education
<b>Summer Semester 2005</b>	<b>8-Week (40 Days) Main Campus/ Spring Lake Center</b>	<b>Session 9-5 Ft. Bragg/Pope AFB</b>				<b>Centers Summer</b>
Early Registration	4/18/05-5/18/05	5/2/05				6/6-24/05
Registration	5/11/05	5/11-12/05				7/11-15/05
Schedule Correction	5/18/05	5/16/05				
Orientation	5/11/05					
Classes Begin	5/19/05	5/16/05				7/11/05
Last Day to Add	5/23/05	5/18/05				
Spring Inc Grades Due	7/13/05	6/10/05				
Last Day for Refund	5/24/05	5/24/05				
Student Holidays/Break	5/30/05 7/4/05	5/30/05 7/4/05				5/30/05 7/4/05
Faculty Holidays/Leave	5/30/05 7/4/05	5/30/05 7/4/05				5/30/05 7/4/05
Staff Holidays	5/30/05 7/4/05	5/30/05 7/4/05				5/30/05 7/4/05
Summer Semester Exams	7/13/05	7/16/05				
Summer Grades Due Registrar	7/14/05	7/18/05				
Last Day of Term	7/13/05	7/16/05				9/2/05

**2005-2006 ACADEMIC CALENDAR**

October 26, 2004

	Curriculum	Curriculum Accelerated Sessions				Continuing Education
Fall Semester 2005 - 2006	16-Week (80 Days) Main Campus/ Spring Lake Center	Session 8-1 Main Campus Spring Lake Center	Session 8-2 Main Campus Spring Lake Center	Session 9-1 Ft. Bragg/Pope AFB	Session 9-2 Ft. Bragg/Pope AFB	Centers Fall
Faculty Return	8/12/05					
Faculty/Staff Prof. Dev.	8/12-16/05 10/18-19/05					
Early Registration	6/6/05-7/22/05	6/6/05-7/22/05	10/12-13/05	8/1/05	10/3/05	8/15/05 - 9/2/05
Early Registration for New Approvals	8/3-4/05	8/3-4/05				
Registration	8/10-11, 13/05	8/10-11, 13/05	10/20-21, 24/05	8/10-11/05	10/12-13/05	
Schedule Correction	8/16/05	8/16/05	10/20/05	8/15/05	10/17/05	
Orientation	8/3-4/05	8/3-4/05				
Classes Begin	8/17/05	8/17/05	10/20/05	8/15/05	10/17/05	9/12/05
Last Day to Add	8/23/05	8/19/05	10/24/05	8/17/05	10/19/05	
Summer Inc Grades Due	9/13/05	9/12/05		9/12/05		
Last Day for Refund	8/26/05	8/26/05	10/25/05	8/26/05	10/21/05	
Student Holidays/Break	9/5/05 10/13-19/05 11/24-26/05 12/17/05 - 1/10/06	9/5/05	11/24-26/05	9/5/05	11/24-26/05	11/24-26/05
Faculty Holidays/Leave	9/5/05 10/13-17/05 11/24-26/05 12/20/05 - 1/2/06	9/5/05	11/24-26/05	9/5/05	11/24-26/05	11/24-26/05
Staff Holidays	9/5/05 11/24-25/05 12/20/05 - 1/2/06	9/5/05	11/24-25/05	9/5/05	11/24-25/05	11/24-25/05
Reading Day	See note.					
Fall Semester Exams	12/14-16/05	10/12/05	12/16/05	10/15/05	12/17/05	
Fall Grades Due Registrar	12/19/05	10/13/05	12/19/05	10/17/05	12/19/05	
Last Day of Term	12/16/05	10/12/05	12/16/05	10/15/05	12/17/05	12/9/05

**\*Note: Reading Day will be eliminated this semester.**







## GENERAL INFORMATION

Fayetteville Technical Community College, as a comprehensive community college, adheres to an "Open Door" admissions policy. High school graduates, persons achieving a North Carolina equivalency certificate (GED), and adults who show potential for post high school education may be admitted to courses which are appropriate to their educational potential. Successful implementation of an "Open Door" admissions policy requires an emphasis on admissions counseling services. As part of the admissions counseling process, Fayetteville Technical Community College utilizes an initial placement assessment and an evaluation of the applicant's prior school record to determine potential for success. When the admissions counseling process indicates that an applicant lacks sufficient academic background to pursue credit courses, he or she will be directed to the Developmental Studies program prior to entry into a diploma or degree curriculum. If the applicant lacks a high school diploma, he or she will be given the opportunity to pursue studies to achieve an Adult High School Diploma or a North Carolina equivalency certificate (GED) prior to entering a regular curriculum. Admissions to curricula are open to applicants without regard to race, color, national origin, religion, age, sex, disability, or political affiliation.

## HISTORY OF FTCC

From a building of 38,000 square feet, a faculty and staff of nine people, and an enrollment of 50 students, Fayetteville Technical Community College has experienced phenomenal growth from 1961 to the present. Now in its fourth decade, FTCC provides programs to meet the vocational, technical, and adult education needs of Fayetteville, Cumberland County and surrounding counties. FTCC currently is housed on an 134.9-acre campus with a physical plant of over 834,515 square feet and has a full-time faculty and staff of 699 people, an enrollment of over 10,000 curriculum students, and a total operating budget of over 71 million dollars.

FTCC originated in 1961 as the Fayetteville Area Industrial Education Center under the auspices of the City Board of Education and operated in the old senior high school while facilities in the Honeycutt area were being finished. In 1963, the North Carolina General Assembly created the Department of Community Colleges for the expressed purpose of providing for the establishment, organization, and administration of a system of educational institutions. Located throughout the state, these institutions offered courses of instruction in one or more of the general areas of two-year college parallel, technical, vocational, and adult education programs. The authority

for this newly-created department was vested in the North Carolina State Board of Education. The center became a part of this system at that time.

The center's progress in providing quality educational programs resulted in the Board of Trustees requesting that the status "Technical Institute" be given the center. This request was granted by the State Board of Education in September 1963, and the name Fayetteville Technical Institute was adopted. With the status of "Technical Institute," the Board of Trustees was granted authority to award the Associate in Applied Science Degree and Associate Degree in General Education in addition to the diplomas offered in numerous programs.

From its beginning in 1961 to the present, FTCC has seen the construction of a number of buildings such as Lafayette Hall, Cumberland Hall, the Paul H. Thompson Resource Center, the Administration Building, the Tony Rand Student Center, Center for Business and Industry, and the Advanced Technology Center. In November 1992, Cumberland County voters passed an FTCC bond referendum which provided funds for construction of the Continuing Education Center. North Carolinians passed a community college bond in November of 1993 which provided construction funds for the Health Technologies Center. In the fall of 2001, a state-of-the-art Early Childhood Center was opened to care for 153 children. In the summer of 2004, the Spring Lake Center opened and has provided opportunities for students who reside in western Cumberland county. Currently, the Virtual Learning Center and the Horticulture Center are under construction. These buildings are part of the continuous effort to provide state-of-the-art facilities and equipment to train FTCC students for a broad range of job opportunities.

Effective January 1, 1981, the North Carolina Community College System was transferred from under the control of the State Board of Education to the newly-created State Board of Community Colleges. This Board is leading the North Carolina Community College System into the fourth decade of educational challenge and beyond.

In January 1988, Fayetteville Technical Institute became Fayetteville Technical Community College when the North Carolina Department of Community Colleges and the North Carolina State Legislature allowed all the technical colleges and institutes in the state to refer to themselves as community colleges. The change was in name only as the purpose and mission of Fayetteville Technical Community College remains intact.

## FTCC PURPOSE STATEMENT

The purpose of Fayetteville Technical Community College is to provide low cost vocational/technical, general education, college transfer, and continuing education programs which meet the needs and desires of its students and community. To

improve the educational base of society, FTCC encourages lifelong learning and strives to prepare students for further educational experiences.

FTCC identifies the educational needs of applicants and assists students in satisfying these needs at a minimal expense. Each adult who applies will be admitted to a program appropriate to his or her abilities and interests. The College is in partnership with the public school system through Tech Prep and other programs. Further, agreements with four-year colleges and universities support the educational continuum from high school through the baccalaureate degree.

Curricular programs reflect the changing technical, commercial, industrial, and health needs of Fayetteville, Cumberland County, and surrounding areas. Various curricula offer certificates, diplomas, and associate degrees. As a learning-centered College, FTCC offers courses and programs at times and places convenient to prospective students. Courses are also available for high school graduates who need additional academic preparation before attempting college work.

FTCC provides instruction in the basic life skills needed to contribute effectively to society. Continuing Education programs are designed to meet specific needs in basic educational competencies, high school completion, upgrading occupational skills, and other avocational or practical skills required for the rapidly changing technological advances in the community.

Adopted: April 27, 1992

Reaffirmed: March 7, 2000

## **INSTITUTIONAL CHARTER AND ACCREDITATIONS**

### **NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

Fayetteville Technical Community College is chartered by the North Carolina State Department of Community Colleges, as specified in Chapter 115D of the General Statutes of North Carolina.

### **SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS**

Fayetteville Technical Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097, telephone 404-679-4501) to award associate degrees, diplomas, and certificates.

### **UNITED STATES DEPARTMENT OF EDUCATION**

Fayetteville Technical Community College is recognized by the U.S. Department of Education as an institution of higher learning and is qualified to receive federal assistance in its higher education programs.

### **NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION**

Fayetteville Technical Community College's High School Diploma Program meets the standards required by the North Carolina Department of Public Instruction for the purpose of awarding high school diplomas.

## **PROGRAM ACCREDITATIONS AND ASSOCIATIONS**

### **ACCREDITATION BOARD FOR ENGINEERING AND TECHNOLOGY, INC. (ABET)**

The following curricula offered by Fayetteville Technical Community College are accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, Inc.

1. Civil Engineering Technology
2. Electronics Engineering Technology

### **AIR CONDITIONING CONTRACTORS OF AMERICA**

The Air Conditioning, Heating, and Refrigeration Technology program at Fayetteville Technical Community College is a member of the Air Conditioning Contractors of America.

### **AMERICAN BAR ASSOCIATION**

Fayetteville Technical Community College's Paralegal Technology program is approved by the American Bar Association.

**AMERICAN BOARD OF FUNERAL SERVICE EDUCATION**

Fayetteville Technical Community College's Funeral Service Associate Degree program is accredited by the American Board of Funeral Service Education, 38 Florida Avenue, Portland, Maine 04103, (207) 878-6530.

**AMERICAN DENTAL ASSOCIATION**

The programs in Dental Assisting and Dental Hygiene are accredited by the Commission on Dental Accreditation and have been granted the accreditation of approval. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago IL, 60611-2678.

**AMERICAN SOCIETY FOR ENGINEERING EDUCATION (SOUTHEASTERN SECTION)**

FTCC's Civil and Electronics Engineering Technology programs are assisted through institutional membership in the American Society for Engineering Education, Southeastern Section.

**COMMISSION ON ACCREDITATION IN PHYSICAL THERAPY EDUCATION, AMERICAN PHYSICAL THERAPY ASSOCIATION**

The Physical Therapist Assistant Program at Fayetteville Technical Community College is accredited by the Commission on Accreditation in Physical Therapy Education, American Physical Therapy Association, 1111 North Fairfax Street, Alexandria, VA 22314, (703) 684-2782 or 1-800-999-2782.

**COMMITTEE ON ACCREDITATION FOR RESPIRATORY CARE (CoARC)**

Fayetteville Technical Community College's Respiratory Care Program is accredited by the Committee on Accreditation for Respiratory Care (CoARC), 1701 W. Eules Boulevard, Suite 300, Eules, TX 76040-6823, (800) 874-5615.

**JOINT REVIEW COMMISSION ON ACCREDITATION OF ALLIED HEALTH EDUCATION PROGRAMS (CAAHEP)**

The Surgical Technology Program at Fayetteville Technical Community College is accredited by the Commission on Accreditation of Allied Health Education Programs, 7108-C South Alton Way, Suite 150, Englewood, CO 80112-9262, (303) 741-3655. This accreditation decision was made upon the recommendation of the Joint Review Committee on Education for the Surgical Technologist (JRC/ST) which is sponsored by the American College of Surgeons and the Association of Surgical Technologists.

**JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY**

Fayetteville Technical Community College's Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 900, Chicago, IL 60606-2901, (312) 704-5300, E-mail: jrcert@mail.idt.net.

**NATIONAL LEAGUE FOR NURSING ACCREDITING COMMISSION (NLNAC)**

The Associate Degree Nursing Program of Fayetteville Technical Community College is accredited by the National League for Nursing Accrediting Commission, 61 Broadway, New York, New York 10006, (212) 812-0390. This type of approval is national in scope and voluntary rather than required by law. The standards set by the accrediting body are uniform throughout the United States. The achievement of NLN accreditation by a program signifies that it has met the national standards of excellence for programs in nursing of its type.

**NORTH CAROLINA APPRAISAL BOARD**

The North Carolina Appraisal Board approves and certifies all real estate appraisal instructors and approves the following courses:

- Introduction to Real Estate Appraisal
- Valuation Principles and Procedures
- Application of Residential Property Valuation
- Introduction to Income Property Appraisal
- Advanced Income Capitalization Procedures
- Application of Income Property Valuation

**NORTH CAROLINA BOARD OF NURSING**

Fayetteville Technical Community College is approved by the Board of Nursing to offer a two-year associate degree program with a major in nursing and an one-year diploma practical nursing program. Both programs qualify the graduates to write the National Council Licensure Examination for the respective levels of preparation. Candidates who successfully complete these examinations are licensed to practice nursing.

**NORTH CAROLINA DEPARTMENT OF INSURANCE**

Fayetteville Technical Community College is approved by the North Carolina Department of Insurance for the purpose of pre-licensing education.

**NORTH CAROLINA STATE BOARD OF MORTUARY SCIENCE**

Fayetteville Technical Community College's Funeral Service programs are approved by the North Carolina State Board of Mortuary Science.

**NORTH CAROLINA REAL ESTATE COMMISSION**

The North Carolina Real Estate Commission approves and certifies all fundamental and advanced real estate instructors and approves the following courses:

1. Fundamentals of Real Estate
2. Real Estate Law
3. Real Estate Finance
4. Real Estate Brokerage

**NORTH CAROLINA STATE BOARD OF CERTIFIED PUBLIC ACCOUNTANT EXAMINERS**

Fayetteville Technical Community College is approved by the North Carolina State Board of Certified Public Accountant Examiners for the purpose of mandatory Certified Professional Education credits.

## **THE NCCCS' ACCOUNTABILITY MEASURES 2003–2004**

In February 1999, the North Carolina Community College System, in response to the special provision in Senate Bill 1366, Section 10.5, adopted 12 performance measures of accountability. The following report outlines how Fayetteville Technical Community College (FTCC) performed during the 2003-2004 school year.

1. Progress of Basic Skills Students  
*NCCCS Benchmark:* 75% of Basic Skills students will progress within the level, complete the level, advance to the next level, or enter curriculum courses or occupational extension courses.  
*FTCC Performance:* FTCC met this standard.
2. Passing Rates of Licensure and Certification Exams  
*NCCCS Benchmark:* The aggregate institutional passing rate for first-time test takers on all licensure and certification exams will be at least 80%, plus the rate on all specific exams will be at least 70%.  
*FTCC Performance:* FTCC met this standard.
3. Goal Completion for Program Completers and Non-Completers  
*NCCCS Benchmark:* At least 90% of responding completers (graduates) will indicate that they have achieved their goal.  
*FTCC Performance:* FTCC met this standard.
4. Employment Status of Graduates  
*NCCCS Benchmark:* At least 90% of graduates will be employed within one year of graduation or continuing their education.  
*FTCC Performance:* FTCC met this standard.
5. Performance of College Transfer Students  
*NCCCS Benchmark:* 84% obtaining an overall GPA of 2.0 or higher after completing one academic year at the public university.  
*FTCC Performance:* FTCC met this standard.
6. Developmental Course Passing Rates  
*NCCCS Benchmark:* The aggregate passing rate for all courses coded as developmental will be at least 70%.  
*FTCC Performance:* FTCC met this standard.
7. Success of Developmental Students in Subsequent College Level Courses  
*NCCCS Benchmark:* The aggregate GPA of all students who have taken a developmental course will be 2.0 or higher after completing 15 semester hours of college level courses.  
*FTCC Performance:* FTCC met this standard.
8. Student Satisfaction of Completers and Non-completers  
*NCCCS Benchmark:* At least 85% of the responding completers (graduates) and non-completers will indicate satisfaction with the quality of college programs and services.  
*FTCC Performance:* FTCC met this standard.
9. Curriculum Student Retention and Graduation  
*NCCCS Benchmark:* At least 80% of the students who enrolled in a curriculum program in the fall of a given year will by the following fall have either (1) completed the curriculum program, receiving a degree, diploma, or certificate; or (2) enrolled the next fall in a curriculum or extension program or, (3) indicated by survey satisfaction and goal completion.  
*FTCC Performance:* FTCC met this standard.
10. Employer Satisfaction with Graduates  
*NCCCS Benchmark:* At least 85 % of employers responding to the college survey will indicate satisfaction with graduates.  
*FTCC Performance:* FTCC met this standard.
11. Business/Industry Satisfaction with Services Provided  
*NCCCS Benchmark:* At least 85% of clients responding to a survey will indicate satisfaction with customized training.  
*FTCC Performance:* FTCC met this standard.
12. Program Enrollment  
*NCCCS Benchmark:* Each curriculum program will have a three-year average unduplicated headcount enrollment of at least 10 students.  
*FTCC Performance:* FTCC met this standard.

## ADMISSIONS INFORMATION

### ASSESSMENT AND EVALUATION OF STUDENTS

Fayetteville Technical Community College wants each student to be successful in meeting his or her educational goals. To evaluate the level of preparation and to place students in appropriate courses, the College requires entry assessment in the skill areas of English, reading, and mathematics. To satisfy assessment requirements for most programs the student needs to take the ACCUPLACER (or other North Carolina Community College System approved assessments) unless eligible for a waiver.

Entry assessment scores will be used for course level placement. Each of the three skill areas of English, reading and mathematics are independent of each other. A student may place at the college level in one or more areas and at the college preparatory level in other areas(s). The College may limit the student to college-preparatory courses and any other instruction for which he or she is adequately prepared.

### REQUIREMENTS FOR TAKING ENTRY ASSESSMENT

Whether the student is seeking full-time or part-time enrollment, unless he or she is qualified for an exception, the student must complete a state-approved assessment as indicated:

1. Prior to participating in registration if the student is seeking a degree.
2. Prior to registration for the first session if a Dual Enrollment student.
3. Prior to registration for any course which has a specific entry assessment score as a prerequisite.

Entry assessment scores may not be more than three years old.

### ENTRY ASSESSMENT

Students will be exempt from taking the entry assessment for registration in courses for which they are qualified if they provide written documentation for one of the following exceptions:

1. The student has attended a regionally accredited institution (RAI) in which English was the language of instruction and has successfully completed with a grade of "C" or higher a transferable college-level English and/or mathematics course.
2. The student holds an associate's or bachelor's degree from a RAI in which English was the language of instruction and has successfully completed with a grade of "C" or higher a

transferable college-level English and/or mathematics course.

3. The student's official transcript is evaluated for select courses to substantiate completion of prerequisites when the student is enrolled in another college or university and has applied to Fayetteville Tech for "special credit" status.
4. The student's official FTCC record indicates that he or she is enrolled for job improvement or in selected courses with no intent for an FTCC degree.
5. The student has taken the SAT with verbal and math scores at or above 450 each or ACT composite score of 18 or higher within the last five years.
6. The student chooses to begin with the most basic college-preparatory courses: English 70, Math 50 and Reading 70.

### NORTH CAROLINA COMMUNITY COLLEGE SYSTEM APPROVED ENTRY ASSESSMENTS

#### ACCUPLACER

FTCC administers the ACCUPLACER Computerized Placement Tests and Companion from the College Board. The assessments are Reading Comprehension, Sentence Skills, computation/Arithmetic, Elementary Algebra, and College-Level Mathematics. There is no charge for the ACCUPLACER. The assessment takes approximately two to two and one-half hours and is available days and evenings.

#### Other Assessments

Other tests approved by the North Carolina Community College System are the ASSET and COMPASS.

#### Retest Policy

Students who wish to take a retest of the entry assessment should make the request through and FTCC counselor.

There is a three-month waiting period between the initial placement assessment and any scheduled retest. This three-month waiting period may be waived upon request if, in the counselor's judgment, the testing candidate has taken sufficient action to assure improvement (or testing conditions warrant retest).

There is a mandatory three-month waiting period between a retest and any subsequent retest in order to ensure the validity of the placement assessment results.

Test scores remain current for a period not to exceed three years.

## ADMISSIONS POLICIES AND PROCEDURES

Fayetteville Technical Community College adheres to an “Open Door” admissions policy for general admission to the College; however, various curricular programs have their own specific requirements for admission beyond the regular requirements to enter FTCC.

1. Applicants must submit an application form, including a residency statement.
2. Applicants must be high school graduates. *A state equivalency certificate or GED test results which meet North Carolina equivalency standards are acceptable in lieu of a high school diploma.* Official transcripts, those bearing the sender’s raised seal, verifying secondary school completion must be sent to the Director of Admissions, FTCC, P.O. Box 35236, Fayetteville, NC 28303-0236. Students who have previously received an Associate’s or Bachelor’s degree are not required to submit a high school transcript. *Exception: Health program applicants are required to submit a high school transcript in addition to college transcripts.*
3. Applicants who have previously attended any other college or post-secondary institution must request that official transcripts of each college (all work attempted) be sent to the Admissions Office.
4. Each applicant is scheduled for the FTCC placement assessment, unless exempt by program requirements or by test waiver. Previous school records and placement assessment results will be used in conjunction with the student’s personal aspirations to help plan a workable educational program.
5. The placement assessment requirements may be waived by the Director of Admissions upon receipt of official transcripts if the applicant:
  - a) has attended a regionally accredited institution (RAI) and completed with a grade of “C” or higher a transferable college-level English and/or mathematics course;
  - b) has taken the SAT with verbal and math scores at or above 450 each or ACT composite score of 18 or higher within the last five years;
  - c) has earned an Associate Degree or higher from a regionally accredited college and has completed the required prerequisite courses (i.e., college level English and/or mathematics)
6. Certain programs have prerequisite course requirements. In addition to published program requirements, the college reserves the right to identify and require specific prerequisites before allowing students into certain courses. The identification of prerequisite requirements will be through normal test results and/or transcript evaluation.
7. Students requesting approval for certification of VA educational benefits must provide copies of form DD214 for evaluation of military experience.
8. Disposition of Applications for Admissions Files. Generally, the staff will destroy incomplete applications and applications for students not enrolling after 1 year.



**9. PROGRAM PREREQUISITES**

	HIGH SCHOOL COURSES*				DEPARTMENTAL INFORMATION SESSION**	MEDICAL EXAM***
	ALG. I	ALG. II	BIOLOGY	CHEMISTRY		
Accounting	X	X				
Associate Degree Nursing	X		X	X	X	X
Architectural Technology	X	X				
Civil Engineering Technology	X	X				
College Transfer (Associate in Arts or Associate in Science)	X	X				
Computer Programming	X	X				
Dental Assisting	X		X		X	X
Dental Hygiene	X		X	X	X	X
Electronics Engineering Tech.	X	X				
Emergency Medical Science	X		X		X	X
Funeral Service Education						X
General Education	X	X				
Industrial Management Technology	X	X				
Information Systems	X	X				
Information Systems/Network Administration & Support	X	X				
Machining Technology	X					
Nuclear Medicine Technology	X	X	X	X	X	X
Paralegal Technology					X	
Pharmacy Technology	X		X		X	X
Physical Therapist Assistant	X	X	X	X	X	X
Phlebotomy					X	X
Practical Nursing	X		X	X	X	X
Radiography	X	X	X	X	X	X
Respiratory Care	X		X	X	X	X
Speech-Language Path. Asst.	X		X		X	X
Surgical Technology (Degree)	X		X		X	X
Surgical Technology (Diploma)	X		X		X	X
Surveying Technology	X	X				

\* Grade of "C" or better

\*\* Qualified applicants will be scheduled for a departmental information session or interview

\*\*\* Approved students must provide a completed medical examination form.

### 10. Communicable Disease Policy

Under the FTCC Communicable Disease Policy, students who enter a health program or other program with potential exposure to blood or other body fluids will be required to have begun or completed all immunizations as specified in the pre-entrance medical record prior to admission. Those students who do not receive immunizations could jeopardize their ability to fulfill clinical requirements. The prospective student will also be required to sign a statement releasing FTCC from any liability related to the failure to have the immunizations.

### 11. Health Programs Area Admission Requirements

Priority consideration for admission to health programs will be given to individuals completing the following by January 30. *Applications received after this date will be considered based on space availability.*

- a. Submit a completed "Application for Admissions" to the Admissions Office.
- b. Request official transcripts be sent to the Admissions Office from high school and each college previously attended. It is the responsibility of the applicant to ensure the transcripts are received by the Admissions Office before the deadline.
- c. Complete all program prerequisites.\*
- d. Complete the entrance assessment with the required minimum scores, or achieve a grade of "C" or better in all recommended developmental courses. Developmental courses may be attempted only twice to satisfy the prerequisite requirements.\*\* Exceptions may be approved by the appropriate health program chairperson.

\* Courses taken after high school to satisfy prerequisite requirements for health programs may be attempted only twice.

\*\* The current admissions policy allows for certain exemptions from taking the entry assessment. (See "Entry Assessments")

All applicants satisfying the above requirements must complete a departmental information session, which will be scheduled by the College.

All applicants completing the departmental information session will be notified of their status by letter on or about May 1, whether selected or not.

### Selection Criteria

Applications will be ranked and selected on a competitive basis. The number of points awarded in the following areas will determine ranking:

- a. Grade points based on previously completed course credits applicable to the program. A minimum grade point average (GPA) of 2.5 is required on all previously completed related course work for Associate Degree Nursing, Dental Hygiene, Emergency Medical Science, Nuclear Medicine Technology, Physical Therapist Assistant, Radiography, Respiratory Care, Speech Language Pathology Assistant and Surgical Technology. A minimum GPA of 2.0 is required on all previously completed course work for all other health-related programs. A cumulative GPA of 2.0 on all courses is required.

Note: Previously completed science courses must have been satisfactorily completed with a grade of "C" or better *within five years of entry in a health program*. These courses may be attempted only twice. The appropriate health department chairperson may approve exceptions.

OR

- b. For current high school seniors, grade points for Algebra, Biology, Chemistry, and Sociology or Psychology courses will be awarded based on their unweighted GPA at the end of the first semester of the senior year. A crosswalk or "GPA scale" based on the GPA range for each program will be used.
- c. Participation in a departmental information session is required. A maximum of 15 points may be awarded.

Applicants selected for admission will be notified by letter from the Admissions Office on or about May 1.

NOTE: An applicant applying for more than one program must indicate his or her order of preference on the application. Upon approval for admission to a program, an applicant's name will be removed from the applicant pool for all other programs. Applicants not selected for admission and those processed after published deadlines may reapply for the following year and be considered with all other applicants for the next class.

### 10. ADN Advanced Placement Option

Licensed Practical Nurses may be granted advanced placement into the Associate Degree Nursing Program under the conditions set forth below. Candidates will be admitted based on space availability. The criteria for advanced placement include the following:

- a. Have a current unrestricted LPN license.
- b. Meet the requirements for admission into the FTCC's ADN Program.
- c. Complete all first year related courses for ADN with an

overall GPA of 2.50 or better. A grade of "C" or better is required in related courses.

- d. Pass the National League for Nursing Mobility Profile I within two opportunities. Failure to pass the Mobility Profile I automatically excludes the applicant from advanced placement into the second year of the ADN program.
- e. Applicants who pass the Foundations of Nursing and Pediatrics but not Nursing Care During Childbearing, may start the program during NUR 120 if space is available.
- f. Attend an interview with the chairperson of the nursing department.
- g. The score on the NLN Mobility Profile Test and the overall GPA will be used for selection.
- h. Prior to beginning the second year courses, candidates must successfully complete NUR 189, Nursing Transition. NUR 189 will facilitate the LPN's transition of the role of the registered nurse and will focus on professional issues, role of the registered nurse, application of the nursing process, and evaluation of nursing skills in the nursing laboratory.

The following nursing skills must be passed with 100 percent mastery:

- a. Vital signs (temperature, pulse, respiration, and blood pressure).
- b. Urinary catheterization.
- c. Charting (standard and problem oriented medical records).
- d. Medications (oral and parenteral).
- e. Intravenous management.
- f. Sterile dressing change.
- g. Sterile gloving.

## **ADMISSION OF INTERNATIONAL STUDENTS**

International applicants who apply from outside the United States and have not previously attended an American college or university will be processed as entering freshman. If you are a qualified applicant who wishes to attend the College, please apply by sending your request to:

Director of Admissions  
Fayetteville Technical Community College  
P.O. Box 35236  
Fayetteville, NC 28303-0236 USA

Applicants are responsible for requesting that the school principal or headmaster send official copies of high school (secondary) transcripts directly to FTCC. If applicants have attended an American or Foreign college/university, applicants must have an official transcript sent directly from that college or university.

### ***Student Visa Applicants***

International applicants holding an F-1 or M-1 Visa are ONLY admitted to begin their studies for the Fall semester. All paper work must be completed no later than March 1 of the year you plan to begin classes at Fayetteville Technical Community College. Applications will not be considered until all of the following items have been received:

- FTCC Application
- Preliminary Application (Form A)
- Completed financial certificate (Form B)
- Test of English as a Foreign Language (TOEFL) results (Only official scores sent from Princeton, New Jersey are acceptable)
- Official high school (secondary) transcript
- Official college or university transcripts, if applicable
- Completed Pre-entrance Medical Record
- Deposit of 5,000 US Dollars in your FTCC Student Account

### ***Getting a Student Visa (F-1 or M-1)***

In order to apply for a F-1 or M-1 (student visa), applicants must first apply and be admitted to a school in the U.S. After admission to Fayetteville Technical Community College (FTCC), a Form I-20, which authorizes your study period, will be issued. A \$100 Student and Exchange Visitor Information System (SEVIS) I-20 fee must be paid. The Form I-20 must be submitted to the U.S. Consulate in the applicant's country to apply for a visa. To obtain a non-immigrant, student visa, applicants must be able to prove the following:

- That they have strong ties to their home country by demonstrating their intention to return home (in other words, applicants do not plan to immigrate permanently to the U.S.)
- That they have sufficient funds to pay for their financial

needs while studying in the U.S., including tuition, health insurance, housing, travel expenses, etc.

- That they have legitimate intentions to study full time and gain education and training which will be useful in their home country. After receiving an F-1 or M1 Visa from the U.S. consulate, applicants are eligible to come to the U.S. and “apply” for entry. An Immigration Inspector at the border (usually the airport) will decide if applicants may enter by looking for proof of the above criteria once again. Therefore, applicants may be asked to show financial documentation again, or to prove study plans. Applicants must show their I-20.

### **English Proficiency**

Proficiency in the use of the English Language and past academic record will be important factors in the admission decision. The Test of English as a Foreign Language (TOEFL) is required of all foreign applicants. To obtain materials and information regarding the TOEFL, write to:

Test of English as a Foreign Language  
Box 899

Princeton, New Jersey 08540 USA

Please specify code number 5208 when requesting TOEFL scores to be reported to Fayetteville Technical Community College.

### **Financial Information**

As part of the admission process to Fayetteville Technical Community College and before F-1 or M-1 Visa approval is granted, applicants must show evidence of official financial support (Form B) for each year of study in the United States. The college cannot provide financial aid to students applying from other nations. Applicants must certify their financial support.

Many international students receive financial help from sources outside the United States. Therefore, it is suggested that applicants consult the excellent publications about study abroad, which may be available through local educational institutions or the United States Consulate. Applicants should also investigate financial assistance that may be available through their government or home university.

Fayetteville Technical Community College is tax supported by the people of North Carolina. Legal residents of North Carolina and the United States are given preference in the admission process. Therefore, applications of international students are accepted only on a space availability basis.

### **Employment**

On-campus. F-1 and M-1 students are allowed to work part-time on the campus of the school they are attending (and whose I-20 they have). They may work up to 20 hours per week while attending full-time classes. They can work full-

time during summer vacations and between terms, provided they continue at that school the following term.

Off-campus. Students holding F-1 or M-1 Visas are not authorized to work except under extraordinary circumstances. There are two ways to get permission for off-campus work: practical training and severe economic hardship. The United States Immigration Services must grant permission.

### **Period of Authorized Stay**

Admission to the U.S. on an F-1 or M-1 Visa is for “duration of status” (D/S). This is the time estimated for program completion. During that time, students are required to make satisfactory progress each term, keep a current passport that is valid for at least six months into the future, and maintain a valid I-20.

### **Housing**

Fayetteville Technical Community College serves entirely a commuting student body. Housing is not available on campus. International students must seek housing in the community and commute daily by public transportation. Arrangements for housing must be made between the landlord and the student.

### **Transportation**

International students must provide their own transportation or use public transportation to travel between the campus and their housing accommodations.

### **Full-time Requirement**

International students holding an F-1 or M-1 Visa must enroll as a full-time student. College students must pass a minimum of 12 credits per term. The student should make satisfactory progress in their approved program each term. Otherwise, the continuation of study on a student visa may be jeopardized and the Form I-20 rescinded.

### **Non-Student Visa and Resident Alien Applicants**

Foreign applicants holding either (a) a visa other than an F-1 or M-1 or (b) a Resident Alien card may be admitted on a rolling basis. Your application will not be considered until all of the following items have been received:

- FTCC Application
- Presentation of either a valid Passport & Visa or a Resident Alien Card
- FTCC Entrance Assessment Results
- Official high school (secondary) transcript
- Official college or university transcripts, if applicable

NOTE: People who hold a visitor’s visa (B-1) are NOT eligible to enroll in FTCC’s college-level classes.

## **ADMISSION OF SPECIAL CREDIT STUDENTS**

Special credit (non-matriculating) students may take 16 semester hours prior to taking the placement assessment. Special credit students must comply with the regular Admissions policy when they decide to pursue a degree, certificate, or diploma.

## **ADMISSION OF TRANSFER STUDENTS**

Students who have attempted course work at other colleges and universities must submit official transcripts of all post-secondary work. Major courses with technical/skill content have time limitations in terms of their relevance to the curriculum program and to the occupational field. Courses in the technical or major area taken more than seven years prior to the current semester, either at other institutions or at FTCC, may not be considered for transfer purposes. Some technology-based programs may have stricter limitations on the transfer of grades, depending on changes in technology and competencies required for jobs in the field. The final decision of the acceptance of transfer credit for major courses will be made by the Department Chairperson. Transcripts will be reviewed during the admissions process and transfer credit awarded according to the following criteria:

1. Prior course work must be equivalent to FTCC courses required in the degree or diploma program being sought.
2. Course work must have been completed at a regionally association accredited college (i.e., Southern Association of Colleges and Schools or regional counterpart) or an institution holding professional area accreditation status (ABET, ABA, ADA, AMA, etc.).
3. Course work must have been completed with a grade of "C" or better.
4. Transfer students must complete a minimum of 25 percent of resident credit at FTCC to be eligible to receive an associate degree or diploma.
5. A record of transfer credit awarded is available on the FTCC student educational plan provided at the time of approval. Official FTCC transcripts will not be provided until the student has completed the first term of enrollment at the college.

## **INTERCURRICULAR TRANSFER OF CREDITS**

Students who change curriculums may be awarded transfer credit for applicable courses taken and passed in the previous curriculum. All credits considered must be applicable to the instructional field and approved by the Department Chair or appropriate Academic Dean.

## **CREDIT FOR NON-TRADITIONAL LEARNING**

FTCC will evaluate non-traditional educational records for the possible transfer of credits. Full documentation must be provided before an evaluation can be made. Transfer of credit for non-traditional work is limited to no more than 75 percent of the AAS degree or diploma requirements.

### *1. Advanced Placement Examinations*

Applicants to the college may request transfer credit for subjects covered under advanced placement examinations. CLEP and DANTES General Exams and Subject Area Exams are evaluated for transfer credit. Test scores must meet ACE (American Council on Education) recommendations. Advanced credit awarded at prior colleges must be supported by official test score reports to be considered for transfer credit.

### *2. Military Service Training*

Military service school records may be submitted for transfer credit evaluations. The service member is encouraged to submit a "Request for Evaluation of Military Experience" (form DD295) or the AARTS (Army/ACE Registry System) transcripts for evaluation purposes. Service school diplomas and MOS (Military Occupational Specialty) Evaluation Score Reports are acceptable in lieu of the AARTS Transcript. Military service experiences are evaluated using ACE Guide recommendations.

### *3. Independent Study*

Independent Study may be conducted through (1) regularly scheduled TV transmissions/cable educational programming and/or (2) modem-based instruction.

A student who wishes to enroll in an approved Independent Study course(s) must: (1) be an approved curriculum student, (2) have a cumulative grade point average of 2.00 or higher, (3) need the requested course for graduation, and (4) submit a "Request for Independent Study" to the office of the appropriate Academic Area Dean.

Students participating in Independent Study course work will be evaluated by the assigned faculty in accordance with established grading policies. Students will be

required to maintain satisfactory progress and to maintain regular contact with the instructor. Students who withdraw or otherwise fail to complete an independent study course within the scheduled term will be dropped as of the last date of contact with the instructor.

A list of courses approved for independent study through television programming is printed in the current class Schedule(s).

#### 4. *Industrial and Professional Training*

FTCC will consider the evaluation of credit for documented professional training and certification. Transfer of credits is considered using *The National Guide to Educational Credit for Training Programs*.

#### 5. *Experiential Learning*

FTCC does not consider experiential or life experiences for transfer credit evaluation.

#### 6. *Proficiency Tests*

FTCC students who plan to challenge a curriculum level course must contact the department chairperson of the appropriate department to request a proficiency examination. Proficiency tests are given under the following conditions.

- a. Students who have passed a preliminary screening test given by the department chairperson may take a proficiency exam.
- b. Students must be registered for the course in order to take a proficiency exam.
- c. Proficiency exams must be taken within the first four class days of the term.
- d. Students who pass a proficiency exam at the "C" grade level or above will be assigned a "P" grade and will not be required to attend further class sessions.
- e. Veteran students and other third party recipients may not use courses passed by proficiency for the purposes of educational entitlement. Students who pass a proficiency test are encouraged to add additional curriculum courses in order to maintain full-time status.

\*CLEP examinations will be the required proficiency test where available. Students will be referred to area CLEP examination sites for testing when appropriate.

#### 7. *Tech Prep Advanced Placement*

Cumberland County high school graduates who participated in the Tech Prep Program may be awarded proficiency credit based upon the recommendations of the Cumberland County Tech Prep Curriculum Development Committee.

#### 8. *SOCAD*

Fayetteville Technical Community College is a Serviceman's Opportunity College (SOC) and supports the concept that military personnel should be encouraged to begin their post-secondary education while serving their country. FTCC also participates in the SOCAD network with many degree programs available. For further information on SOC/SOCAD policies, contact the FTCC Ft. Bragg Office, 497-8893.

### RE-ADMISSION OF FORMER STUDENTS

Any student who withdraws from the College and wishes to return must contact the Admissions Office to reactivate his/her application for admission.

1. A student who withdrew for unavoidable reasons may be eligible for re-admission at the beginning of the next term.
2. A student who was suspended for unsatisfactory academic progress is required to re-apply for re-entrance through the Director of Admissions. He or she must complete the Admissions Application and the Appeal of Suspension Form. Re-admissions decisions will then be based upon a review of previous grades, consultation with instructors and Department Chairpersons involved, additional achievement and/or interest testing, and interviews to determine the reasons for unsatisfactory progress. In cases where the probable causes of unsatisfactory progress while previously enrolled have not been removed, re-entry to curricular studies may be denied or re-entry approved under specific conditions which can include change of curriculum, remedial course work, and probationary status.
3. A student who was dismissed from the College by disciplinary action may re-enter only upon approval by the Program Area Dean.
4. A student who withdraws from the institution and re-enters at a later term, including students who have completed at least one or more terms, will be subject to curricular requirements in effect at the time of re-entry.
5. Any student indebted to the College is ineligible to re-enter until all financial obligations to the institution have been satisfied.

### NEW STUDENT ORIENTATION

All students who are admitted to an academic program at Fayetteville Technical Community College are required to attend an orientation session. The purpose of this session is to review the regulations, policies and privileges of the College.

## FINANCIAL INFORMATION

### COLLEGE EXPENSES

Tuition and fees are assessed on a semester basis and are due at registration. Payments may be made by cash, personal check, VISA or MasterCard. Second party checks, counter checks, checks without printed name and address, and checks in excess of actual costs are not accepted. A student is not considered as registered until fees are paid.

Estimated costs\* for an academic year (9 months) are shown below. Estimates are based on the 2004-2005 tuition costs and a course load of 16 credit hours. A student is considered full-time if he/she is taking 12 or more credit hours.

All students will be charged a student support services fee.

In-State Tuition: \* \$608.00 per term or \$1,216 (2 terms)

Under 16 hours: \*\$38.00 per credit hour

Out-of-State Tuition: \*\$3,376.00 per semester or \$6,752.00  
(2 terms)

Under 16 hours: \*211.00 per credit hour

Books (Estimated): \$550.00 per term

*\*Estimates exclude board and room, child care, and transportation costs, if any.*

#### Other fees:

1. Additional expenses required to cover uniforms, instruments, tools, malpractice insurance, and dues to student associations are detailed in the departmental information brochures.
2. Parking stickers are issued upon payment of tuition and fees. Students are held responsible for all parking regulations as stated in the Rules and Regulations Bulletin, available at the FTCC Security Office, Tony Rand Student Center, Room 132.
3. All students are charged a student support services fee of \$14.00 for fall and spring semesters and \$10.00 for summer term. This fee covers the cost of student accident insurance, health services, student government activities, and other student-related activities.
4. All prospective graduates will be charged a graduation fee of \$25.00. There is a fee of \$10 for each additional program area.
5. A replacement fee of \$5.00 will be charged for lost or stolen ID cards.
6. The technology fee is \$16.00 per semester for fall, spring, and summer terms. This fee supports the cost of software, hardware, and lab support.

**Tuition and fees may change because of legislative or institutional policy subsequent to publication of the Catalog.**

### RESIDENCY CLASSIFICATION FOR TUITION PURPOSES

Every applicant is required to provide information regarding his or her length of residency in North Carolina. The tuition charge for legal residents of North Carolina is less than the tuition charge for non-residents attending Fayetteville Technical Community College. To qualify for in-state tuition, a legal resident must have maintained his or her domicile in North Carolina for at least twelve months prior to his or her classification as a resident for tuition purposes. Copies of the applicable law (G.S. 116-143.1) and implementing regulation are available in the Admissions Office. Initial classification of residency for tuition purposes is made in the Admissions Office. Appeals and requests for re-classification should be addressed to the Director of Admissions.

#### ***Responsibilities of the Student Relative to Residency Classification***

1. If you currently are classified as a nonresident for tuition purposes, it is your right to petition for a change in classification to that of resident if you claim that you are now and, for at least the twelve-month period immediately preceding the date of such petition, have been a legal resident of the State of North Carolina. The fact that you have resided in the state for twelve months does not in itself constitute in-state residency. You must be able to show proof that you have indeed taken steps to become a legal resident. Examples are: filing income tax in North Carolina, registering to vote, listing personal property taxes, automobile registration, etc.
2. If you currently are classified as a resident for tuition purposes, it is your obligation to petition for a change in classification to that of a nonresident if you have reasonable basis for believing that change in facts requires such a change in classification. Failure to fulfill this obligation may result in appropriate disciplinary action including, but not necessarily limited to, cancellation of enrollment. If it is determined that, in fact, you have become a nonresident, the effective date of change in applicable tuition rates shall be the next term following the date of change in facts which required the change in classification, unless you are deemed eligible to further enjoy the in-state tuition rate under the statutory twelve-month grace period. If you claim eligibility as a member of the Armed Forces or a dependent relative of such a member to be charged the in-state tuition rate under G.S. 116-143.3, you must submit the

appropriate application prior to initial enrollment or re-enrollment for which you claim the tuition benefit. You must submit the application prior to each successive academic year of enrollment.

3. North Carolina laws require that each student supply all information requested relative to residency classification for tuition purposes. Failure to do so would result in classification as a nonresident for tuition purposes.

## REFUND POLICIES

### 1. Tuition Refunds

A 75 percent refund may be made upon request of the student if he/she officially withdraws from the class(es) prior to or on the official 10 percent date of classes or the 10 percent date of the term if the student officially withdraws from the College. The student support services fee is not refunded with the 75 percent tuition refund. To comply with applicable federal regulations regarding refunds to individuals or groups, federal regulations will supersede the state refund regulations stated in this rule. (*See Financial Aid Recipients*).

### 2. Financial Aid Recipients – **BEWARE!**

A new refund policy (Return to Title IV) became effective in the 2000-2001 academic year. This policy affects any student who withdraws from all classes prior to completing 60% of the enrollment period and has any Title IV aid (i.e., Pell, SEOG, Stafford Loan). To withdraw prior to completing 60% of classes results in “unearned monies” and may require the student to repay a portion of any funds received by check and/or charges for tuition, fees, or books.

If a student is contemplating withdrawal, it would be to his or her advantage to visit the College’s Financial Aid Office and review the policy on student financial responsibility.

A withdrawal date is determined as follows:\*

- a. The date the student actually starts the process to withdraw from class
- b. The midpoint of the enrollment period if the student ceases attending classes without official notification.

\*Title IV aid is earned by the following calculation:

- a.  $\frac{\# \text{ days completed}}{\text{Total } \# \text{ days in term}} = \% \text{ of term completed}$
- b.  $\% \text{ of term} * \text{ Title IV aid awarded} = \text{earned Title IV aid}$

Unearned monies is Title IV aid awarded less earned Title IV aid. All aid is considered earned at 61% of the enrollment period.

Students will be required to repay any unearned dollars to the Department of Education and/or FTCC. Notification of amounts due will be mailed upon notification of withdrawal and completion of calculation.

Examples of how refunds will affect your financial aid may be reviewed in the Financial Aid Office.

Any monies that FTCC must return on your behalf as unearned monies will become a debt of the student to the college.

All withdrawals must be in writing and processed through your instructors and the Registrar’s Office.

\*Calculation based on Federal Regulations: 34 CFR 668.22

### 3. *Bookstore Refunds*

Bookstore refunds are made under the following conditions:

- a. Students are allowed ten (10) calendar days beginning with the first day of the term to return textbooks for refund or credit.
- b. Books which have not been used, damaged, or marked in will be accepted for 100 percent refund or credit toward the purchase of additional items. Proof of purchase (cash register receipt) must be shown.
- c. All refunds will be made by check mailed to the individual student. No cash refunds will be made.

## TUITION WAIVERS

1. Senior citizens aged 65 or over are entitled to free tuition.
2. High school students enrolled in a community college curriculum class under Huskins Bill Programs or concurrent enrollment provisions are exempt from tuition.
3. When an employer, other than the armed services, pays tuition for an employee to attend a community college and when the employee works at a North Carolina business location, the employer is charged the in-state tuition rate.
4. As long as there is no break in enrollment, out-of-state service members and their dependents stationed at a North Carolina base are eligible to be charged the in-state tuition rate. This waiver is for the academic year. Continuing students must re-apply each fall term.
5. Certain out-of-state students, who are members of families that were transferred to North Carolina by businesses or industries or civilian families transferred to this state by employment, may be eligible for in-state tuition rates.

## FINANCIAL AID

Fayetteville Technical Community College operates with the assumption that no student should be denied a college education due to lack of financial resources. As far as possible, students are aided in meeting college costs through careful planning and various forms of financial aid and other third-



party support.

The Financial Aid Office at FTCC administers the various Title IV financial aid programs under policies established by the College and guidelines provided by the U.S. Department of Education. The College Financial Aid and Scholarship Committee recommends policy changes and awards a variety of scholarships.

Financial aid at Fayetteville Technical Community College is offered to all students enrolled in eligible curricula who meet eligibility requirements. Most aid is granted on the basis of need rather than scholastic ability. The Financial Aid Office utilizes the Free Application for Federal Student Aid (FAFSA) to analyze applicant data and determine student eligibility for financial aid.

All applicants and FTCC students are urged to apply for financial aid. The FAFSA application package is available in the FTCC Financial Aid Office and should be completed as early as possible. Applicants are urged to read the directions carefully and fill out the form completely and accurately. The FAFSA form covers all forms of financial aid offered at the college with the exception of scholarships.

Various resources are available through the Financial Aid Office located in Room 130 of the Tony Rand Student Center or on our website at [www.faytechcc.edu](http://www.faytechcc.edu).

## STUDENT INSURANCE

All students, either full- or part-time, who are charged a student fee are covered by a master student accident insurance plan carried by the College. Students are insured while attending school during the hours that school is in regular session or participating in or attending an activity (other than an athletic activity) exclusively sponsored and supervised by the College, and traveling directly to or from such activity (other than an athletic activity) in a vehicle furnished and supervised by the College.

Students participating in athletic activities which are a part of their regularly scheduled instruction are covered by this insurance. Students participating in organized intramural sports are also covered.

The student accident insurance plan does not guarantee payment of all medical costs, and the student is responsible for the payment of all costs in excess of those paid by the insurance policy. A copy of the student accident insurance plan for the College is available in the Health Services Office.



## CAMPUS LIFE

### STUDENT GOVERNMENT ASSOCIATION

The Student Government Association represents the student body in institutional affairs at Fayetteville Technical Community College. Members of the Student Government Association are assigned to serve as members of an institutional standing committee. The president of the Student Government Association serves on the FTCC Steering Committee. The president, as head of the student body, also serves as an ex-officio member of the FTCC Board of Trustees. Student Government information, activities, and newsletters are posted on the FTCC website at [www.faytechcc.edu](http://www.faytechcc.edu).

### STUDENT ACTIVITIES

Student activities are an integral part of the total development of students at Fayetteville Technical Community College. Through participation in these activities, students receive practical experience in the responsibility of citizenship. All students are encouraged to participate. Intramurals, club membership, educational, cultural, and social events are provided. Activities are open to all students without regard to race, color, national origin, religion, sex, age, handicap or political affiliation.

The Alumni Association of Fayetteville Technical Community College was officially founded in November 1984. The purpose of the organization is to foster a mutually beneficial relationship between the College and its graduates.

Each member enjoys the benefits of continued use of campus resources such as the library and job placement, the receipt of a newsletter, and involvement in cultural and social activities on campus. There is a \$10 membership fee.

The activities and growth of the Alumni Association are guided by a 12-member Board of Directors who are elected from within the membership.

The members of the Alumni Association are dedicated to advancing the growth and development of their alma mater, and to helping each other become better, more productive people. They share a pride in the past with a focus on the future.

### PUBLISHING GUIDELINES FOR STUDENT PUBLICATIONS

1. The purpose of any student publication is to keep the FTCC students informed of issues, interests, and events related to campus and academic life.
2. Student organizations seeking to publish a newsletter must discuss the goals and purpose of the publication with the Vice President for Institutional Advancement and the Student Activities Director. Approval of the publication may then be given by the Vice President and the Student Activities Director.
3. Student publications may not necessarily reflect the view or opinions of the staff and faculty at the College but must be fair and accurate.
4. All submissions must include the author's name, address, and phone number.
5. No material which defames or insults any individual or group can be published. Opinions, editorials, or viewpoints must be clearly labeled. Material that is obscene, libelous, insensitive, or disruptive will not be published.
6. The decision regarding what will be published rests with the editor of a given publication. If a situation arises when the editor's decision is questioned by the Vice President of Institutional Advancement or the Students Activities Director, an Editorial Review Board will be convened. The Editorial Review Board will consist of the Editor, the Vice President of Institutional Advancement, the Student Activities Director, the Faculty Advisor and one other student from the appropriate group.
7. Student publications may not solicit advertisements.
8. All student publications must include a nondiscrimination statement.

## STUDENT SERVICES INFORMATION

### STUDENT SERVICES OFFICES

The Office of Student Services at Fayetteville Technical Community College, located in the Tony Rand Student Center, is responsible for the following functions:

1. Admissions
2. Career Counseling and Development
3. Counseling
4. Financial Aid
5. Fort Bragg, Pope Air Force Base and Spring Lake Center Student Services
6. Graduate Job Placement
7. Health Service
8. New Student Orientation
9. Placement and Cooperative Education
9. Recruitment
10. Registration
11. Special Population Services
12. Student Activities
13. Testing
14. Veterans' Services

All offices are open to assist students each day, Monday through Friday. Evening office hours are maintained as follows:

#### Admissions

8:00 a.m. to 7:00 p.m., Monday – Thursday\*  
8:00 a.m. to 6:00 p.m., Friday\*

#### Career Center

8:00 a.m. to 7:00 p.m., Thursday

#### Counseling Services

8:00 a.m. to 7:00 p.m., Monday – Thursday\*  
8:00 a.m. to 6:00 p.m., Friday\*

#### Financial Aid

8:00 a.m. to 6:00 p.m., Monday

#### Fort Bragg Student Services\*

8:00 a.m. to 5:00 p.m., Monday – Friday

#### Pope AFB Student Services\*

8:00 a.m. to 4:00 p.m., Monday – Thursday  
8:00 a.m. to 12:00 noon, Friday

\* Evening hours are scheduled as needed to assist students with registration and other services.

#### Registration and Records

8:00 a.m. to 7:00 p.m., Monday – Thursday

#### Special Populations

8:00 a.m. to 7:00 p.m., Monday

#### Spring Lake Campus

8:00 a.m. to 6:00 p.m., Monday – Thursday

#### Testing

8:00 a.m. to 5:00 p.m., Tuesday, Thursday, and Friday  
8:00 a.m. to 7:00 p.m., Monday and Wednesday

#### Veterans Services Office

8:00 a.m. to 6:00 p.m., Monday

\* Students/visitors must check in one hour before closing.

These services are provided to assist students in achieving their educational goals as quickly as possible. Therefore, students, faculty, and staff who need assistance should feel free to contact staff personnel.

### CAREER DEVELOPMENT

Assistance with the development of realistic career goals and plans is available through the Career Center. Through the Career Center an individual can talk with a trained counselor and work jointly in solving problems associated with career choices, daily choices, and educational planning. The Career Center offers information on career-related topics, including job descriptions, duties, working environments, earnings, minimum entry skills, and the education and training required for entry into the job market. Special testing, including aptitude and achievement tests, is utilized to aid the career development process. Career Center services are available to students, staff and faculty, and members of the community. Visit our website at [www.faytechcc.edu](http://www.faytechcc.edu) for further information and assistance.

### COOPERATIVE EDUCATION

Cooperative Education offers an extension and application of classroom instruction through a supervised work experience that is related to the student's educational goals. It is an educational plan designed to use the "laboratories of the community" in business, industry, and civic agencies to the best advantage of the students, the college, and the employers.

The principle of this concept is that classroom instruction along with practical experience is the most effective way to obtain a balanced education. The program is designed to provide the necessary tools to prepare the student for the transition from school to work.

## **COUNSELING SERVICES**

The counseling staff, located in the Tony Rand Student Center, is available to assist all students with career plans, personal concerns, or educational counseling. Counselors are available evenings and through telephone and Internet access for evening, off-campus, and distance learning students. They are available Monday through Thursday, from 8:00 a.m. to 7:00 p.m. and Friday 8:00 a.m. to 6:00 p.m. Students are seen on a walk-in basis, or appointments may be made in person or by calling 678-8419.

### **Staff**

The counseling staff is composed of professionals with extensive training and competencies in counseling and guidance. They are experienced in assisting students in developing skills and attitudes needed to deal effectively with their surroundings. Responsibilities of counseling are shared equally between counselor and student, and the counselor respects the ability of the individual to make realistic choices among options presented.

### **Counseling Services**

*Admissions Counseling:* Counselors interpret test data, review transcripts, make course recommendations, and assist students in viewing alternatives as they prepare to enter Fayetteville Technical Community College. This process may involve career counseling. In such cases, counselors assist students in making a thorough self-appraisal of interests, abilities, and personality traits so that they may utilize this information in making a wise career choice. Additional career/vocational counseling services are available through the Career Center, Room 113, Student Center.

*Educational Counseling:* Students who are uncertain regarding their major course of study or who are experiencing academic difficulty are aided in making more meaningful academic choices.

*Personal Counseling:* Many students have personal concerns which may interfere with their academic success. The counseling staff provides an atmosphere in which students may discuss problems with the assurance that all counseling information is confidential and would be released only with the student's written consent.

*Group Counseling:* Counseling Services provides a variety of small group experiences ranging from personal growth groups, to study skills groups, to career decision-making

workshops. Students who wish to improve communication or interpersonal skills may participate in growth groups where they can experiment with new types of behavior in a safe and accepting environment. For those students experiencing academic difficulty, study skills groups provide instruction and supervised activity designed to improve study skills and habits. Students can gain insight regarding their interests, abilities, and decision-making styles, as well as the world of work, while participating in career decision-making workshops.

*Referrals:* Those students with long-term counseling needs or serious problems, such as personality disorders which require special treatment, are referred to appropriate agencies.

*On-line Counseling:* Students may receive most counseling services at home. They may connect to the Internet and access the following URL: <http://www.faytechcc.edu/stuserv/counseling/online.htm>. Students can enter their request and expect a reply within 24-48 hours. This service does not include personal counseling.

## **CURRICULUM REGISTRATION AND RECORDS**

The Curriculum Registration and Records office is responsible for all student and prospective student academic records at Fayetteville Technical Community College.

The office is located in Room 114 of the Tony Rand Student center. The staff is a caring group of people who are here to assist students with registration, drop-add, name and address changes, and requests for copies of their FTCC academic transcript. Access to student records is governed by the Family Educational Rights and Privacy act (FERPA).

## **FACULTY ADVISEMENT**

The Faculty Advisory System at Fayetteville Technical Community College is an integral part of the instructional and student development programs of the college. There are two (2) primary components of faculty advising. They are developmental and prescriptive advising. Effective advisors master both. Developmental advising includes: projecting enthusiasm for the role as advisor; responding to non-verbal communication; providing a caring and personal relationship by exhibiting a positive attitude toward advisees and their concerns; planning a reasonable schedule; assisting with academic problems, including study habits, appropriate course load, and career objectives; and referring advisees to special services and/or counseling as needed.

Prescriptive advising includes: possessing and effectively providing accurate information about FTCC's policies, procedures, resources, and academic programs; placing emphasis on the students' academic development and their progress toward fulfilling the requirements of their Educational Plan;

assisting with student scheduling and registration; reviewing with the advisee his or her Graduation Progress and Graduation Summary Report; providing timely feedback; and utilizing appropriate institutional technology and software.

### **FORT BRAGG, POPE AIR FORCE BASE AND SPRING LAKE CAMPUS STUDENT SERVICES**

The Fort Bragg, Pope Air Force Base and Spring Lake Campus Student Services offices provide full-service, one-stop, quality customer service to the College's Military and civilian communities in a courteous and professional manner.

### **HEALTH SERVICES**

Health services at FTCC are handled by the Health Services Coordinator. Each shop and lab is equipped with first-aid kits. Basic first aid is available. Students are referred to an area health care facility when treatment is required. Health counseling is provided by a trained staff member. The Health Services Coordinator will act as a referral agent as necessary.

### **JOB PLACEMENT**

The Placement Office is available year round to assist graduates entering the job market. The Placement Office maintains placement records on students, initiates contacts with prospective employers, arranges and coordinates job interviews between students and employer representatives, and maintains current information on employment opportunities including salaries. Follow-up studies of FTCC graduates are conducted yearly in order to provide current information on graduate placement, including type of employment, geographic location, and salary scale.

### **LEARNING RESOURCES CENTER**

The Learning Resources Center contains a collection of carefully selected printed and nonprinted materials to support and enrich instruction. Components of the Learning Resources Center are the Library, the Learning Laboratory, and Media Services.

The Paul H. Thompson Library provides excellent facilities for study, research, browsing, self-improvement, and enjoyment. The Library houses over 60,000 volumes of books, subscribes to over 300 current magazines and newspapers as well as 10 electronic databases. Four of these online databases are Web-based and can be accessed from home. A password for each of these is easily available from the Library. Other Services available online include the automated catalog, a Virtual Reference Collection, and an "Ask a Librarian" link. The staff is always ready to assist students in the use of the automated cat-

alog and to assist them in finding information here or at other institutions through interlibrary loans.

### **LEARNING LAB/SKILLS LAB**

The Learning Lab at Fayetteville Technical Community College is primarily designed to provide enhanced educational opportunities to students enrolled in any of the college's college credit (curriculum) or developmental studies course.

Qualified Learning Lab instructors provide individualized instruction to students in a wide range of subjects, including English, mathematics, science, and business-related courses such as accounting. Instructors also guide students in the use of the many resources available in the Lab, including course-specific computer software, audio-visual aids, and printed materials such as instructor-developed "hand-outs," which are continually reviewed and revised to supplement current classroom instruction.

The Learning Lab is available free-of-charge to any student enrolled in any college credit course at FTCC. Individuals may also enroll in the Learning Lab as Continuing Education (non-college credit) students if they wish to:

- Study for and earn Teacher Renewal Credit/Continuing Education Units (CEUs) by enrolling in one of the 18 Teacher Renewal Courses currently offered in the Lab.
- Study to build their college-entrance and work-related skills by enrolling in the College/Job Ready Course.

Learning Lab instructors are available to assess students' needs, answer questions, and keep students on track with the materials and methods selected to help them. Assistance may include:

- the use of a videotape or an audiotape,
- the use of a worksheet ("handout") or textbook,
- the use of a computer program, and/or
- a Learning Lab instructor providing one-on-one or small group instructional assistance, and/or a combination of the above.

*(Continuing Education students enrolled in a Basic Skills course [e.g., Adult Basic Education, Adult High School Diploma, General Educational Development/GED, English as a Second Language, Compensatory Education, or Human Resources Development], should visit the Basic Skills Resource Center or the Workforce Preparedness Center, both of which are located in the Continuing Education Center on our main campus.)*

Media Services provides a qualified staff and excellent facilities to support the instructional programs with materials production and equipment. Equipment that circulates is controlled through Media Services. Students in need of assistance for class assignments, projects, or presentations should contact Media Services through an instructor.

The Learning Resources Center has a seating capacity of

over 300 with study arrangements to meet student needs. The Learning Resources Center strives to make available all types of media for enjoyment, enrichment, and instructional purposes for the student body, the faculty, the staff of Fayetteville Technical Community College, and the community.

## **STUDENTS WITH DISABILITIES**

The college recognizes its responsibility under Section 504 of the Rehabilitation Act of 1973 to provide equal access to education for students with disabilities. Support services are available to the hearing impaired, visually impaired, orthopedically handicapped, learning disabled, and other health impaired individuals. Please note the following:

1. Students who feel that they need accommodations due to a disability or handicap must complete a "Special Populations Student Intake" form indicating the nature of their disability.
2. Students who have identified themselves as having special needs may make a request for special accommodations to the Special Populations Counselor or the Director of Counseling Services. New students should make such requests at least 30 days prior to the beginning of their first term of enrollment at the College. Continuing students should communicate their needs to the Special Populations Counselor immediately upon the discovery of the need. Early communication of special needs provides the time needed to arrange for services and/or the procurement of equipment that may be needed by a student.
3. Students must arrange to provide supporting documentation upon request. Federal regulations obligate the student to provide information on identifying appropriate and effective auxiliary aids.
4. Each request will be evaluated by the Special Populations Counselor and/or the Director of Counseling, who will recommend any modifications to the educational plan that are essential to satisfactory completion of course requirements by the student according to the ADA guidelines.
5. The Special Populations Counselor and/or the Director of Counseling will provide the student with a "Disabled Student Enrollment" form which lists recommended services and/or accommodations. This document is to be used to inform college faculty and staff of authorized accommodations. For further information and assistance, contact the Special Populations Counselor.
2. The College may not make a unilateral decision regarding the existence of a disability or the accommodation that is necessary.
3. What is "reasonable" involves a detailed analysis of the specific circumstances of the case in question. Broad generalizations are not acceptable. An "individualized assessment" of the student's situation must be conducted.
4. The college is not required to provide specifically what the student requests. An alternative accommodation may be provided if it is effective.
5. The College does not have to provide accommodations that are not effective. The College has a right to refuse to provide auxiliary aids and services that do not in fact provide meaningful access.
6. The College must be given a reasonable amount of time to evaluate requests and to offer the necessary accommodations.
7. The College does not have to provide accommodations that will impose an "undue administrative or financial burden".
8. Challenges to student's requests must clearly involve substantive questions regarding the manifestations of the disability of the nature of the accommodations requested. Mere administrative expedience or philosophical differences of opinions cannot be used as a justification for denying reasonable accommodations.
9. Determining what is reasonable requires one to balance two important rights: the student's rights to be provided meaningful access and the College's right to protect the integrity of its programs and services.

## **STUDENT HOUSING**

Housing arrangements are the student's responsibility. As a member of the North Carolina Department of Community Colleges, FTCC does not provide student housing. Assistance is available in locating living arrangements in the community. Students in need of housing should contact the Student Activities Office in the Tony Rand Student Center. The college assumes no responsibility in any financial arrangement between the student and the landlord. Financial arrangements for rooms are on an individual basis between the student and the landlord.

## **THE CRIME AWARENESS AND CAMPUS SECURITY ACT OF 1990**

The Crime Awareness and Campus Security Act of 1990, requires all institutions of higher education that receive federal funding to collect all incidents of certain crimes that occur on- and off-campus and publish the data in an annual report

### ***Reasonable Accommodations***

The following are considered reasonable accommodations to be made for students with disabilities:

1. The process must be an interactive one involving "a reasonable reciprocal effort" on the part of both parties.

for review by all interested personnel. A copy of the *FTCC Annual Security Report* is maintained on file in the Campus Library and the Campus Safety and Security Office.

### **VETERANS SERVICES OFFICE**

The FTCC Veterans Services Office (VSO) serves as the interface for veterans and eligible family members seeking access to educational benefits provided by the Veterans Administration. As such, it is the responsibility of the VSO to provide counseling, clarification of VA regulations, and certification for pay to the appropriate Department of Veterans Administration office.



## ACADEMIC LIFE

### ACADEMIC POLICIES

#### **Credits**

1. All curricular students receive semester-hour credit for courses which they successfully complete.
2. The Board of Trustees of Fayetteville Technical Community College has been authorized by the North Carolina Board of Community Colleges to award the Associate in Arts, Associate in Science, Associate in Applied Science Degree, Associate Degree in General Education, the Diploma, and the Certificate upon successful completion of curricular requirements.
3. Fayetteville Technical Community College has structured its curricula, of both one and two years' duration, on a post-secondary level and grants credit on a semester-hour basis. Instruction in all curricula is post-secondary and requires students to be capable of study beyond the high school equivalency level for success. The curricula are designed on a semester-hour basis to include general education areas which require extra out-of-class preparation each term. Each class, lab, and shop session is of 50 minutes duration and requires a minimum of outside preparation of two hours for each classroom session, one hour for each lab session and additional outside preparation for shop sessions. Semester-hour credit is granted on a basis of one credit to three sessions of shop, one credit to two sessions of lab, and one credit to each classroom session of weekly attendance and one credit to ten hours of cooperative work experience or practicum.
4. Students with academic deficiencies who require remedial work as background preparation may enroll in developmental studies courses. Developmental studies courses carry credit hours for institutional accounting purposes only and are not counted as credit hours toward graduation in any of the curricula.

#### **Course Repeat Policy**

A student may repeat for credit or audit any curriculum course one time in an effort to earn a higher grade and/or to add to his/her mastery of course content. If a student petitions for another attempt through the appropriate Dean, a third and final attempt may be granted based on documented major extenuating circumstances. When a course is repeated, the last grade earned (A, B, C, D, F, and WF) will be counted in determining the hours earned and in determining the grade point average at Fayetteville Technical Community College. However, all grades will be recorded on the student's official transcript. Grades of withdrawal (W), withdrawal passing (WP)

and audit (AU) are not calculated in the GPA, but they will be considered as a repeat grade.

A student who earns a deficient grade ("D," "F" or "WF") in a required course two times must see a counselor. Specific program requirements for academic progress are outlined in the College catalog (i.e., Health occupations curriculums, Funeral Service Education, and Paralegal Technology).

The University of North Carolina System and other colleges or universities require that a student earn a grade of "C" or better in each transfer course completed. A student planning to transfer should realize that receiving institutions do not have consistent policies regarding grade forgiveness. Admissions personnel will review the transcripts of transfer applicants and may recompute grade point averages to include the grade originally assigned, or compute all grades assigned at Fayetteville Technical Community College.

*Note to students receiving VA assistance:* Two attempts will be the maximum allowed for counting a course as part of a student's credit hour load for determining eligibility. Veterans who wish to repeat courses, for which a passing grade (D or higher) has been earned, will not receive educational benefits for repeating those courses.

*Note to students receiving Title IV Financial Aid:* All attempted classes will be counted toward academic progress.

*Note to students interested in a health program:* Previously completed science courses must have been satisfactorily completed with a grade of "C" or better within five years of entry in a health program. These courses may be attempted only twice. The appropriate health department chairperson through the Dean of Health Programs may approve exceptions.

*Effective: Fall term 2001*

*Revised: February 2003*

#### **Course Repeat Procedures**

These procedures apply to all students who have taken curriculum courses at FTCC.

1. The request for course repeat must be initiated by the student and directed to the Registrar.
2. All requests must be initiated prior to the end of the final term of enrollment (i.e., at the end of the fall term if graduating at the end of the spring term).
3. Students applying for health programs must make the request prior to the January 30 deadline.
4. The "Course Repeat" form is available in the Registrar's office.

A student may petition in writing to the Associate Vice President for Curriculum Programs to have grades which are



at least seven years old forgiven.

The Vice President for Academic and Student Services must approve exceptions to this policy.

### **Classification of Students**

**Full-time student:** A student enrolled for 12 or more semester hours. (Summer semester: 9 credit hours)\*

**Part-time student:** A student enrolled for fewer than 12 semester hours. (Summer semester: fewer than 9 credit hours)\*

**Freshman:** A student who has fewer than the number of semester hours required for the first two terms in his or her major.

**Sophomore:** A student who has accumulated credits of 30 or more total credit hours in his or her major.

\* *Financial aid recipients registered during the summer semester will need 12 semester credit hours for full PELL awards. VA requirements may vary. See the VSO.*

### **Schedule Adjustments and Withdrawals**

- A. Students may add a class within the first five school days (three days for 8-week or 9-week terms) of any term if the class has not met.
- B. Once a student has duly enrolled in a class and paid the registration fee, the student shall maintain membership in said class, until one of the following occurs:
  1. Student Withdrawal – He or she officially withdraws. This constitutes student withdrawal from the College and is effective as of that date.
  2. Administrative Withdrawal
    - a. He or she ceases attending class. Students who are absent for more than 20 percent of the scheduled class sessions may be dropped from the class rolls.
    - b. The responsible instructional personnel are reasonably assured that the student does not intend to pur-

sue the learning activities of the class. This constitutes administrative withdrawal and is effective as of that date.

- c. He/she completes the minimum objectives stated for the class or transfers to another class.
- C. A student may drop a class as late as the 30 percent date of the term without penalty. The transcript will indicate a "W." Students who drop between the 30 percent date of the term and the 80 percent date will receive a grade of "WP" or "WF", depending on the student's average on all course requirements. Course requirements/tests missed in the remainder of the class will be averaged into the final grade as zero.
- D. A student who wishes to withdraw after the 30 percent date of the term must complete a "Registration Change" form, have it initialed by the faculty member, and present it to the Registrar before an official withdrawal can be recorded.
- E. Students who are dropped for excessive absences prior to the 30 percent point of the class will be assigned a grade of "W."
- F. Failure to withdraw properly will jeopardize the student's right to re-enroll at a later date.
- G. *Students receiving Financial Aid or VA Educational benefits should confer with personnel in those offices before dropping classes or withdrawing from the College.*

### **GRADING PROCEDURES**

FTCC grades are based on a 4.0 grading system. Each grade is assigned a "grade-point equivalent" in quality points for each term credit hour scheduled. The scholastic point average is determined by dividing the total of quality points earned by the number of term hours scheduled.

NUMERICAL GRADE	GRADE	GRADE POINT EQUIVALENT
93-100	A-Excellent	4 grade points for each credit hour
85-92	B-Good	3 grade points for each credit hour
77-84	C-Average	2 grade points for each credit hour
70-76	D-Below Average	1 grade point for each credit hour
0-69	F-Failure	0 grade point
	I-Incomplete	After eight (8) weeks for 16 week classes and 4 weeks for 8 or 9 week classes, the grade becomes an "F"
	AU-Audit (No Credit)	No effect on grade point average
	P-Proficiency	No effect on grade point average
	S-Satisfactory	No effect on grade point average
	T-Transfer	No effect on grade point average
	U-Unsatisfactory	0 grade point
	W-Withdrew	No effect on grade point average
	W*-Withdrew	No effect on grade point average
	W/F-Withdrew Failing	0 grade point
	W/P-Withdrew Passing	No effect on grade point average

I (Incomplete) may be given at the discretion of the instructor when all course requirements have not been met. After eight weeks from the beginning of the next term, an incomplete grade in a sixteen-week class becomes an "F." After four weeks from the beginning of the next term, an incomplete grade in an eight or nine-week class becomes an "F."

P (Proficiency) by examination may be given after a preliminary screening test given by the department chairperson after the student has registered for the course. The grade equates to a "C" or better. This process must be completed within the first four days of the sixteen-week term and the first three days of an eight or a nine-week course.

AU (Audit) requests must be made at the first class session. The intent of the AU is to allow students to take courses for no credit. Forms must be obtained from the Registrar's Office and be signed by both student and instructor during the first five days of the sixteen-week and the first three days of an eight or a nine-week term. Developmental classes may not be audited. To receive the AU, the student must meet all course requirements. This grade is permanent and cannot be converted to a letter grade.

S (Satisfactory) is the grade given for the successful completion of certain required courses (i.e., ACA 111). The grade equates to a "C" or better.

T (Transfer) credit is granted for courses completed at other regionally accredited community colleges, colleges, and universities.

U (Unsatisfactory) is the grade given for unsatisfactory completion of certain required courses (i.e., ACA 111).

U\* (Unsatisfactory) is the grade given for unsatisfactory completion of remedial courses.

W (Withdrew) is the grade given when a student may drop courses after the 10 percent date of the term, but before the 30 percent date of the term. No penalty is involved.

W\* (Withdrew) is the grade given when a student may drop courses on or before the 10 percent date of the course. No penalty is involved.

WP (Withdrew Passing) is the grade given when withdrawals or drops occur between the 30 percent date of the term and the 80 percent date if the student's average in the class is equivalent to a passing grade.

WF (Withdrew Failing) is the grade given when a student's average in a class is equivalent to a failing grade and the withdrawal or drop occur between the 30 percent date of the term and the 80 percent date of the term.

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**Students will receive their grades in the mail, so be sure to report any change of addresses to the Registrar's Office immediately.**

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All final course grades will be letter grades in accordance with the adopted grading system. Student grade reports are mailed at the end of each term.

All students must have at least a 2.0 grade point average (major and cumulative GPA) and have passed all curricular subjects as listed in the course outline under which they entered to be eligible for graduation. They must also meet the grade level needed in major subjects required to take licensure examinations.

Health occupations curricula, Funeral Service Education, and Paralegal Technology require course grades of C or better in order to progress to the next course/term. Each department area will issue to the student in written form the necessary information to cover such grading policies. Students who request transfers to other degree curricula are expected to have maintained a 2.0 GPA on all courses completed including prerequisite courses.

## **DEVELOPMENTAL COURSE GRADING SYSTEM**

Courses numbered below 100 are developmental courses. The following grades are assigned for developmental courses: A, B, C, or U. Students who receive a grade of "U" (Unsatisfactory Progress) will be required to re-take the course.

Developmental course grades are not counted as credit towards graduation, nor are they calculated into the student's cumulative Grade Point Average.

## **STANDARDS OF PROGRESS**

### ***Academic Standards***

The College requires that students maintain a cumulative and/or major grade point average of 2.00 or better in order to meet institutional standards of progress and be eligible for graduation.

### ***Academic Probation***

Students enrolled in a curriculum program will be placed on Academic Probation if any of the following conditions occur:

1. Major GPA and/or cumulative GPA is below 2.0
2. Failure to successfully complete 50 percent of credit hours attempted for two consecutive terms
3. Special credit students must maintain a cumulative GPA of 2.00 or better.

Note: All students are responsible for being aware of any additional departmental requirements.

To be removed from Academic Probation, a student must attend mandatory counseling sessions and achieve a major GPA of 2.00 while completing 50 percent of the credit hours attempted. Students on probation should not enroll in accelerated sessions (8 or 9-week sessions) without advisor approval. A student on academic probation would be eligible to continue enrollment for no more than 24 semester hours.

A student enrolled in developmental coursework must attend mandatory counseling sessions and successfully complete required developmental courses with a grade of "C" or better. Students on Academic Probation may not enroll in any course requiring a developmental prerequisite without first completing the developmental course(s).

A student simultaneously enrolled in developmental coursework and major courses will be placed on Academic Probation if either condition above occurs or if the student fails to complete a required developmental course with a grade of "C" or better.

### ***Academic Suspension***

Students failing to remove themselves from Academic Probation after attempting 24 semester hours will be placed on Academic Suspension for a minimum of one semester. Academic Suspension means a student may not enroll in any credit courses offered by FTCC during the suspension period.

### ***Appeal of Academic Suspension***

To be removed from Academic Suspension and continue in the same program, a student must apply for readmission through the Director of Admissions and be approved by the department chairperson in order to re-enroll. When readmitted to the same program, a student will be placed on Academic Probation and must achieve a 2.0 GPA for the coursework attempted while successfully completing at least 50 percent of the credit attempted. Students who do not achieve these requirements will be dismissed from the college as ineligible to re-enter that same curriculum program. Students may also be readmitted to the college by redirection of program through counseling.

Appeals of the decision of the department chair or Director of Admissions may be made to the appropriate program area dean. All appeals must be in writing and received no later than five days from the time of notification of the readmission decision. Students placed on academic suspension may be allowed to continue attending class until the appeal has been resolved. The decision of the dean in matters of academic probation and academic suspension is final and not subject to further appeal. This process must be completed before the end of drop/add.

## GENERAL COMPETENCIES FOR FTCC GRADUATES

The following competencies were developed within the framework of Fayetteville Technical Community College's purpose statement which reflects the institution's desire to meet the needs of its students and the surrounding community. Students who graduate from FTCC's degree and diploma programs should be able to:

- communicate effectively in speaking, writing, reading, and listening.
- perform technical skills in their chosen occupation.
- use information to analyze problems and make logical decisions.
- demonstrate positive interpersonal skills in various aspects of life.
- demonstrate quantitative competencies.
- demonstrate basic skills in using a personal computer.

## HONORS AND AWARDS

Any student who has earned a quality point average of 4.0 in his/her program of study at Fayetteville Technical Community College will be granted a diploma or degree with highest honors. Any student who has earned a quality point average of 3.5 in his/her program of study will be granted a diploma or degree with honors. The student's transcript will be noted to reflect this achievement.

### *President's List*

The President's List is published at the end of each term to honor students with a perfect grade point average.

1. Students must be approved for a curriculum prior to the start of the term, excluding developmental studies, curriculum and courses.
2. Students must make a final grade of "A" on a minimum of 12 credit hours of curricular work, during the term of consideration.
3. Students must earn a 4.00 GPA on a minimum of 12 credit hours. The formula used to calculate this 4.00 GPA excludes the following grades: AU, P, S, T, W, WP, and W\*.
4. Students are NOT eligible for consideration until all course work is completed for the term.

### *Dean's List*

The Dean's List is published each term to honor those students with an outstanding grade point average.

1. Students must be approved for a curriculum prior to the start of the term, excluding developmental studies, curriculum and courses.
2. Students must make a final grade of "A" or "B" on a mini-

mum of 12 credit hours of curricular work, during the term of consideration.

3. Students must earn at least a 3.5 GPA on a minimum of 12 credit hours. The formula used to calculate this minimum 3.5 GPA excludes the following grades: AU, P, S, T, W, WP and W\*.
4. Students are NOT eligible for consideration until all course work is completed for the term.

### *Ambassadors*

Each academic year, Fayetteville Technical Community College chooses eight students to serve as ambassadors. The ambassadors act as official hosts and hostesses for various campus events. All ambassador candidates must:

- have completed 12 hours at FTCC.
- have a minimum 2.5 GPA.
- be recommended by three members of the college community.

### *Marshals*

Marshals are selected and given the privilege to lead the academic procession during graduation exercises. The selection of marshals is a competitive process based on academic averages. Marshals must be second-semester freshmen in a two-year curriculum.

### *The President's Award*

The President's Award is presented to a deserving student selected by a faculty-staff committee. To be eligible for this award, a student must have a minimum GPA of 3.0 and must have been enrolled on a full-time basis during the year of nomination. The student must exhibit and promote good student morale and demonstrate a genuine concern for FTCC and its role in the community.

## REQUIREMENTS FOR GRADUATION

To be eligible for graduation, the student must:

- successfully complete the curricular requirements in effect at the time the student entered the curriculum.
- have sufficient quality points to average 2.0 (cumulative and major GPA).
- have passing grades in all required courses.
- have taken care of ALL financial indebtedness to Fayetteville Technical Community College, including a graduation fee.
- fill out an application to graduate at a time designated. Failure to do so may result in diplomas not being available at the time of graduation. The College assumes no responsibility for making special adjustments for students who fail to file applications by the designated time. A candidate who fails to file an application for graduation or meet graduation

requirements by the designated date automatically voids his candidacy for that particular graduation.

- Complete a minimum of 25 percent of resident credit at FTCC.

*Course Substitutions.* In special circumstances, a student may apply to his or her advisor for approval for a course substitution. The course used as a substitute must have academic relevance to both the course it replaces and the curriculum. Technical and skills-based courses must have been completed within the last seven years. The substitution will be made on an individual basis and will apply only to the curriculum in which the student is enrolled. Substitution of courses for graduation purposes is limited to **ten percent** of the total credit hours required to graduate and must be approved by the department chairperson and the program area dean. All exceptions to the ten percent limit must be approved by the Associate Vice President for Student Services.

Prior to enrollment in the course to be used as a substitute, a completed *Course Substitution Form* must be received by the Registrar's office.\* All course substitutions will be made upon the recommendation of the advisor, with endorsements by the department chairperson, division chair, and curriculum program dean. Exceptions to this policy must be approved by the Vice President for Academic and Student Services.

\* *Students receiving assistance from the Veterans Administrations must have prior approval to make course substitutions from the Veterans' Services Officer.* Electives taken by students under VA educational benefits may exceed the total required hours of a curriculum only by the hours of the last elective taken to fulfill those requirements.

## STUDENT OBLIGATIONS

### *Attendance Policy*

Regular class attendance is an essential part of the educational process; therefore, absences must be kept to a minimum. While stressing regular attendance, FTCC simultaneously desires to allow students to develop a real sense of personal responsibility toward their studies. This policy has been established for the benefit of students who are forced, because of reasons beyond their control, to miss classes.

1. **Students who add a course after the first day of the class are responsible for all materials covered from the beginning of the course.**
2. Instructors are encouraged to refer students with excessive absences to the Counseling Office.
3. Each student is expected to attend class regularly--at least 80 percent of all scheduled contact hours.
4. If absences exceed 20 percent, the faculty member may drop the student from the course, or if the student is performing acceptably, he or she may be allowed to continue

in the course under conditions set by the instructor.

5. Tardy students interrupt the beginning of a class meeting. If a student enters the class after the faculty member has started the class, the student shall be recorded as being tardy. Three tardies shall be counted as one absence.
6. No absence, for any reason, shall excuse a student from an announced test or other assigned activity. Make-up of any tests or work missed shall be at the discretion of the faculty member.
7. Each student dropped may submit a request through the Director of Counseling for review by the Student Appeals Committee.
8. The following programs and departments have special attendance policies which will be distributed to the students during the first week of classes: Associate Degree Nursing, BLET, Dental Assisting, Dental Hygiene, Emergency Medical Science, Emergency Medical Technician (Continuing Education), Nursing Assistant (Continuing Education), Pharmacy Technology, Phlebotomy, Physical Therapist Assistant, Practical Nursing, Radiography, Respiratory Care, Speech-Language Pathology Assistant, and Surgical Technology.
9. The following programs require that a student complete the stated course work with a grade of "C" or better in order to progress to the next course/term:
  - Associate Degree Nursing* – C or better in all major and science courses. Satisfactory grade in clinical.
  - Dental Assisting* – C or better in all major and science courses. Satisfactory grade in clinical.
  - Dental Hygiene* – C or better in all major and science courses. Satisfactory grade in clinical.
  - Emergency Medical Science* – C or better in all major and science courses. Satisfactory grade in clinical.
  - Funeral Service Education* – C or better in all FSE courses and ACC 111, BUS 115, and PSY 141.
  - Nuclear Medicine Technology* – C or better in all major and science courses.
  - Paralegal Technology* – C or better in all LEX courses.
  - Pharmacy Technology* – C or better in all major and science courses.
  - Phlebotomy* – C or better in all major courses.
  - Physical Therapist Assistant* – C or better in all major and science courses.
  - Practical Nursing Education* – C or better in all major and science courses.
  - Radiography* – C or better in all major and science courses.
  - Respiratory Care Technology* – C or better in all major and science courses.
  - Speech-Language Pathology Assistant* – C or better in all major and science courses.
  - Surgical Technology* – C or better in all major and science courses.

## STUDENT RIGHTS, RESPONSIBILITIES AND JUDICIAL PROCEDURES

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the FTCC academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom to teach and freedom to learn are inseparable facets of academic conditions in the classroom, on the campus, and in the community. Students should exercise their freedom with responsibility. As members of the FTCC academic community, students are subject to the obligations which accrue to them by virtue of this membership. As members of the larger community of which the College is a part, students are entitled to all rights and protection accorded them by the laws of that community.

By the same token, students are also subject to all laws, **whether on campus or off campus**, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instances, College discipline will be initiated only when the presence of the student on campus will disrupt the educational process of the College. However, when a student's violation of the law also adversely affects the College's pursuit of its recognized educational objectives, the College may enforce its own regulations. When students violate College regulations, they are subject to disciplinary action by the College whether or not their conduct violates the law. If a student's behavior simultaneously violates both College regulations and the law, the College may take disciplinary action independent of that taken by legal authorities.

### STUDENT RIGHTS

1. All rights and privileges guaranteed to every citizen by the Constitution of the United States and by the state of North Carolina shall not be denied any student.
2. Within limitations, students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus shall be provided for by the college. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.
3. Students have the right to freedom of expression, inquiry, and assembly subject to reasonable and non-discriminatory rules and regulations regarding time, place, and manner.
4. Students have the right to inquire about and to propose improvements in policies, regulations and procedures affecting the welfare of students through established student government procedures, campus committees, and college offices.
5. The Family Educational Rights and Privacy Act of 1974 provides safeguards regarding the confidentiality of an access to student records, and this Act will be adhered to by the College. Students and former students have the right to review their official records and to request a hearing if they challenge the contents of these records. No records shall be made available to unauthorized personnel or groups outside the College without the written consent of the student involved, except under legal compulsion.
6. No disciplinary sanctions other than removal from class or activity (only for duration of said activity) may be imposed upon any student without due process. Due process procedures are established to guarantee a student accused of a Student Code of Conduct violation the right of a hearing, a presentation of charges, evidence for charges, the right to present evidence, the right to have witnesses on one's behalf and to hear witnesses on behalf of the accuser(s), and the right of appeal.

### STUDENT CODE OF CONDUCT

The College reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when in the judgment of College officials, a student's conduct disrupts or threatens to disrupt the College community, appropriate disciplinary action will be taken to restore and protect the orderliness of the FTCC community.

Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and conduct. The purpose of this code is not to restrict student rights but to protect the rights of individuals in their academic pursuits.

The following regulations set forth rules of conduct which prohibit certain types of student behavior. Violation of one or more of the following regulations may result in disciplinary sanctions by the College and/or legal sanctions:

1. Academic Dishonesty - taking or acquiring possession of any academic material (test information, research papers, notes, etc.) from a member of the College staff or student body without permission; receiving or giving help during

tests; submitting papers or reports (that are supposed to be original work) that are not entirely the student's own, except in cases of group assignments; not giving credit for others' work (plagiarism).

2. Theft of, misuse of, or damage to College property, or theft of or damage to property of a member of the College community or a campus visitor on College premises or at College functions; unauthorized entry upon the property of the College or into a College facility or a portion thereof which has been restricted in use and thereby placed off limits; unauthorized presence in a College facility after closing hours.
3. Possession of or use of alcoholic beverages or being in a state of intoxication on the College campus or at College sponsored or supervised functions off campus or in College owned vehicles. Possession, use or distribution of any illegal drugs, except as expressly permitted by law. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the consequences of his/her actions.
4. Lewd or indecent conduct, including public physical or verbal action or distribution of obscene or libelous written material on the FTCC campus.
5. Mental or physical abuse of any person on College premises or at College sponsored or College supervised functions, including verbal or physical actions which threaten or endanger the health or safety of any such persons.
6. Any unwelcome verbal or physical act or behavior which is of a sexually suggestive or harassing nature and which in any way interferes with the student's or an employee's performance or creates an intimidating, hostile, or offensive environment.
7. Intentional obstruction or disruption of teaching, research, administration or disciplinary proceedings, or other College activities, including public service functions, and other duly authorized activities on College premises.
8. Occupation or seizure in any manner of College property, a College facility or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.
9. Participating in or conducting an assembly, demonstration, or gathering in a manner which threatens or causes injury to person or property; which interferes with free access to ingress or egress of College facilities; which is obstructive or disruptive to the education process or institutional functions of the College; remaining at the scene of such an assembly after being asked to leave by a representative of the College staff.
10. Possession or use of a firearm, or other deadly weapon, incendiary device or explosive, except in connection with a College-approved activity. (This also includes unauthorized use of any instrument.)
11. Setting off a fire alarm, or using, or tampering with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment.
12. Gambling.
13. Smoking and/or using other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas.
14. Violation of College regulations regarding the operation and parking of motor vehicles.
15. Forgery, alteration, or misuse of College documents, records, or instruments of identification with intent to deceive.
16. Failure to comply with instructions of College officials acting in performance of their duties.
17. Violation of the terms of disciplinary probation or any College regulation during the period of probation.
18. Fiscal irresponsibility such as failure to pay College levied fines, failure to repay College funded loans, or the passing of worthless checks to College officials.
19. Violation of a local, state, or federal criminal law on College premises adversely affecting the College community's pursuit of its proper educational purposes.
20. Students must not engage directly in, or aid or abet in, acts such as the playing of radios, stereos, and tape players or the personal use of loud, threatening or obscene language which disrupts, disturbs, or interferes with the peace, order or discipline while on College property or attending College activities.
21. Minors under age sixteen (16), must not be left unattended on campus at any time. Without college authorization, minors under age sixteen (16) are not allowed in classrooms, labs, shops, or other instructional areas.
22. Students must not engage in any activity which is disruptive to orderly classroom instruction including, without limitation, taking cell phone or pager calls. Students are therefore required to disengage all such devices when present in a classroom.
23. This Student Code of Conduct is not all-inclusive. Other conduct which is disruptive may be subject to appropriate sanctions.

## **COMPUTER USE GUIDELINES**

Fayetteville Technical Community College employees, students, staff and other authorized users may not use or distribute personally owned software on FTCC computers or local area network. Employees are not permitted to copy software from FTCC computers and install it on home or any other computer without the expressed written permission of the license owner.

A variety of software is available on the Internet. Some of this software, called "Freeware" or "Shareware" is available, free of charge, for limited use and may be downloaded to FTCC's computers with prior written approval of the MIS Department. Other software available on the Internet and from other electronic sources, however, requires the user to obtain a license for its use, sometimes for a fee. No employee shall download such software to FTCC computers without prior written approval of the MIS Department.

College owned or operated computing resources are for the use of faculty, students, staff, and other authorized individuals. Users must exercise responsible, ethical behavior when using these resources. The College does not attempt to articulate all required or unacceptable behavior by its users. Therefore, individuals are expected to use good judgment in using computer resources. To assist in such judgment, the following guidelines have been developed:

1. Computing resources and access accounts are to be used only for the purpose for which they are assigned and are not to be used for commercial purposes or non-college related activities.
2. FTCC students may use any computer software licensed to the College for instructional purposes. This software will be available for use in the designated Open Computer Lab on a first-come first-served basis. Priority may be given to students currently registered for classes requiring computer use.
3. An access account assigned to an individual must not be used by others. Individuals are responsible for the proper use of their accounts, including proper password protection and appropriate use of Internet resources. Allowing friends, family or co-workers to use the account is a serious violation of these guidelines.
4. All computer software is protected by the federal copyright law and most is proprietary and protected by legal licensing agreements in addition to the copyright law. The user is responsible for being aware of the licensing restrictions for the software used on any system.
5. Individuals shall not engage in activities which damage or disrupt hardware or communication such as virus creation and propagation, wasting system resources, and overloading networks with excessive data.
6. Individuals shall not monopolize or misuse system resources, for example, by requesting multiple copies from printers or by playing games.
7. Individuals shall not create, display, transmit or make accessible threatening, racist, sexist, obscene, offensive, annoying or harassing language and/or material, including broadcasting unsolicited messages or sending unwanted mail.
8. Individuals shall not intentionally access or damage systems or information such as College records, or use any system for illegal activities.
9. Failure to follow the acceptable use guidelines may result in the suspension or revoking of access accounts or other College disciplinary action.

## **POSSESSION OF WEAPONS ON CAMPUS**

Possession of weapons on campus or at any FTCC class, site, activity, or program is a violation of North Carolina State Law (GS 14- 269.2).

The following applies:

1. It shall be a Class I Felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive on campus or at any FTCC class, site, activity, or program.
2. It shall be a misdemeanor for any person to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, Bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades, and any sharp-pointed or edged instruments except instructional supplies, unaltered nail files and tools used solely for preparation of food, instruction, and maintenance on campus or at any FTCC class site, activity, or program. Any person found to be in violation of the law will be referred to the local area law enforcement authorities for appropriate legal action.
3. Students who violate the law will be suspended immediately for a minimum of one full term. A student is identified as any person currently enrolled in continuing education class (es), or curriculum class (es), whether the person is an adult or a minor.
4. Students in violation of this policy may be placed on permanent expulsion when one of the following occurs:
  - a. possession of a firearm on campus
  - b. repeat offense on campus or any FTCC class site, activity, or program
  - c. subsequent conviction of a violation of the law
  - d. use of a weapon to harm or threaten another individual



## DISCIPLINARY ACTION

### *Immediate Suspension*

If an act of misconduct threatens the health or safety of any member of the academic community or seriously disrupts the function and good order of the College, an instructor or administrative officer may direct the student(s) involved to cease and desist such conduct and advise them that failing to cease and desist will result in immediate suspension. The instructor may suspend the student(s) from that class until further notice. An administrative officer may suspend the student(s) from either the class or the College until a resolution of the matter can be made. Disruptive behavior may include, but not be limited to, obscene and/or disruptive language, threatening actions, and blocking or restricting access to College classes, offices, and programs.

The instructor or administrative officer invoking such suspension shall notify the Program Area Dean/Director in writing of the individual(s) involved and the nature of the infraction as soon as possible but no more than two days following the incident. The Dean or Director shall resolve the matter in a timely fashion utilizing the steps outlined below.

### *Responsibility for Implementation*

The program area dean is responsible for implementing student discipline procedures.

### *Disciplinary Procedures*

In order to provide an orderly procedure for handling student disciplinary cases in accordance with due process and justice, the following procedures will be followed:

1. **Charges:** Any administrative official, faculty/staff member, or student may file charges with the FTCC Security Office against any student or student organization for violations of College regulations. The individual(s) making the charge must complete a charge form stating:
  - a. name of the student(s) involved,
  - b. the alleged violation of the specific Code of Conduct,
  - c. the time, place, and date of the incident,
  - d. names of person(s) directly involved or witnesses to the infractions,
  - e. any action taken that relates to the matter, and
  - f. desired solution(s).

The completed charge form should be forwarded directly to the Dean or Director.
2. **Investigation and Decision:** Within five (5) working days after the charge is filed, Security shall complete a preliminary investigation of the charge and the program Area Dean shall schedule a meeting with the student. After discussing the alleged infraction with the student, the dean may act as follows:

- a. drop the charges,
  - b. impose a sanction consistent with those shown below, and/or
  - c. refer the student to a College office or community agency for services.
3. **Notification:** The decision of the Dean/Director shall be presented to the student in writing or mailed within five (5) working days. In instances where the student cannot be reached to schedule an appointment with the Dean/Director or where the student refuses to cooperate, the dean shall send a certified letter to the student's last known address providing the student with a list of charges, the Dean's/Director's decision, and instructions governing the appeal process.

### *Sanctions*

1. **Reprimand:** A written communication which gives official notice to the student that any subsequent offense against the Student Code of Conduct will carry heavier penalties because of this prior infraction.
2. **General Probation:** An individual may be placed on General Probation when involved in a minor disciplinary offense. General Probation has two (2) important implications: the individual is given a chance to show capability and willingness to observe the *Student Code of Conduct* without further penalty; secondly, if the individual errs again, further action will be taken. This probation will be in effect for no more than two (2) terms.
3. **Restrictive Probation:** Restrictive Probation results in loss of good standing and becomes a matter of record. Restrictive conditions may limit activity in the college community. Generally, the individual will not be eligible for initiation into any local or national organization and may not receive any college award or other honorary recognition. The individual may not occupy a position of leadership with any college or student organization or activity. This probation will be in effect for not less than two (2) terms. Any violation of Restrictive Probation may result in immediate SUSPENSION.
4. **Restitution:** Paying for damaging, misusing, destroying or losing property belonging to the College, College personnel, or students.
5. **Interim Suspension:** Exclusion from class and/or other privileges or activities as set forth in the notice, until a final decision has been made concerning the alleged violation.
6. **Loss of Academic Credit or Grade:** Imposed as a result of academic dishonesty.
7. **Withholding grade reports, diploma, or right to register or participate in graduation ceremonies:** Imposed when financial obligations are not met.
8. **Suspension:** Exclusion from class (es), and/or all other privileges or activities of the college for a specified period of time.

This sanction is reserved for those offenses warranting discipline more severe than probation or for repeated misconduct. Students who receive this sanction must get specific written permission from the dean before returning to campus.

9. **Expulsion:** Dismissing a student from campus for an indefinite period losing student status. The student may be readmitted to the College only with the approval of the Vice President for Academic Affairs.
10. **Group Probation:** This is given to a College club or other organized group for a specified period of time. If group violations are repeated during the term of the sentence, the charter may be revoked or activities restricted.
11. **Group Restriction:** Removing College recognition during the term in which the offense occurred or for a longer period (usually not more than one other term). While under restriction, the group may not seek or add members, hold or sponsor events in the College community, or engage in other activities as specified.
12. **Group Charter Revocation:** Removal of College recognition for a group, club, society, or other organizations for a minimum of two years. Recharter after that time must be approved by the President.

### ***Appeals and Due Process***

Students subject to administrative decisions affecting their right to attend classes are entitled to due process. Due process includes, but is not limited to the following considerations:

1. The student must be informed of any charges made against him or her that may result in administrative action.
2. The student must be advised in writing of the administrative action taken.
3. The student will be advised of corrective action required.
4. The student is entitled to an appeal as herein provided. The appeals process described in the subsequent paragraphs must be followed.
5. The student is entitled to appear and present testimony at any committee meeting scheduled to hear an appeal from said student.

### ***Admissions Decisions***

Initial decisions to approve a student or potential student to enter a program or a student re-entering a program are made by the counselor conducting the admissions interview. Appeals of admissions decisions are referred to the Director of Admissions. Decisions of the Director of Admissions may be appealed to the Associate Vice President for Student Services in writing no later than ten (10) college days after the date of the Director of Admissions' letter. The Associate Vice President for Student Services will confer with the department chairperson and respond to the student within five (5) working days. Decisions of the Associate Vice President for Student Services are final.

### ***Attendance Problems***

Students with excessive absences are dropped by the instructor according to guidelines published in the *Student Handbook*. They should be referred to the curriculum program counselor.

1. Appeals of attendance decisions should be made first to the department chairperson and then to the program area dean. Further appeals of administrative withdrawal from class for attendance will be made in writing no later than five (5) college days to the FTCC Student Appeals Committee through the Director of Counseling.
2. The decisions of the FTCC Student Appeals Committee are referred to the Associate Vice President for Student Services as recommendations. The Associate Vice President for Student Services will review the case, consider the recommendation, reach a decision, and notify the student involved of the resulting decision as soon as possible, but no later than three (3) College days from the receipt of the recommendation of the Student Appeals Committee.
3. If the student wishes to appeal the decision of the Associate Vice President for Student Services, the appeal must be in writing and addressed to the Vice President for Academic and Student Services. Thereafter, the route of appeal is to the President and then to the Board of Trustees. Decisions of the Board of Trustees are final.
4. Students placed on suspension for attendance problems may be allowed to continue attending class until the appeal has been resolved.

### ***Grades***

Grading is the prerogative of the faculty member. Appeals concerning grades must be directed to that faculty member. Failing to reach a satisfactory solution, the student may appeal in accordance with the outline below. The appeal of a grade must be initiated prior to the end of the next regular term.

1. The student shall present the appeal to the chairperson of the department within which the protested grade was awarded. The chairperson shall, by conferring with the student and the faculty member, seek resolution by mutual agreement.
2. Failing to reach a resolution, the department chairperson will transmit the appeal to the appropriate program area dean or director who may convene the Academic Review Committee.
3. The Academic Review Committee will consist of the convening dean or director and four faculty members appointed by the dean. If the committee affirms the faculty member's decision, the dean or director will notify in writing the faculty member, the student, and the department chairperson. If the committee supports the student's appeal, it shall prescribe the method by which the student will be re-evaluated. The resulting grade must be submitted

- within college guidelines and may not be further appealed.
4. A grade appeal that is presented after the term immediately following the term in which the grade was earned must be presented in writing to the Associate Vice President for Curriculum Programs. The Vice President for Academic and Student Services must approve a recommendation for a grade change at this point. No grade change will be made without approval of the faculty member.
  5. Grades may not be appealed after one calendar year from the time the final course grade was recorded on the official class roster, unless extenuating circumstances justify the change.

### ***Academic Probation and Suspension***

Students who fail to meet requirements of academic progress will be placed on academic probation or academic suspension. The AVP for Student Services will refer these students to their academic advisor or counselor. The College will assist the student in identifying the probable causes of academic difficulty and will attempt to recommend strategies for change.

Any consideration of academic standing or reinstatement must be approved by the appropriate department chairperson and would require assurances that the reasons for academic difficulties have been removed.

Appeals of decisions of the department chairperson may be made to the appropriate program area dean. All appeals must be in writing and received no later than five days from the time of notification of the department chairperson's decision. Students placed on academic suspension may be allowed to continue attending class until the appeal has been resolved. The decision of the dean in matters of academic and academic suspension is final and not subject to further appeal.

### ***Disciplinary Sanction***

The program area dean or director investigates charges of misconduct and determines the action to be taken. The decision of the dean or director is presented to the student in writing within five (5) College days after the charge is filed. If the student is notified that a disciplinary sanction will be imposed, he or she may appeal the decision.

1. If the student wishes to appeal the dean's or director's decision, he or she must submit the appeal in writing within five (5) College days to the Associate Vice President for Curriculum Programs or the Associate Vice President for Continuing Education. The Associate Vice President will render a decision and will notify the student of the decision in writing within five (5) College days of the receipt of the appeal.

2. Further appeals of disciplinary sanctions may be made to the FTCC Student Appeals Committee through the Director of Counseling, provided that they are made in writing within five (5) college days or receipt of the Associate Vice President's decision.
3. The decisions of the FTCC Student Appeals Committee are referred to the Associate Vice President for Student Services as recommendations. The Associate Vice President for Student Services will review the case, consider the recommendation, reach a decision, and notify the student involved of the resulting decision as soon as possible, but no later than three (3) College days from the receipt of the recommendation of the Student Appeals Committee.
4. If the student wishes to appeal the decision of the Associate Vice President for Student Services, the appeal must be in writing and addressed to the Vice President for Academic and Student Services. Thereafter, the route of appeal is to the President and then to the Board of Trustees. Decisions of the Board of Trustees are final.

### ***Financial Obligations***

Initial telephone contacts and certified letters of advisement from the Business Office at FTCC regarding delinquent loans and returned checks are mailed to the student. Unpaid indebtedness to the College will result in suspension from the class (es). Student will not be allowed to register for the next term until the debt is cleared with the Business Office.

For returned checks, students are given 15 days from the date of the certified letter to clear the debt before legal action is taken by FTCC. If after 15 days the debt is not cleared, a warrant is issued by the Cumberland County Magistrates' Office. After this time, the student must make payment of the returned check plus court costs to the Clerk of Superior Court.

For student loans, the promissory note states that payment in full becomes due immediately upon default of any installment or termination of at least half-time study. If payment is not made, the student's account is submitted to the Attorney General's Office for collection. Upon notification of disposition by the Attorney General, the student's unpaid account is submitted to an outside collection agency.

Monthly, any unpaid student accounts are submitted to the North Carolina Department of Revenue under the Set-Off Debt Collection Act. This entitles FTCC to claim a part or all of the student's income tax refund to apply against the debt.

Financial indebtedness to FTCC can only be appealed through the Business Office until the matter is submitted to local and state legal authorities.

### **Dismissal**

Fayetteville Technical Community College reserves the right to dismiss any student when it believes such action is in the best interest of the College, the students, the faculty, the staff, or the student him/herself. In all cases, the right of due process is the student's prerogative.

## **STUDENT GRIEVANCE POLICY AND PROCEDURE**

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Fayetteville Technical community College encourages the prompt and fair settlement of grievances. A student may present a grievance without fear of coercion, restraint, interference, penalty, or reprisal.

The purpose of the student grievance policy and procedure is to provide a system to resolve student complaints against faculty, staff, or other students concerning alleged discrimination on the basis of age, sex, race, disability, or other conditions.

### **Academic Appeals**

Appeal of admissions decisions, individual grades, academic probation and/or suspensions, attendance problems, disciplinary sanctions, and dismissal shall not be considered under this policy, unless illegal discrimination is alleged. Such appeals shall be considered according to the guidelines set forth in the *Appeals and Due Process* section of this catalog.

### **Sexual Harassment Complaints**

Sexual harassment complaints shall be directed to the Associate Vice President for Student Services, unless the alleged harasser is the Associate Vice President. In that case, the complaint shall be directed to the Vice President for Academic and Student Services or to the President. Upon receiving the complaint, the Associate Vice President for Student Services shall refer the sexual harassment complaint to the Vice President for Human Resources, who will investigate the complaint following the procedures outlined in the College's Sexual Harassment Policy and Procedures.

If the student is not satisfied with the outcome of the investigation, he or she may, within ten (10) working days, file the grievance in writing with the President. The chain of appeal goes then from the President to the Board of Trustees. Decisions of the Board of Trustees are final.

### **Grievance Procedure**

This procedure applies to all students of FTCC.

#### *Step 1:*

The student is encouraged to go to the instructor or staff member where the alleged problem originated. An attempt

will be made to resolve the matter equitably and informally at this level. The conference must take place within five (5) working days of the incident which generated the complaint.

#### *Step 2:*

If the grievance is not resolved, the student may file a written grievance. The student must present the written grievance to the appropriate Associate Vice President within thirty (30) days of the incident giving rise to the grievance. The student and the Associate Vice President will meet within three (3) working days following the presentation of the grievance to discuss the grievance fully, and to attempt informal resolution. The Associate Vice President will investigate the grievance and will ask the employee against whom the grievance was filed to respond in writing to the allegation. The Associate Vice President will provide a written decision on the grievance not later than ten (10) working days following this meeting.

#### *Step 3:*

If the student is not satisfied with the decision, he or she may, within five (5) working days, file the grievance in writing with the Vice President for Academic and Student Services. The Vice President for Academic and Student Services will notify the President. Depending on the nature of the allegation, the Vice President for Human Resources may be asked to investigate. After reviewing the facts of the case, the Vice President for Academic and Student Services and/or the Vice President for Human Resources will make a recommendation to the President. The student will receive written notification within ten (10) working days of filing the complaint with the Vice President.

### **Further Appeal Procedure for Grievances**

If the student is not satisfied with the decision, he or she may, within ten (10) working days, file the grievance in writing with the President. The chain of appeal goes then from the President to the Board of Trustees. Decisions of the Board of Trustees are final.

## STUDENT RECORDS

The Registrar is responsible for student records. All students are provided rights under the Family Education Rights and Privacy Act (FERPA).

1. After submitting a written request and within two working days, a student may receive an unofficial copy of his or her transcript. Requests received during the registration period will require 5-10 working days. Upon submitting a written request, official transcripts will be forwarded to other colleges, universities and agencies. No fee will be charged for records provided and/or forwarded to another institution or agency.
2. State of Rights - Operating under the premise that the educational process is a cooperative venture between the student and FTCC, this policy emphasizes the following rights of students:
  - a. to inspect and review their educational records
  - b. to exercise limited control over other people's access to their educational records
  - c. to seek to correct their educational records in a hearing if necessary
  - d. to report violations of FERPA to the Family Education Rights and Privacy Act Office- Department of Education
  - e. to be informed about their FERPA rights
3. FTCC designates the following personally identifiable information contained in student records as Directory Information:
  - name
  - curriculum
  - enrollment status
  - dates of enrollment
  - degree received
  - mailing address
  - e-mail address(es)

Students who object to the release of directory information must notify the Registrar/Curriculum in writing within five (5) school days from the first day of the term of the items that the student does not want disclosed. If no objection is received by that date, the information will be classified as directory information until the beginning of the next school year.
4. Students may petition the Registrar to amend or correct any part of the educational record which the student believes is inaccurate, misleading, or in violation of student rights. This includes the right to a hearing to present evidence that the record should be changed if FTCC decides not to alter it according to the student's requests.
5. Students may file a complaint with the FERPA Office, Department of Education, 330 Independence Avenue, SW,

Washington, DC 20201, if FTCC violates the FERPA policy.

6. Students may obtain copies of the FERPA by making a request to the U. S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605, or by accessing the following websites: [www.soconline.org/publicpolicy/laws/ferpa.html](http://www.soconline.org/publicpolicy/laws/ferpa.html); [cfco.ed.gov/fedreg.htm](http://cfco.ed.gov/fedreg.htm); [www.ed.gov/news.html](http://www.ed.gov/news.html); or [www.accessreports.com/statutes/FERPA.htm](http://www.accessreports.com/statutes/FERPA.htm).
7. FTCC reserves the right to deny transcripts or copies of records not required by FERPA in any of the following situations:
  - a. The student has any unpaid financial or other obligations to the College, including, without limitation, unresolved parking violations, overdue books, or unpaid library fines.
  - b. There is unresolved disciplinary action against the student or unresolved litigation between the student and FTCC.

Note: When a student has a name change, the student is responsible for contacting the Registrar's Office in person, with the necessary documentation, to revise the information (i.e., a court document). Out-of-town and/or distance learning students may fax or send a copy of the document to the Registrar's Office.

### STUDENT RIGHTS AND PRIVACY ACT – INFORMATION STATEMENT

#### *Release of Student Information*

Fayetteville Technical Community College is committed to the concern for and protection of students' rights and privacy of information. The College complies with the provisions of the Federal Family Rights and Privacy Act (FERPA), which is a federal law that governs the maintenance of students' records. Under the law, students have the right to inspect their educational records, correct inaccuracies in the records if warranted, and are protected from release of information without written consent. All student records are open for inspection and review by the student unless he or she waives this right. The parent(s) of a dependent student as defined in Title 26 U.S. C. s152 of the Internal Revenue Code also has this right to inspect records that are maintained by the College on behalf of the student.

There are three distinct categories of records: (1) Directory Information Records, (2) Limited Access Records, and (3) Sole Possession Records.

(1) Fayetteville Technical Community College classifies the following as *directory information*: name and enrollment status, including curriculum and dates of enrollment. The stu-

dent's mailing address, e-mail address, telephone number and location on campus may also be released if the request is legitimate and a need for emergency access exists as determined by the Registrar or staff. School officials may release this information to any person without the consent of the student or the parent(s) of a dependent student. Any student who objects to the release of any or all of this information without his/her consent must notify the Registrar in writing by a date which is five (5) school days from the date that the student receives his/her *Student Handbook*. The objection must state what information the student or parent(s) of a dependent child does not want to be classified as directory information. If no objection is received by the aforesaid date, the information will be classified as directory information until the beginning of the next school year.

Limited Access Records pertain to the permanent academic records of the student, disciplinary records, financial information and testing data. This category also covers all records maintained officially by the institution which do not come under the categories of Directory Information, or sole Possession Records. The College will not release information in Limited Access Records without written permission of the student or parent of a dependent student, except to any other educational personnel.

(3) Sole Possession Records pertain to records of instructional, supervisory, and administrative personnel which are in the sole possession of the maker and are not accessible or revealed to any other person except the substitute of such persons.

The educational process is a cooperative venture between the student and FTCC. This policy emphasizes the following rights of students: (a) to inspect and review their educational records; (b) to exercise limited control over other people's access to their educational records; (c) to seek to correct their educational records in a hearing if necessary; (d) to report violations of FERPA to the Family Education Rights and Privacy Act Office – Department of Education; and (e) to be informed about their FERPA rights.

Additional details concerning the release of student information, including exceptions, challenges to the content of records and related matters, may be obtained by consulting with the Associate Vice President for Student Services, Registrar, or designee.

Complaints about failures of Fayetteville Technical Community College to comply with the Family Educational Rights and Privacy Act may be made in writing to the FERPA Office, Department of Health, Education, and Welfare, 330 Independence Avenue, S.W., Washington, D.C. 20201. Students may obtain copies of the FERPA by making a request to the U. S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605, or by accessing the following websites:

- [www.socon-line.org/publicpolicy/laws/ferpa.html](http://www.socon-line.org/publicpolicy/laws/ferpa.html);
- [cfco.ed.gov/fedreg.htm](http://cfco.ed.gov/fedreg.htm);
- [www.ed.gov/news.html](http://www.ed.gov/news.html); or
- [www.accessreports.com/statutes/FERPA.htm](http://www.accessreports.com/statutes/FERPA.htm).



## LEARNING TECHNOLOGIES

### DISTANCE EDUCATION

Distance Learning at FTCC is available in a number of delivery methods. These include courses offered via the Internet, videocassette, television, videoconference, and courses that combine several methods of instruction. The College currently has twelve associate degrees and one certificate that can be earned via distance learning at FTCC.

**ArmyU** is a program offered by the US Army for soldiers stationed at selected bases. Participants in this program must be approved by the Army and be processed through the Army Education Center prior to being admitted. FTCC is one of the colleges providing education through this distance learning initiative. Additional information is available at <http://armyU.com>.

**College-by-Cassette (CBC)** is one of the distance learning delivery methods at FTCC. Students attend an on-campus orientation prior to taking the course. Students who take a CBC course check out a set of videotapes from the Media Services Group. The students follow the instructions of the assigned faculty member to progress through the courses using a textbook, videotapes, and other assigned materials.

### LEARNING TECHNOLOGIES

The Learning Technologies Division is composed of staff that provide support to all areas of the College.

#### ***Administrative Services and Support***

The Associate Vice President for Learning Technologies and his staff provide administrative and technical support services to the other divisions of the college, as well as to their departmental staff and faculty. While not limited to any one type of support, the majority of support rendered is in the following areas:

#### ***Distance Learning***

Learning Technologies staff maintain expertise in and provide day-to-day support to Curriculum and Continuing Education staff and faculty for the actual delivery of all distance learning (especially online learning), as well as distance learning-related activities such as registration, technical support to faculty and students, and professional development training.

#### ***Learning Resources Center***

The Learning Resources Center (LRC) contains a collection of carefully selected resources designed to support and enrich instruction. The LRC is comprised of the following departments:

### SUCCESS CENTER ("LEARNING LAB")

The Success Center at Fayetteville Technical Community College is primarily designed to provide enhanced educational opportunities to students enrolled in any of the College's college credit (curriculum) or developmental studies courses.

Qualified Success Center instructors provide individualized instruction to students in a wide range of subjects, including English, mathematics, science, and business-related courses such as accounting. Instructors also guide students in the use of the many resources available in the Center, including course-specific computer software, audiovisual aids, and printed materials such as instructor-developed "hand-outs," which are continually reviewed and revised to supplement current classroom instruction.

The Success Center is available free-of-charge to any student enrolled in any Curriculum (college credit) course at FTCC. Individuals may also enroll in the Success Center as Continuing Education (non-college credit) students if they wish to:

- Study for and earn Teacher renewal Credit/Continuing Education Units (CEUs) by enrolling in one of the 20+ Teacher Renewal Courses currently offered in the Center.
- Study to build their college-entrance and work-related skills by enrolling in the Center's College/Job Ready Course.

*(The Teacher Renewal and College/Job Ready courses are fee-based Continuing Education courses. Potential students may contact either the Success Center or the Community Services/Extension Education Office at 678-8431 for more information.)*

Success Center instructors are available to assist students' needs, answer questions, and keep students on track with the materials and methods selected to help them.

Assistance may include:

- the use of a CD, videotape, and/or an audiotape
- the use of a worksheet ("handout"), a textbook, and/or other printed materials
- the use of a computer program and/or Internet resources
- a Success Center instructor providing one-on-one or small group instructional assistance,
- a combination of the above.

*(Continuing Education students enrolled in a Basic Skills course [e.g., Adult Basic Education, Adult High School Diploma, General Educational Development/GED, English as a Second Language, Compensatory Education, or Human Resources Development], should visit the Basic Skills Resource Center or the Workforce Preparedness Center, both of which are located in the Continuing Education Center on our main campus.)*

The Success Center is located on the second floor of the Virtual College Center.

## **LIBRARY**

The Paul H. Thompson Library is located in the Learning Resources Center, directly across from the Tony Rand Student Center. It provides students with excellent facilities for study, research, browsing, self-improvement and enjoyment. The collection is so varied that one can find material on the future of nanotechnology or the steps involved in building a bird-house.

The Library staff supports the entire curriculum at FTCC. The collection includes over 60,000 volumes of books, 350 magazine subscriptions, and nine different electronic indexes. These databases contain literally thousands of magazine and newspapers articles. These databases serve a dual function. Students can locate articles on a subject and also locate the full text of that article. Some indexes specialize in health, legal and business topics while others cover many subjects. Seven of the indexes are available on all campus computers while three can be accessed from off campus. Passwords for the off-campus databases can easily be obtained by visiting, calling, or e-mailing the library.

Many of the specialized services that are available from the library can be accessed through the Library Home page ([www.faytechcc.edu/library](http://www.faytechcc.edu/library)). Here one can find the "Ask a Librarian" link for brief reference questions. A Virtual Reference Center enables patrons to use a large collection on online reference materials like dictionaries, thesaurus, and atlases. Links to the electronic databases are found here. The Automated Catalog is also accessible from the homepage. This catalog (CCLINC) is the guide to the library's collection of books and the audiovisual materials available on the FTCC campus as well as at 43 other North Carolina Community Colleges. In addition to viewing other library collections, one can also place a hold to borrow books from other community colleges. The book(s) will arrive in about a week and can be picked up at the Circulation desk. To accomplish this Interlibrary Loan, a patron needs to have a library barcode affixed to his or her FTCC ID card.

A computer lab with twenty scholar's workstations is available to students. Each of the workstations can search the Internet, send e-mail, use the electronic databases, access Blackboard, and word process. These computers are networked to a free laser printer.

Patrons can find non-electronic services in the library. Two coin-operated photocopy machines, typewriters for completing applications, and two coin-operated fiche-film reader/printers are available. Patrons can also have color and black and white transparencies made. Notary Services are available to students at no charge between the hours of 8:00 am to 6:00 pm during the week.

Books are loaned for two weeks with a nine-day grace period before fines are charged. Most pamphlets are loaned for

three days and some of the videos circulate. Fines and replacement costs are assessed for all delinquent and lost materials.

A qualified staff member is available to help patrons find the information they are seeking. The Paul H. Thompson Library is open from 7:45am to 10:00pm Monday thru Friday. The Library is also open from 10:00am to 1:00pm on the last seven Saturdays of each semester.

## **MEDIA SERVICES**

The Media Services Group within the Learning Technologies Division provides full-service video, audio, photographic, and web design services for faculty, staff and administrators at Fayetteville Technical Community College. The Media Services organization utilizes the latest in digital video, audio, and photographic technology hardware and software to provide the highest quality production services available anywhere.

Some of the services available include scripting, shooting, and editing video for CD and DVD development and distribution, and photographic services for web page development and for the marketing of FTCC programs.

In addition to production services, the Media Services Group also provides audio/visual (A/V) support for traditional classroom, face-to-face instruction as well as support for video conferencing, two-way interactive video class and meeting sessions in support of FTCC's Distance Learning initiative. Support for face-to-face instruction includes traditional overhead projectors, VCR/Television systems, and videotape collection checkout, as well as large display of video and computer images. The Media Services Operations Section also provides all training and support for video projection and large screen computer displays including delivery of multimedia computer systems on large A/V carts.

Web page design is the newest service available through the FTCC Media Services Group. This service includes all aspects of the design including Flash animations, graphics, photos, and even posting. Media Services web support also includes Blackboard support for instructors and students in FTCC's Distance Learning initiative.

The Media Services Group is located on the first floor of the Virtual College Center.



# CONTINUING EDUCATION

## GENERAL

The Continuing Education Division is responsible for non-curriculum, non-credit educational programs for adults 18 years of age or older. Due to ongoing changes in technology, career and job requirements, as well as revised life styles, needs are being created for continuing education in most occupational and avocational areas. The Continuing Education Division is responsible for responding to these needs by providing services to individuals, organizations, businesses, and industries within the Fayetteville-Cumberland County area. Requests for continuing education programs range from courses in basic reading and writing to advanced courses in technical fields. These courses are made available whenever there is a sufficient number of students interested in the same subject area and a qualified instructor is available. Adults may also attend continuing education courses to improve vocational, avocational, and practical skills.

## DIRECTORY OF SERVICES

### Areas

Continuing Education is divided into the following areas:

- Basic Skills Education
- Occupational Extension Education
- Industry Services
- Fire/Rescue Training
- Law Enforcement Training
- Community Services and Extension Education
- Business Services
- Small Business Center

### Purposes

1. To provide educational opportunities for interested adults.
2. To provide an innovative Basic Skills Program (ABE, GED, ESL, AHS, and CED) in locations easily accessible to interested adults throughout Cumberland County.
3. To provide a community-wide program of adult education which includes instruction to prepare adults for better job opportunities, promotion in present employment, civic and community leadership, and family living.
4. To provide a centralized assessment and retention program for Basic Skills Education.
5. To offer special training programs for new and expanding industry in the county, which provide a labor force possessing necessary skills to make the industry immediately productive.
6. To provide for the educational needs of the military and family members at Ft. Bragg and Pope Air Force Base, and

to expand in-service staff development programs for civil service employees.

7. To provide training for local law enforcement agencies, fire departments, rescue services, and to offer lifesaving programs such as CPR and first aid to all citizens in Cumberland County.
8. To provide educational services to special populations in the Cumberland County area where opportunities beyond the traditional school setting are required (e.g., ABE and GED Correspondence).
9. To conduct instructor training programs for instructors of Continuing Education.
10. To continue to be the educational organization recognized by the community as receptive to special interest programs.

## BASIC SKILLS EDUCATION

The Basic Skills Program includes the areas of Adult Basic Education (ABE), Adult High School Diploma (AHS), Compensatory Education (CED), English as a Second Language (ESL), General Educational Development (GED), Human Resources Development (HRD), Workforce Preparedness Center, and Basic Skills Student Services.

### Adult Basic Skills Program

The Adult Basic Education Program at FTCC is the cornerstone upon which the overall Basic Skills Program is built. ABE is a dynamic outreach program specifically targeting non-readers and other undereducated adults. A variety of traditional and non-traditional, innovative curricula have been implemented to upgrade the academic skills of this population. Special programs often offered through formal partnerships with other agencies have promoted program accessibility.

### Adult High School Diploma Program (AHS)

The Adult High School Diploma is a course of studies in 14 core and 7 elective subjects. This program is designed to give eligible adults in Cumberland County an opportunity to earn a high school diploma. A student must be 18 years of age or older to enter the program. A student less than 18 years of age must be screened through Basic Skills Student Services to determine eligibility.

Each of the subjects offers a concentrated study of a minimum of sixty-five (65) hours. Following assessment and evaluation of student academic transcripts, students are informed as to the number of courses needed to complete requirements for their adult high school diploma. These requirements include each student passing the N.C. Competency Test. These requirements must be met regardless of any program interruptions (class cancellations, etc.). The diploma is issued by

Fayetteville Technical Community College in cooperation with the Cumberland County Board of Education.

Each course is taught by a qualified instructor who possesses at least a four-year degree. The instructor uses modern classroom techniques, which include current textbooks, audiovisual aids, community resources, computer-assisted learning and a variety of other teaching methods.

### ***ABE & GED Correspondence***

ABE & GED Correspondence provides an additional opportunity for adults who are unable to attend regular classes. Completion of each lesson helps prepare the participant for further educational opportunities that may include successful completion of the official GED test.

### ***Basic Skills Online***

Provides an additional opportunity for adults who are unable to attend regular classes. The curriculum is available on-line using SkillsTutor.com so students can improve their core academic skills and/or prepare for the GED tests using the Internet. Lessons are available in reading, writing, math, language arts, algebra and science. Individualized instruction, diagnostic testing, prescription assignments and automatic reporting are incorporated.

### ***Basic Skills Resource Center***

The Basic Skills Resource Center offers individualized instruction and study opportunities, including employment readiness and advancement training, in all areas of Basic Skills Education. Computer-assisted instruction, along with a variety of other materials, allows students to learn at their own pace and enables them to reach their goals.

### ***Compensatory Education (CED)***

Compensatory Education is designed to provide remedial academics to adults who have been diagnosed as being a delayed learner and who can provide documentation of mental retardation. The program includes task-analyzed lessons in language arts, math, social sciences, consumer education, health and community living skills.

### ***English as a Second Language***

English as a Second Language classes are designed for adults who are not native English speakers. Instruction in reading, writing, speaking, and listening is tailored to meet individual needs. Three distinct levels are offered, Beginning, Intermediate and Advance, to help students acquire functional English competence.

### ***Family Literacy Program (FLP)***

Family Literacy is designed to break the discouraging cycle of under education, poverty and dependence of parents whose

educational level is below that of a high school graduate. The goal of Family Literacy is to provide, in one location, a positive educational setting that will allow a parent the chance to enhance his/her skill level or to earn a GED Diploma while providing their young children with constructive preschool or elementary school activities.

### ***General Education Development (GED)***

General Education Development courses are designed for adults who have not received a high school diploma. Courses prepare students for the five official GED tests: language arts, writing, social studies, science, reading and mathematics. The GED diploma certifies that the graduate has achieved a level of general education development equivalent to that of high school diploma recipients.

### ***Human Resources Development (HRD)***

Human Resources Development provides short-term pre-vocational training and counseling to help unemployed and underemployed adults successfully enter the work force or further training. The curriculum focuses on training that helps students learn how to find and keep a job. This includes teaching students how to assess their assets and limitations, develop their problem-solving and communication skills, develop a positive self-image, improve academic skills, and understand the dynamics of interpersonal relationships.

### ***Workforce Program***

Workforce Basic Skills classes are the result of partnerships between FTCC, and local businesses and industries, and the Workforce Development Board in Cumberland County. Basic Skills, as well as specific job related employability skills, are taught to employees on the job site or an FTCC site. Whether working toward a high school equivalency diploma or improvement in specific work skills, the result of the program is a more capable, confident, and efficient employee. The focus of this program is to improve skills that will lead to enhanced competitiveness for business and industry.

### ***Workforce Preparedness Center***

The Workforce Preparedness Center, located in the Center for Continuing Education, is designated to serve adults who plan to re-enter the workforce, who want to prepare for and pass employment tests, or who want to improve their basic work skills. Students may work to improve their reading, business writing, mathematics, problem solving, and critical thinking skills, as well as learn to work as part of a team.

## OCCUPATIONAL EXTENSION EDUCATION

Extension Education offers a wide variety of courses in business, computer education, general contractor's license preparation, vocational shop, and general interest programs (including such courses as bartending, travel agent, and effective teaching training). These courses are intended to provide training to upgrade a person's skills or qualifications, and assist in preparing an individual for a new career.

Fayetteville Technical Community College, in cooperation with the Cumberland County schools, utilizes the facilities at a number of local public school campuses to make these courses more accessible to the residents of the greater Fayetteville area.

A variety of occupational courses are offered at Ft. Bragg for the purpose of enhancing/updating individual skills. Additionally, the courses provide family members an opportunity to acquire new skills, hence making themselves marketable to the local economy and increasing the North Carolina tax base.

### INDUSTRY SERVICES

The Industry Services area of Continuing Education, located in the Center for Business and Industry, helps industries by customizing educational programs and training courses for employees. The staff is available to assess, design, and implement appropriate courses to meet the needs of industry in the following:

#### *In-Plant Training Skills Program*

In-Plant courses provide employers an option to the traditional classroom setting by providing skills training to individuals at their assigned workstation in the manufacturing facility. The In-Plant Training Program is designed to develop entry-level skills for new employees or to retrain current employees whose jobs have changed due to new equipment, processes, or products.

#### *New and Expanding Industry Program*

The New and Expanding Industry Program provides customized training support to new or existing industries that are creating new jobs in Cumberland County. This program is designed to reduce the costs of training newly hired employees in a manufacturing plant.

#### *Seminars*

FTCC can arrange for guest lecturers and consultants to address the latest topics in business and industry, such as ISO

9000, TQM, OSHA updates and training, or Contracting with the Federal Government.

## EMERGENCY AND PROTECTIVE SERVICES

### *Emergency and Protective Services Training*

Emergency and Protective Services Training consists of education in the areas of Law Enforcement, Emergency Medical, Emergency Rescue Technician and Fire Service Training. Courses offered include Law Enforcement, Basic and Advanced Rescue Technician, Emergency Medical Technician, State and National Registry, Paramedic, Fire Fighter I & II Certification, Driver Operator Certification, Hazardous Material, Nursing Assistant, Cardiopulmonary Resuscitation, National Fire Academy courses and numerous other programs in the Law Enforcement, Fire, Rescue, and Emergency Medical areas. Courses are offered on campus, at local fire and police departments, rescue facilities, the airport training facility, churches, schools, businesses, industries, or other locations where there is community interest. A number of courses are open to the public while some are limited to in-service training. Although the state prescribed registration fee is required, exceptions are recognized for fire service, police, and life saving personnel. Descriptive course information follows.

### *Fire Service*

The Fire Service courses prepare firefighters and potential firefighters with both entry-level skills and specific area skills in fire related subjects. The Firefighters Certification Program includes 26 classes that are required for certification as Firefighter I and II. These courses are taught individually or in a 12-week academy. Specialty areas for firefighters include Driver Operator, Emergency Vehicle Operator, Aerial Operator, Hazardous Materials, and many other related courses. National Fire Academy courses are also presented with FTCC certificates and National Fire Academy certificates presented. There are no expenses incurred for these courses as long as the student is affiliated with a fire department. A high school diploma or GED certificate is required for certification.

### *Emergency Rescue Technician*

Emergency Rescue Technician certification classes are presented to fire departments, rescue squads, and ambulance services. Each level of certification contains several individual classes dealing with various areas of situational rescues. Areas of emphasis include vehicle extrication, raises and lowers, rappelling, confined space, trench, search management, and several other similar areas. There are no expenses incurred for these classes if the student is affiliated with a fire department, rescue squad, or other emergency service provider. A high school diploma or GED certificate is required for certification.

### ***Airport Firefighting Training Facility***

The Fayetteville Regional Airport Firefighters' Training Facility has been designed and built to provide state-of-the-art training for airport firefighters in accordance with the Federal Aviation Regulations Part 139, National Fire Protection Association Standard 1003, and the United States Air Force Regulation 92-1. The facility is operated by Fayetteville Technical Community College and the City of Fayetteville. The facility contains the most modern fire service training mockups in the country to date. All of the live-fire simulators utilize propane fuel, which provide airport managers and fire chiefs the opportunity to meet the requirements of FAR 139 pertaining to airport fire services. More programs will be added in the future. All live-fire simulations will utilize water during the attack.

### ***Emergency Medical Technician – State and National Registry***

This course provides training in the first phase of the EMT career structure. The student will be provided knowledge and training in skills to control bleeding, application of splints, prevention of shock, childbirth, and other basic life support techniques. This course will also include instruction on oxygen therapy, respiratory emergency, major trauma, and advanced CPR techniques. At the completion of this course, the student will be qualified to take the Office of EMS NC State EMT Basic Exam or National Registry Exam. The course requires the student to comply with FTCC's Immunization policy. There may be other expenses incurred during this course. Prerequisite for this course is a high school diploma or GED.

### ***Nursing Assistant I & II***

The Nursing Assistant I and II courses prepare graduates to provide personal care and perform basic nursing skills for the elderly and other adults. Emphasis is on the process of aging, including mental, social and physical needs of the elderly: patients' rights, nutrition management, disease/disorders, human body structure and functions, etc. The course includes class, laboratory, and clinical learning experiences. The Nursing Assistant I course requires the student to have a high school diploma or GED and comply with FTCC's immunization policy. There may be other expenses incurred during this course. The NA-II program requires a student to be a licensed NA-I.

### ***Protective Services Training***

The Protective Services Training office offers training programs designed to enhance the performance of certified law enforcement officers, law enforcement supervisors, law enforcement chief executive officers, detention officers, jail administrators, telecommunicators, and security officers by providing quality training courses. The office is committed to

offering timely, relevant and professional training utilizing the guidelines mandated by The North Carolina Criminal Justice Education and Training Standards Commission, The North Carolina Sheriff's Education and Training Standards Commission and the Private Protective Services Board of the North Carolina State Bureau of Investigation. "Professionalism through Education and Training" is the motto of The Protective Services Training office.

The objective of this office is to offer the most timely and effective training available. The office adds new course offerings in response to contemporary training demands. Federal, state and local departments are contacted by Protective Services Training staff members in order to ascertain current crime trends. The findings are incorporated into existing courses, which are continually updated and revised to present the most current legal and practical application training to the student.

All instructional staff utilized by the Protective Services Training office are certified trainers with many years of practical experience and are considered subject matter experts in their respective areas.

Courses are offered on the main campus of Fayetteville Technical Community College, law enforcement agencies, Ft. Bragg, Pope Air Force Base, and other selected locations within Cumberland County.

The Basic Law Enforcement Training Academy (BLET) allows the admission of students interested in pursuing a law enforcement career as a police officer or deputy sheriff in the State of North Carolina. An intensive application process precedes a student's acceptance into this course. The course is 648 hours in length and is offered in two formats, a full time academy (16 weeks) and a part time academy (9 months). At the conclusion of the course, the student must pass the North Carolina Law Enforcement Officer Certification Examination, administered by the North Carolina Education and Training Standards Commission, for successful course completion.

## **COMMUNITY SERVICE**

Community Service programs are an integral part of Continuing Education. Classes such as art, home economics, foreign languages, test preparation for the SAT and GRE, and general interest are offered mornings, afternoons, and evenings. These serve approximately 4,000 students in more than 400 classes per year. Classes are conducted at various locations throughout Fayetteville, Spring Lake, Hope Mills, Stedman, and other areas. Classes are also coordinated with local community centers, senior citizens centers, and recreation centers. Likewise, businesses, churches, and schools as well as public facilities are utilized.

Courses are frequently designed to meet specific requests;

therefore, this area is expected to change with the interests and needs of the community. Students are regularly surveyed for comments and suggestions.

Training sessions are co-sponsored with county volunteer agencies such as Rape Crisis Volunteers of Cumberland County and the Cumberland County Dispute Resolution Center. Courses are offered in seven senior citizens centers for the convenience of Cumberland County's senior citizens. These classes serve approximately 1,500 senior citizens during the year.

## **BUSINESS SERVICES**

The Business Services area of FTCC Continuing Education, located in the Center for Business and Industry, helps businesses, governmental agencies, and medical organizations by customizing education programs and training courses for employees. The staff is available to assess, design, and implement appropriate courses to meet the needs of business in the following and in other areas.

### ***Supervisory Skills***

Improved supervisory skills can contribute in a significant manner to employee productivity. The Center's staff can assist business and industry in developing and evaluating training programs to meet staff members' needs ranging from general management skills, finance, and marketing to manufacturing management.

FTCC offers the American Management Association Certificate in Management program that provides 126 hours of supervisory and management training for businesses and professionals.

### ***Communication***

Good verbal and written communication in an organization is essential. The Center's staff has developed seminars ranging from proper telephone usage for the secretarial staff to effective business letter writing for managers.

### ***Computer Training***

Specialized classes can be designed to provide training on software programs such as Windows, Word, Excel, WordPerfect, Lotus, and other business oriented software.

### ***Instructor Training***

Workshops are available to assist personnel in becoming more proficient instructors, for example "Training the Trainer" and "Team Development."

### ***License Support Training***

Classes are designed for various professional groups, such as Real Estate, Insurance, Day Care, Funeral Service, and the

National Executive Housekeeping Association to assist in maintaining existing licenses.

## **FTCC SMALL BUSINESS CENTER**

The mission of the Fayetteville Technical Community College Small Business Center is to improve the success rate of small businesses throughout the service area.

Are you considering a new business venture? Expansion? Perhaps you just need help with an existing business plan. Have you developed a business plan? What about market research? Do you understand cash flow, break-even analysis, finance, record keeping and taxes? Is it necessary for you to use a CPA and/or an attorney? What form of business entity will best suit you? We are in the business of helping businesses succeed. Whether it is through additional training, one-on-one counseling or providing the contacts and information you need, we are here to assist you.

Our services include:

### ***Specialized Business Seminars***

Each term specialized seminars are offered which are designed to improve your management or technical skills from the basics of how to start your own business to the complexities of record keeping and taxes.

### ***Resource Room***

Literature and audiovisual materials are available for your use. Handouts from the Small Business Administration (SBA) are available for you. Come by and ask about our services.

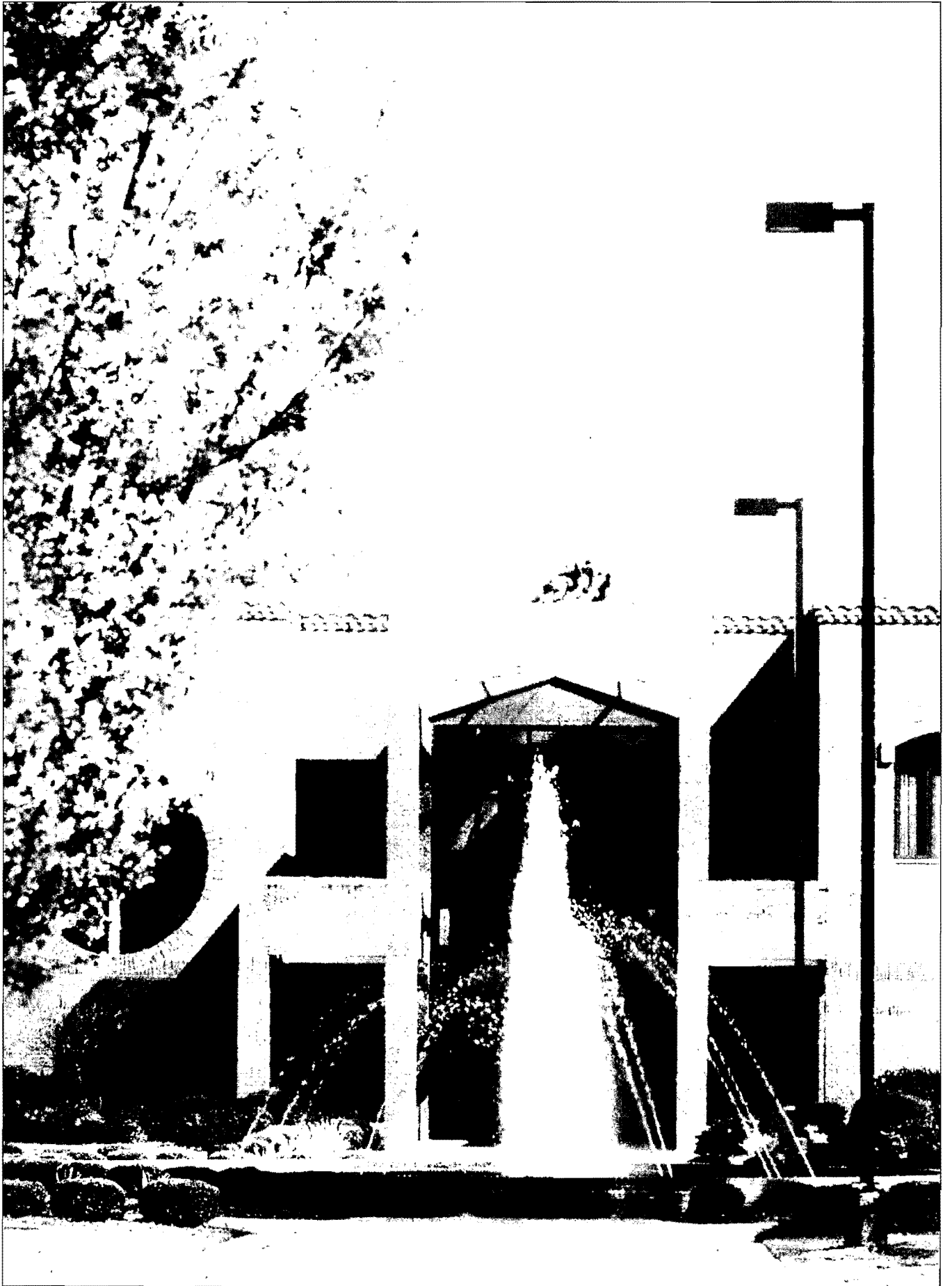
### ***Small Business Counselor***

A part-time counselor is available to provide you with advice on starting a new business, operating your business or refer you to a number of local, state or federal agencies that can answer your questions.

### ***R.E.A.L.***

R.E.A.L. stands for "Rural Entrepreneurship through Action Learning." NC R.E.A.L. Enterprises, a nonprofit organization based in Durham, NC, works with selected community colleges across North Carolina to provide adults of all ages with the opportunity to become entrepreneurs. This unique program is now available at Fayetteville Technical Community College.

FTCC's R.E.A.L. program is designed to assist and empower a person with entrepreneurial interests and abilities to plan and start a business or trade. Prior business experience and/or courses are not required. If you would like to create a business from a talent, skill or idea you have, and you are willing to work to make it a reality, R.E.A.L. is for you!



# CURRICULUM LIST

- Accounting (A25100)
- Advertising and Graphic Design (A30100)
- Air Conditioning, Heating and Refrigeration Technology (A35100)
  - Air Conditioning, Heating and Refrigeration (D35100)
  - Basic Air Conditioning, Heating and Refrigeration (C35100)
- Architectural Technology (A40100)
- Associate Degree Nursing (A45100)
- Associate in Arts (A10100)
  - Pre-major in Business Administration (A1010B)
  - Pre-major in Business Education and Marketing Education (A1010C)
  - Pre-major in Criminal Justice (A1010D)
  - Pre-major in English (A1010E)
  - Pre-major in English Education (A1010F)
  - Pre-major in Health Education (A1010G)
  - Pre-major in History (A1010H)
  - Pre-major in Nursing (A1010I)
  - Pre-major in Physical Education (A1010J)
  - Pre-major in Political Science (A1010K)
  - Pre-major in Psychology (A1010L)
  - Pre-major in Social Science Secondary Education (A1010M)
  - Pre-major in Sociology (A1010N)
  - Pre-major in Elementary Education, Middle Grades Education and Special Education (A1010P)
  - Pre-major in Social Work (A1010Q)
- Associate in General Education (A10300)
- Associate in Science (A10400)
  - Pre-major in Biology and Biology Education (A1040A)
  - Pre-major in Chemistry and Chemistry Education (A1040B)
  - Pre-major in Mathematics (A1040E)
  - Pre-major in Mathematics and Mathematics Education (A1040F)
- Auto Body Repair (D60100)
  - Basic Autobody Repair (C60100C1)
- Automotive Systems Technology (A60160)
  - Automotive Electrical/Electronics Systems (C60160C4)
  - Automotive Engine Performance (C60160C2)
  - Automotive Power Trains (C60160C3)
  - Automotive Suspension, Brakes, and Heating/Air Conditioning (C60160C1)
- Basic Law Enforcement Training (C55120)
- Biotechnology (A20100)
- Building Construction Technology (A35140)
- Business Administration (A25120)
  - Small Business Management (C25120C2)
  - Small Business Startup (C25120C1)
- Business Administration – Banking and Finance (A2512A)
- Business Administration – Electronic Commerce (A2512I)
- Business Administration – Human Resources Management (A2512C)
  - Equal Opportunity and Employee Relations Certificate (C2512CC1)
- Business Administration – Marketing and Retailing (A2512F)
- Business Administration – Operations Management (A2512G)
- Business Administration – Public Administration (A2512H)
- Cabinetmaking (D35160)
- Carpentry (D35180)
  - General Contractor's License Preparation (C35180C1)
- Civil Engineering Technology (A40140)
- Community Spanish Interpreter (A55370)
- Computer Programming (A25130)
  - C++ Programming (C25130C2)
  - COBOL Programming (C25130C1)
  - RPG Programming (C25130C3)
  - Visual Basic Programming (C25130C4)
- Cosmetology (D55140)
- Criminal Justice Technology (A55180)
  - Criminal Justice Technology/Latent Evidence (A5518A)
  - Criminal Justice Technology/Latent Evidence (C5518AC1)
  - Criminal Justice Technology/Financial Crime/Computer Fraud (A5518B)
- Culinary Technology (A55200)
  - Baking (C55200C2)
  - Pantry Chef (Garde Manger) (C55200C1)
- Dental Assisting (D45240)
- Dental Hygiene (A45260)
- Early Childhood Associate (A55220)
  - Child Care Administration (C55220C1)
  - Child Care Development (C55220C2)
  - Child Care Professional (C55220C3)
  - Family Child Care (C55220C4)
- Early Childhood Associate/Special Education (A5522A)
- Early Childhood Associate/Teacher Associate (A5522B)
  - Early Childhood Associate/Teacher Associate Diploma (D5522B)
- Electronics Engineering Technology (A40200)
- Electrical/Electronics Technology (A35220)
  - Electrical/Electronics Technology (D35220)
- Electronic Servicing Technology (D50120)
- Emergency Medical Science (A45340)
  - Emergency Medical Science (D45340)
  - Emergency Medical Science (C45340)
- Emergency Medical Science Bridging (A4534B)
- Facility Maintenance Worker (D50170)
- Fire Protection Technology (A55240)
- Funeral Service Education (A55260)
  - Funeral Service Education – N.C. Funeral Director (D55260)
- General Occupational Technology (A55280)
- Healthcare Management Technology (A25200)
- Horticulture Technology/Management (A1524A)
  - Basic Landscape Maintenance (C1524A)
- Hotel & Restaurant Management (A25240)
  - Hotel and Restaurant Management (C25240C1)

Industrial Systems Technology (A50240)

Industrial Systems Technology (D50240)

Basic Industrial Systems (C50240)

Information Systems (A25260)

Computer Technologies (C25260C1)

Linux Certificate (C25260C2)

Hardware and Software Certificate (C25260C3)

Information Systems – Network Administration and Support (A2526D)

Cisco Networking (C2526DC4)

Microsoft Networking (C2526DC1)

Novell Networking (C2526DC2)

Information System Security (A25270)

Internet Technologies (A25290)

IT/Server Side Web Programming Certificate (C25290C5)

IT/Web Back-Office Certificate (C25290C4)

IT/Web Design Certificate (C25290C1)

IT/Web Management Certificate (C25290C3)

IT/Web Programming Certificate (C25290C2)

Machining Technology (A50300)

Evening Basic Machining Technology (C50300C1)

Masonry (D35280)

Basic Masonry (C35280)

Medical Office Administration (A25310)

Medical Office Administration (C25310C1)

Nuclear Medicine Technology (A45460)

Office Systems Technology (A25360)

Basic Office Systems Technology (C25360C1)

Paralegal Technology (A25380)

Paralegal (D25380)

Pharmacy Technology (D45580)

Phlebotomy (C45600)

Physical Therapist Assistant (A45620)

Plumbing (D35300)

Evening Basic Plumbing (C35300C1)

Postal Service Technology (A55340)

Postal Service Technology (C55340C1)

Practical Nursing (D45660)

Radiography (A45700)

~~Recreation and Leisure Studies (A55360)~~

Respiratory Care (A45720)

Speech-Language Pathology Assistant (A45730)

Surgical Technology (A45740)

Surgical Technology (D45740)

Surveying Technology (A40380)

Welding (D50420)

Evening Basic Welding Technology (C50420C1)



**ACCOUNTING**

**A25100**

The Accounting curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting profession. Using the "language of business," accountants assemble and analyze, process, and communicate essential information about financial operations.

In addition to course work in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

*Awards*

**Associate Degree:** Accounting (A25100)

**Length of Program:** 5 Semesters

**Prerequisite:** 2 units of Algebra

**Diploma:** Not Applicable

**Certificate:** Not Applicable

**Cooperative Education Requirements/Opportunities:** Qualified students may take up to six (6) credit hours of Cooperative Education. Three (3) credit hours in lieu of other major courses and three (3) credit hours in lieu of a free elective upon approval of the Department Chairperson and Co-op Director.

**License or Certification Information:** None Required

**Program Information Contact:**

Curriculum Chairperson: Ron O'Brien  
 Telephone Number: (910) 678-6245  
 Office Location: Cumberland Hall, Room 377V  
 Email: obrienr@faytechcc.edu  
 Department Office: Cumberland Hall, Room 377  
 Telephone: (910) 678-8292  
 FTCC Web Site: www.faytechcc.edu

**Application Deadlines:** The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

**Child Care Financial Assistance Information:**

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

**Employment Statistics**

**Job Placement Rates:**

100% of 2004 graduates available for work were employed within four (4) months.

**Average Salary of Graduates:**

Graduates who graduated in 2004 earn an average salary of \$29,195.

**ATTENTION:** If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 02/14/05

**ACCOUNTING (A25100)**

Effective: Fall 2003

Revised: 06/26/03

Length: 5 Semesters

**Prerequisite:** 2 Units of Algebra

**Award:** Associate in Applied Science

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
ACC120	Prin of Financial Accounting	3	2	0	4
BUS115	Business Law I	3	0	0	3
CIS111	Basic PC Literacy	1	2	0	2
ENG111	Expository Writing	3	0	0	3
MAT161	College Algebra	3	0	0	3
<b>Totals</b>		<b>13/14</b>	<b>4/6</b>	<b>0</b>	<b>16</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC121	Prin of Managerial Accounting	3	2	0	4
ACC131	Federal Income Taxes	2	2	0	3
BUS116	Business Law II	3	0	0	3
CIS120	Spreadsheet I	2	2	0	3
ECO251	Prin of Microeconomics	3	0	0	3
OST122	Office Computations	1	2	0	2
<b>Totals</b>		<b>14</b>	<b>8</b>	<b>0</b>	<b>18</b>

**SUMMER SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC225	Cost Accounting	3	0	0	3
CIS220	Spreadsheets II	1	2	0	2
	Elective	3	0	0	3
<b>Totals</b>		<b>7</b>	<b>2</b>	<b>0</b>	<b>8</b>

**FALL SEMESTER 2**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACC150	Accounting Software Appl	1	2	0	2
ACC220	Intermediate Accounting I	3	2	0	4
ACC226	Adv Managerial Accounting	3	0	0	3
ECO252	Prin of Macroeconomics	3	0	0	3
ENG114	Prof Research & Reporting	3	0	0	3
	Humanities/Fine Arts Elect	3	0	0	3
<b>Totals</b>		<b>16</b>	<b>4</b>	<b>0</b>	<b>18</b>

**SPRING SEMESTER 2**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACC221	Intermediate Accounting II	3	2	0	4
BUS225	Business Finance	2	2	0	3
BUS228	Business Statistics	2	2	0	3
ENG115	Oral Communication	3	0	0	3
	Major Elective	3	0	0	3
<b>Totals</b>		<b>13</b>	<b>6</b>	<b>0</b>	<b>16</b>

**TOTAL REQUIRED CREDITS....76**

**Co-op Option:** Qualified students may elect to take up to six (6) credit hours of Cooperative Education. Three (3) credit hours in lieu of other major courses and three (3) credit hours in lieu of a free elective provided they acquire approval from the Co-op Director and the Department Chairperson.



**ADVERTISING AND GRAPHIC DESIGN A30100**

The Advertising and Graphic Design curriculum is designed to provide students with knowledge and skills necessary for employment in the graphic design profession, which emphasizes design, advertising, illustration, and digital and multimedia preparation of printed and electronic promotional materials.

Students will be trained in the development of concept and design for promotional materials such as newspaper and magazine advertisements, posters, folders, letterheads, corporate symbols, brochures, booklets, preparation of art for printing, lettering and typography, photography, and electronic media.

Graduates should qualify for employment opportunities with graphic design studios, advertising agencies, printing companies, department stores, a wide variety of manufacturing industries, newspapers, and businesses with in-house graphics operations.

**Awards**

**Associate Degree:** Advertising and Graphic Design (A30100)

**Length of Program:** 5 Semesters

**Prerequisite:** High School Diploma

**Diploma:** Not Applicable

**Certificate:** Not Applicable

**Cooperative Education Requirements/Opportunities:** Qualified students may take up to six (6) credit hours of Cooperative Education in lieu of six (6) credit hours of other required courses upon approval of the Department Chairperson and Co-op Director.

**License or Certification Information:** None Required

**Program Information Contact:**

Curriculum Chairperson: Ricci Fuller

Telephone Number: (910) 678-8231

Office Location: Horace Sisk Building, Room 633

Email: fullerr@faytechcc.edu

Department Office: Horace Sisk Building, Room 633

Telephone: (910) 678-8452

FTCC Web Site: www.faytechcc.edu

**Application Deadlines:** The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126, Telephone: (910) 678-8448

**Child Care Financial Assistance Information:**

Child Care Associate, Student Center, Room 142, Telephone: (910) 678-8486/8387

**Employment Statistics**

**Job Placement Rates:**

100% of 2004 graduates available for work were employed within four (4) months.

**Average Salary of Graduates:**

Graduates who graduated in 2004 earn an average salary of \$18,480.

**ATTENTION:** If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 02/14/05

**ADVERTISING & GRAPHIC DESIGN (A30100)**

Effective: Fall 2003

Revised: 03/28/03

Length: 5 Semesters

**Prerequisite:** High School Diploma

**Award:** Associate in Applied Science

**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
ART111	Art Appreciation	3	0	0	3
GRD110	Typography I	2	2	0	3
GRD117	Design Career Exploration	2	0	0	2
GRD121	Drawing Fundamentals I	1	3	0	2
GRD141	Graphic Design I	2	4	0	4
GRD151	Computer Design Basics	1	4	0	3
<b>Totals</b>		<b>11/12</b>	<b>13/15</b>	<b>0</b>	<b>18</b>

**Spring Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG111	Expository Writing	3	0	0	3
GRD142	Graphics Design II	2	4	0	4
GRD152	Computer Design Tech I	1	4	0	3
GRD160	Photo Fundamentals I	1	4	0	3
GRD265	Digital Print Production	1	4	0	3
MKT220	Advertising & Sales Promotion	3	0	0	3
<b>Totals</b>		<b>11</b>	<b>16</b>	<b>0</b>	<b>19</b>

**Summer Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
GRD131	Illustration I	1	3	0	2
GRD282	Advertising Copywriting	1	2	0	2
GRD285	Client/Media Relations	1	2	0	2
<b>Totals</b>		<b>3</b>	<b>7</b>	<b>0</b>	<b>6</b>

**Fall Semester 2**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ENG115	Oral Communication	3	0	0	3
GRD153	Computer Design Tech II	1	4	0	3
GRD241	Graphic Design III	2	4	0	4
MAT115	Mathematical Models	2	2	0	3
	Major Elective	3	0	0	3
	<b>Totals</b>	<b>11</b>	<b>10</b>	<b>0</b>	<b>16</b>

**Spring Semester 2**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
GRD242	Graphic Design IV	2	4	0	4
GRD271	Multimedia Design I	1	3	0	2
GRD280	Portfolio Design	2	4	0	4
PSY118	Interpersonal Psychology	3	0	0	3
	Major Elective	3	0	0	3
	<b>Totals</b>	<b>11</b>	<b>11</b>	<b>0</b>	<b>16</b>

**TOTAL REQUIRED CREDITS.... 75**

**Co-op Option:** Qualified students may elect to take up to six (6) credit hours of Cooperative Education in lieu of 6 hours of other required courses provided they acquire approval from the Co-op Director and the Department Chairperson.

**A/C, HEATING AND REFRIGERATION TECHNOLOGY A35100**

The Air Conditioning, Heating, and Refrigeration Technology curriculum provides the basic knowledge to develop skills necessary to work with residential and light commercial systems.

Topics include mechanical refrigeration, heating and cooling theory, electricity, controls and safety. The diploma program covers air conditioning, furnaces, heat pumps, tools and instruments. In addition, the AAS degree covers residential building codes, residential system sizing, and advanced comfort systems.

Diploma graduates should be able to assist in the start up, preventive maintenance, service, repair, and/or installation of residential and light commercial systems. AAS degree graduates should be able to demonstrate an understanding of system selection and balance and advanced systems.

**Awards**

**Associate Degree:** A/C, Heating & Refrigeration Technology (A35100)

**Length of Program:** 5 Semesters

**Prerequisite:** High School Diploma

**Diploma:** A/C, Heating & Refrigeration Technology (DA35100)

**Length of Program:** 6 semesters

**Prerequisite:** High School Diploma

**Certificate:** Basic Air Conditioning, Heating & Refrigeration (C35100)

**Length of Program:** 4 Semesters

**Prerequisite:** High School Diploma

**Cooperative Education Requirements/Opportunities:** Qualified students may elect to take up to five (5) credit hours of Cooperative Education in lieu of AHR-250 and from 3 credit hours of electives provided they acquire approval from the Co-op Director and the Department Chairperson.

**License or Certification Information:** None Required

**Program Information Contact:**

Curriculum Chairperson: Don Chavis

Telephone Number: (910) 678-8428

Office Location: Lafayette Hall, Room 146A

Email: chavisd@faytechcc.edu

Department Office: Lafayette Hall, Room 120

Telephone: (910) 678-8383

FTCC Web Site: www.faytechcc.edu

**Application Deadlines:** The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

**Child Care Financial Assistance Information:**

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

**Employment Statistics**

**Job Placement Rates:**

100% of 2004 graduates available for work were employed within four (4) months.

**Average Salary of Graduates:**

Graduates who graduated in 2004 earn an average salary of \$35,107.

**ATTENTION:** If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised 02/18/05

**AC, HEATING & REFRIGERATION TECHNOLOGY (A35100)**

Effective: Fall 2002

Revised: 04/29/03

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
AHR110	Intro to Refrigeration	2	6	0	5
AHR111	HVACR Electricity	2	2	0	3
AHR113	Comfort Cooling	2	4	0	4
CIS113	Computer Basics	0	2	0	1
WLD112	Basic Welding Processes	1	3	0	2
<b>Totals</b>		<b>7/8</b>	<b>17/19</b>	<b>0</b>	<b>16</b>

**Spring Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
AHR112	Heating Technology	2	4	0	4
AHR114	Heat Pump Technology	2	4	0	4
AHR130	HVAC Controls	2	2	0	3
AHR160	Refrigerant Certification	1	0	0	1
PHY121	Applied Physics I	3	2	0	4
<b>Totals</b>		<b>10</b>	<b>12</b>	<b>0</b>	<b>16</b>

**Summer Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
AHR115	Refrigeration Systems	1	3	0	2
AHR151	HVAC Duct Systems I	1	3	0	2
AHR180	HVACR Customer Relations	1	0	0	1
	Elective	3	0	0	3
<b>Totals</b>		<b>6</b>	<b>6</b>	<b>0</b>	<b>8</b>

**Fall Semester 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
AHR210	Residential Building Code	1	2	0	2
AHR211	Residential System Design	2	2	0	3
AHR212	Advance Comfort Systems	2	6	0	4
AHR240	Hydronic Heating	1	3	0	2
ENG111	Expository Writing	3	0	0	3
PSY118	Interpersonal Psychology	3	0	0	3
<b>Totals</b>		<b>12</b>	<b>13</b>	<b>0</b>	<b>17</b>

**Spring Semester 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
AHR133	HVAC Servicing	2	6	0	4
AHR215	Commercial HVAC Controls	1	3	0	2
AHR245	Chiller Systems	1	3	0	2
AHR250	HVAC System Diagnostics	0	4	0	2
or					
COE112	Co-op Work Experience I	0	0	20	2
ENG115	Oral Communication	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
<b>Totals</b>		<b>10</b>	<b>16</b>	<b>0/20</b>	<b>16</b>

**TOTAL REQUIRED CREDITS.... 73**

**Co-op Option:** Qualified students may elect to take up to five (5) credit hours of Cooperative Education in lieu of AHR-250 and from 3 hours of electives provided they acquire approval from the Co-op Director and the Department Chairperson.

**A/C, Heating & Refrigeration (D35100)****Evening/Weekend Program**

Effective: Fall 2001

Revised Date: 05/28/03

This two-year evening diploma program is designed to prepare individuals for entry-level positions in the air conditioning, heating, and refrigeration field. Courses include basic hands-on training in the installation, maintenance, and repair of residential heating and air conditioning equipment.

Numerous opportunities for employment as A/C, Heating and Refrigeration assistants exist throughout the area.

Length: 6 Semesters

Prerequisite: High School Diploma

Award: Diploma

**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
AHR110	Intro to Refrigeration	2	6	0	5
AHR111	HVACR Electricity	2	2	0	3
<b>Totals</b>		<b>4</b>	<b>8</b>	<b>0</b>	<b>8</b>

**Spring Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
AHR113	Comfort Cooling	2	4	0	4
AHR160	Refrigerant Certification	1	0	0	1
ENG111	Expository Writing	3	0	0	3
<b>Totals</b>		<b>6</b>	<b>4</b>	<b>0</b>	<b>8</b>

**Summer Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
AHR130	HVAC Controls	2	2	0	3
PSY118	Interpersonal Psychology	3	0	0	3
<b>Totals</b>		<b>5</b>	<b>2</b>	<b>0</b>	<b>6</b>

**Fall Semester 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
AHR112	Heating Technology	2	4	0	4
AHR114	Heat Pump Technology	2	4	0	4
<b>Totals</b>		<b>4</b>	<b>8</b>	<b>0</b>	<b>8</b>

**Spring Semester 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
AHR133	HVAC Servicing	2	6	0	4
AHR240	Hydronic Heating	1	3	0	2
<b>Totals</b>		<b>3</b>	<b>9</b>	<b>0</b>	<b>6</b>

**Summer Semester 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
AHR245	Chiller Systems	1	3	0	2
<b>Totals</b>		<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>

**TOTAL REQUIRED CREDITS.... 38**

Co-op Option: N/A

**BASIC A/C, HEATING & REFRIGERATION CERTIFICATE  
(C35100)**

Effective: Fall 1998-99

Revised: 05/17/01

This evening program is designed to prepare individuals for entry-level positions in the air conditioning, heating & refrigeration field. Courses include basic hands-on training in the installation, maintenance and repair of residential heating and air conditioning equipment.

Opportunities for employment as A/C, Heating & Refrigeration assistants exist throughout the area.

Courses in this program can be transferred directly into the A/C, Heating & Refrigeration Technology associate degree curriculum.

Length: 4 Semesters

Prerequisite: High School Diploma

Award: Certificate

**Fall Semester 1**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
AHR110	Intro to Refrigeration	2	6	0	5
<b>Totals</b>		<b>2</b>	<b>6</b>	<b>0</b>	<b>5</b>

**Spring Semester 1**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
AHR112	Heating Technology	2	4	0	4
<b>Totals</b>		<b>2</b>	<b>4</b>	<b>0</b>	<b>4</b>

**Fall Semester 2**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
AHR113	Comfort Cooling	2	4	0	4
<b>Totals</b>		<b>2</b>	<b>4</b>	<b>0</b>	<b>4</b>

**Spring Semester 2**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
AHR114	Heat Pump Technology	2	4	0	4
<b>Totals</b>		<b>2</b>	<b>4</b>	<b>0</b>	<b>4</b>

**TOTAL REQUIRED CREDITS.... 17**

**Co-op Option: NA**

**Note:** This certificate is not approved for financial aid.

**ARCHITECTURAL TECHNOLOGY****A40100****Employment Statistics**

The Architectural Technology curriculum provides individuals with knowledge and skills that can lead to employment in the field of architecture or one of the associated professions.

Students receive instruction in construction document preparation, materials and methods, environmental and structural systems, building codes and specifications, and computer applications as well as complete a design project. Optional courses may be provided to suit specific career needs.

Upon completion, graduates have career opportunities within the architectural, engineering, and construction professions as well as positions in industry and government.

**Job Placement Rates:**

100% of 2004 graduates available for work were employed within four (4) months.

**Average Salary of Graduates:**

Graduates who graduated in 2004 earn an average salary of \$ 27,227 plus

**ATTENTION:** If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 02/18/05

**Awards**

**Associate Degree:** Architectural Technology (A40100)

**Length of Program:** 5 Semesters

**Prerequisite:** High School Diploma

**Diploma:** Not Applicable

**Certificate:** Not Applicable

**Cooperative Education Requirements/Opportunities:** Qualified students may take up to three (3) credit hours of Cooperative Education upon approval of the Department Chairperson and Co-op Director.

**License or Certification Information:** None Required

**Program Information Contact:**

Curriculum Chairperson: Phyllis Bell

Telephone Number: (910) 678-8539

Office Location: Advanced Technology Center, Room 244

Email: bellp@faytechcc.edu

Department Office: Advanced Technology Center, Room 244

Telephone: (910) 678-8458

FTCC Web Site: www.faytechcc.edu

**Application Deadlines:** The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

**Child Care Financial Assistance Information:**

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

**ARCHITECTURAL TECHNOLOGY (A40100)**

Effective: Fall 2004

Revised: 12/12/03

Length: 5 Semesters

Prerequisite: 2 Units of Algebra

Award: Associate in Applied Science

**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
	or		0		
ACA115	Success & Study Skills	0	2	0	1
ARC111	Intro to Arch Technology	1	6	0	3
ARC112	Constr Matls & Methods	3	2	0	4
ENG111	Expository Writing	3	0	0	3
MAT121	Algebra/Trigonometry I	2	2	0	3
	Humanities/Fine Arts Elective	3	0	0	3
<b>Totals</b>		<b>12/13</b>	<b>10/12</b>	<b>0</b>	<b>17</b>

**Spring Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ARC113	Residential Arch Tech	1	6	0	3
ARC114	Architectural CAD	1	3	0	2
ARC114A	Architectural CAD Lab	0	3	0	1
ARC131	Building Codes	2	2	0	3
ARC250	Survey of Architecture	3	0	0	3
PHY121	Applied Physics I	3	2	0	4
PSY118	Interpersonal Psychology	3	0	0	3
<b>Totals</b>		<b>13</b>	<b>16</b>	<b>0</b>	<b>19</b>

**Summer Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ARC220	Adv Architect CAD	1	3	0	2
ARC240	Site Planning	2	2	0	3
<b>Totals</b>		<b>3</b>	<b>5</b>	<b>0</b>	<b>5</b>



**Fall Semester 2**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ARC211	Light Constr Technology	1	6	0	3
ARC221	Architectural 3-D CAD	1	4	0	3
ARC230	Environmental Systems	3	3	0	4
ARC231	Arch Presentations	2	4	0	4
ENG115	Oral Communication	3	0	0	3
<b>Totals</b>		<b>10</b>	<b>17</b>	<b>0</b>	<b>17</b>

**Spring Semester 2**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ARC213	Design Project	2	6	0	4
ARC235	Architectural Portfolio	2	3	0	3
ARC241	Contract Administration	1	2	0	2
ARC264	Digital Architecture	1	3	0	2
	Elective	3	0	0	3
<b>Totals</b>		<b>9</b>	<b>14</b>	<b>0</b>	<b>14</b>

**TOTAL REQUIRED CREDITS.... 72**

**Co-op Option:** Qualified students may elect to take up to three (3) credit hours of Cooperative Education from 3 credit hours of electives provided they acquire approval from the Co-op Director and the Department Chairperson.



**ASSOCIATE DEGREE NURSING****A45100**

The Associate Degree Nursing curriculum provides individuals with the knowledge and skills necessary to provide nursing care to clients throughout the life span in a variety of settings.

Courses will include content related to the nurse's role as provider of nursing care, as manager of care, as a member of the discipline of nursing, and a member of the interdisciplinary team.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN), which is required for practice as a Registered Nurse. Employment opportunities include hospitals, long term care facilities, clinics, physicians' offices, industry, and community agencies.

**Awards**

**Associate Degree:** Associate Degree Nursing (A45100)

**Length of Program:** 5 Semesters

**Prerequisite:** 1 Unit of Algebra  
1 Unit of Biology  
1 Unit of Chemistry

**Diploma:** Not Applicable

**Certificate:** Not Applicable

Cooperative Education Requirements/Opportunities: Not Applicable

**License or Certification Information:** Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-RN), which is required to practice as a Registered Nurse.

**Programmatic Accreditation:** Accredited by: National League for Nursing, 61 Broadway, P.O. Box 2129, New York, NY 10006  
1 (800) 669-1656

**Approved by:** North Carolina Board of Nursing, P.O. Box 2129, Raleigh, NC 27602  
1 (919) 782-3211

**Program Information Contact:**

Curriculum Chairperson: Kathy Weeks  
Telephone Number: (910) 678-8482  
Office Location: Health Technology Center, Room 253-M  
Email: weeksk@faytechcc.edu  
Department Office: Health Technology Center, Room 253  
Telephone: (910) 678-8392  
FTCC Web Site: www.faytechcc.edu

**Application Deadlines:** The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson. Students should apply by January 30<sup>th</sup>. Specific health program admission requirements must be met before a student is eligible for admission.

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

**Child Care Financial Assistance Information:**

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

**Employment Statistics****Job Placement Rates:**

100% of 2004 graduates available for work were employed within four (4) months.

**Average Salary of Graduates:**

Graduates who graduated in 2004 earned an average salary of \$38,827.

**ATTENTION:** If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 02/14/05

**ASSOCIATE DEGREE NURSING (INTEGRATED) (A45100)**

Effective: Fall 2005

Revised: 11/23/04

Length: 5 Semesters

Prerequisites: 1 Unit of Biology, Algebra & Chemistry

Award: Associate in Applied Science

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
BIO168	Anatomy and Physiology I	3	3	0	4
NUR110	Nursing I	5	3	6	8
PSY150	General Psychology	3	0	0	3
<b>Totals</b>		<b>12</b>	<b>6</b>	<b>6</b>	<b>16</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO169	Anatomy and Physiology II	3	3	0	4
NUR120	Nursing II	5	3	6	8
PSY241	Developmental Psych	3	0	0	3
<b>Totals</b>		<b>11</b>	<b>6</b>	<b>6</b>	<b>15</b>

**SUMMER SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS113	Computer Basics	0	2	0	1
NUR130	Nursing III	4	3	6	7
<b>Totals</b>		<b>4</b>	<b>5</b>	<b>6</b>	<b>8</b>

**FALL SEMESTER 2**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
BIO275	Microbiology	3	3	0	4
ENG111	Expository Writing	3	0	0	3
NUR210	Nursing IV	5	3	12	10
<b>Totals</b>		<b>11</b>	<b>6</b>	<b>12</b>	<b>17</b>

**SPRING SEMESTER 2**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ENG115	Oral Communication	3	0	0	3
or					
COM231	Public Speaking	3	0	0	3
NUR220	Nursing V	4	3	15	10
	Humanities/Fine Arts Elec	3	0	0	3
<b>Totals</b>		<b>10</b>	<b>3</b>	<b>15</b>	<b>16</b>

**TOTAL REQUIRED CREDITS.... 72**

NUR-189 Nursing Transition for LPN's - Approved for Advanced Placement.

Students with a felony conviction may have limited licensure and employment opportunities.

**ASSOCIATE IN ARTS****A10100**

The College Transfer program is designed for students who intend to transfer to a four-year college or university to pursue a baccalaureate degree. Students in this program are responsible for examining the requirements of the four-year college or university to which they plan to transfer for completion of their degree. Counselors and advisors are available to assist students in planning their program.

The course work in the program includes literature, humanities, mathematics, physical education and the sciences. The Associate in Arts program concentrates heavily on the humanities and social sciences and is recommended for those who plan to continue in a Bachelor of Arts degree program. The Associate in Science program leans more toward mathematics and the physical and life sciences and is intended for those pursuing the Bachelor of Science degree.

Upon completion of the program, the student will receive an associate in arts degree.

**Awards**

**Associate Degree:** Associate in Arts (A10100)

**Length of Program:** 4 Semesters

**Prerequisite:** High School Diploma, Algebra I, Algebra II

**Diploma:** Not Applicable

**Certificate:** Not Applicable

**Associate in Arts – Pre-Majors**

Fayetteville Technical Community College has

15 pre-majors available in the area of Associate in Arts.

Pre-major in Business Administration (A1010B)

Pre-major in Business Education and Marketing Education (A1010C)

Pre-major in Criminal Justice (A1010D)

Pre-major in Elementary Education, Middle Grade, and Special Education (A1010P)

Pre-major in English (A1010E)

Pre-major in English Education (A1010F)

Pre-major in Health Education (A1010G)

Pre-major in History (A1010H)

Pre-major in Nursing (A1010I)

Pre-major in Physical Education (A1010J)

Pre-major in Political Science (A1010K)

Pre-major in Psychology (A1010L)

Pre-major in Social Science Secondary Education (A1010M)

Pre-major in Social Work (A1010Q)

Pre-major in Sociology (A1010N)

**Cooperative Education Requirements/Opportunities:** Not authorized for this program.

**License or Certification Information:** None Required

**Program Information Contact:**

Division Chairperson: Larry Hogan  
 Telephone Number: (910) 678-8302  
 Office Location: Horace Sisk, Room 616A  
 Email: hoganl@faytechcc.edu  
 Department Office: Horace Sisk, Room 616  
 Telephone: (910) 678-8295  
 FTCC Web Site: www.faytechcc.edu

Division Chairperson: Rose Kulich  
 Telephone Number: (910) 678-8270  
 Office Location: Cumberland Hall, Room 378A  
 Email: kulichr@faytechcc.edu  
 Department Office: Cumberland Hall, Room 378  
 Telephone: (910) 678-8391  
 FTCC Web Site: www.faytechcc.edu

**Application Deadlines:** None

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

**Child Care Financial Assistance Information:**

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

**Employment Statistics****Job Placement Rates:**

96% of 2004 graduate available for work were employed within four (4) months.

**ATTENTION:** If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 02/14/05

**ASSOCIATE IN ARTS (A10100)**

Effective: Spring 2003

Revised: 05/06/03

Length: 4 Semesters

Prerequisites: High School Diploma, Algebra I, Algebra II

Award: Associate in Arts

**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CIS110	Introduction to Computers	2	2	0	3
ENG111	Expository Writing	3	0	0	3
MAT161	College Algebra	3	0	0	3
	History Elective	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	0	2	0	1
<b>Totals</b>		<b>14/15</b>	<b>4/6</b>	<b>0</b>	<b>17</b>

**Spring Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG112	Argument-Based Research	3	0	0	3
or					
ENG113	Literature-Based Research	3	0	0	3
	Mathematics/Computer Sci/ Statistics Elective	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	0	2	0	1
	Social/Behavioral Science Elective	3	0	0	3
	Natural Science Elective	3	3	0	4
<b>Totals</b>		<b>15</b>	<b>5</b>	<b>0</b>	<b>17</b>

**Fall Semester 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
	Literature Elective	3	0	0	3
	Social/Behavioral Science Elective	3	0	0	3
	Major Electives	8	0	0	8
<b>Totals</b>		<b>17</b>	<b>0</b>	<b>0</b>	<b>17</b>

**Spring Semester 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
	Humanities/Fine Arts Elective	3	0	0	3
	Natural Science Elective	3	3	0	4
	Social/Behavioral Science Elective	3	0	0	3
	Major Electives	4	0	0	4
<b>Totals</b>		<b>13</b>	<b>3</b>	<b>0</b>	<b>14</b>

**TOTAL REQUIRED CREDITS.... 65**

**Co-op Option:** Not authorized for this program.

**Pre-Major Associate in Arts Articulation Agreement:**

**Business Administration (A1010B)**

Effective: Fall 1998-99

Revised: 06/01/01

Length: 4 Semesters

Prerequisites: High School Diploma, Algebra I, Algebra II

Award: Associate in Arts

**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA115	Success & Study Skills	0	2	0	1
ACC120	Prin of Accounting I	3	2	0	4
CIS110	Introduction to Computers	2	2	0	3
ENG111	Expository Writing	3	0	0	3
	FRE-111, GER-111 or SPA-111	3	0	0	3
	MAT-161, 171 or 175	3	0	0	3
<b>Totals</b>		<b>14</b>	<b>6</b>	<b>0</b>	<b>17</b>

**Spring Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC121	Prin of Accounting II	3	2	0	4
ENG113	Literature-Based Research	3	0	0	3
PSY150	General Psychology	3	0	0	3
	MAT-263 or 271	3	0	0	3
	ART-111,116,117 or MUS-110	3	0	0	3
<b>Totals</b>		<b>15</b>	<b>2</b>	<b>0</b>	<b>16</b>

**Fall Semester II**

Prefix No.	Title	Class	Lab	Clinical	Credit
ECO251	Prin of Microeconomics	3	0	0	3
SOC210	Introduction to Sociology	3	0	0	3
	BIO111C, CHM151C or PHY151C	3	0	0	3
	BIO111L, CHM111L or PHY151L	0	3	0	1
	BUS-228, MAT-151 or MAT-155	3	0	0	3
	HIS-111, 112, 121, 122, 131 or 132	3	0	0	3
<b>Totals</b>		<b>15</b>	<b>3</b>	<b>0</b>	<b>16</b>

**Spring Semester II**

Prefix No.	Title	Class	Lab	Clinical	Credit
ECO252	Prin of Macroeconomics	3	0	0	3
	BIO112C, CHM152C or PHY152C	3	0	0	3
	BIO112L, CHM152L or PHY152L	0	3	0	1
POL120	American Government	3	0	0	3
	Approved PHI or REL Elective	3	0	0	3
	ENG-231, 241 or 261	3	0	0	3
<b>Totals</b>		<b>15</b>	<b>3</b>	<b>0</b>	<b>16</b>

**TOTAL REQUIRED CREDITS.... 65**

**Co-op Option:** Not authorized for this program.

See the Student Education Plan for the list of approved College Transfer Electives.

**Pre-Major Associate in Arts Articulation Agreement:  
Business Education & Marketing Education (A1010C)**

Effective: Fall 2001

Revised: 06/01/01

Length: 4 Semesters

Prerequisite: High School Diploma

Award: Associate in Arts

**Fall Semester I**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA115	Success & Study Skills	0	2	0	1
ACC120	Prin of Accounting I	3	2	0	4
BUS110	Introduction to Business	3	0	0	3
CIS110	Introduction to Computers	2	2	0	3
ENG111	Expository Writing	3	0	0	3
PSY150	General Psychology	3	0	0	3
<b>Totals</b>		<b>14</b>	<b>6</b>	<b>0</b>	<b>17</b>

**Spring Semester I**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC121	Prin of Accounting II	3	2	0	4
CSC134	C++ Programming	2	3	0	3
ENG113	Literature-Based Research	3	0	0	3
	MAT-161, MAT-171 or MAT-175	3	0	0	3
	Soc/Beh. Science History Elective	3	0	0	3
<b>Totals</b>		<b>14</b>	<b>5</b>	<b>0</b>	<b>16</b>

**Fall Semester II**

Prefix No.	Title	Class	Lab	Clinical	Credit
ECO251	Prin of Microeconomics	3	0	0	3
	BIO111C, CHM151C or PHY151C	3	0	0	3
	BIO111L, CHM151L or PHY151L	0	3	0	1
	Hum/Fine Arts Literature Elective	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Soc/Beh. Science Elective	3	0	0	3
<b>Totals</b>		<b>15</b>	<b>3</b>	<b>0</b>	<b>16</b>

**Spring Semester II**

Prefix No.	Title	Class	Lab	Clinical	Credit
ECO252	Prin of Macroeconomics	3	0	0	3
COM231	Public Speaking	3	0	0	3
	BIO112C, CHM152C or PHY152C	3	0	0	3
	BIO112L, CHM152L or PHY152L	0	3	0	1
	Humanities/Fine Arts Elective	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
<b>Totals</b>		<b>15</b>	<b>3</b>	<b>0</b>	<b>16</b>

**TOTAL REQUIRED CREDITS.... 65****Co-op Option:** Not authorized for this program.

See the Student Education Plan for the list of approved College Transfer Electives

**Pre-Major Associate in Arts Articulation Agreement:  
Criminal Justice (A1010D)**

Effective: Fall 2001

Revised: 06/01/01

Length: 4 Semesters

Prerequisites: High School Diploma, Algebra I, Algebra II

Award: Associate in Arts

**Fall Semester I**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA115	Success & Study Skills	0	2	0	1
ENG111	Expository Writing	3	0	0	3
	MAT-161, 162, 171, 175 or 263	3	0	0	3
PSY150	General Psychology	3	0	0	3
SOC210	Introduction to Sociology	3	0	0	3
	Humanities Elective	3	0	0	3
<b>Totals</b>		<b>15</b>	<b>2</b>	<b>0</b>	<b>16</b>

**Spring Semester I**

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC111	Intro to Criminal Justice	3	0	0	3
ENG113	Literature-Based Research	3	0	0	3
	MAT-140, 151, 155 or 165	3	0	0	3
POL120	American Government	3	0	0	3
	History Elective	3	0	0	3
	Major Elective	0	2	0	2
<b>Totals</b>		<b>17</b>	<b>2</b>	<b>0</b>	<b>17</b>

**Fall Semester II**

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC121	Law Enforcement Operations	3	0	0	3
COM231	Public Speaking	3	0	0	3
	Natural Science Elective	3	3	0	4
	Literature Elective	3	0	0	3
	History Elective	3	0	0	3
<b>Totals</b>		<b>15</b>	<b>3</b>	<b>0</b>	<b>16</b>

**Spring Semester II**

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC141	Corrections	3	0	0	3
	Natural Science Elective	3	3	0	4
	Humanities Elective	3	0	0	3
	Major Elective	6	0	0	6
<b>Totals</b>		<b>15</b>	<b>3</b>	<b>0</b>	<b>16</b>

**TOTAL REQUIRED CREDITS.... 65****Co-op Option:** Not authorized for this program.

See the Student Education Plan for the list of approved College Transfer Electives

**Pre-Major Associate in Arts Articulation Agreement:**

**English (A1010E)**

Effective: Fall 2001

Revised 06/01/01

Length: 4 Semesters

Prerequisites: High School Diploma

Award: Associate in Arts

**Fall Semester I**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA115	Success & Study Skills	0	2	0	1
ENG111	Expository Writing	3	0	0	3
	Major Elective	3	0	0	3
	MAT-161, 162, 171, 175 or 263	3	0	0	3
	Humanities Elective	3	0	0	3
	Humanities Elective	3	0	0	3
<b>Totals</b>		<b>15</b>	<b>2</b>	<b>0</b>	<b>16</b>

**Spring Semester I**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS 110	Introduction to Computers	2	2	0	3
ENG112	Argument-based Research	3	0	0	3
or					
ENG113	Literature-Based Research	3	0	0	3
	Major Elective	3	0	0	3
	Social/Behavioral Science Elective	3	0	0	3
	CIS-115, MAT-140, 151, 155, 165, 271 or 272	3	0	0	3
	History Elective	3	0	0	3
<b>Totals</b>		<b>17</b>	<b>2</b>	<b>0</b>	<b>18</b>

**Fall Semester II**

Prefix No.	Title	Class	Lab	Clinical	Credit
COM 231	Public Speaking	3	0	0	3
	English /Literature Elective	3	0	0	3
	Social/Behavioral Science Elective	3	0	0	3
	Natural Science Elective	3	3	0	4
	Social/Behavioral Science Elective	3	0	0	3
<b>Totals</b>		<b>15</b>	<b>3</b>	<b>0</b>	<b>16</b>

**Spring Semester II**

Prefix No.	Title	Class	Lab	Clinical	Credit
	Major Elective	2	0	0	2
	Major Elective	3	0	0	3
ENG-231, 232, 241, 242, 261 or 262		3	0	0	3
	Natural Science Elective	3	3	0	4
	Humanities/Fine Arts Elective	3	0	0	3
<b>Totals</b>		<b>14</b>	<b>3</b>	<b>0</b>	<b>15</b>

**TOTAL REQUIRED CREDITS.... 65**

**Co-op Option:** Not authorized for this program.

See the Student Education Plan for the list of approved College Transfer Electives

**Pre-Major Associate in Arts Articulation Agreement:**

**English Education (A1010F)**

Effective: Fall 2001

Revised 06/01/01

Length: 4 Semesters

Prerequisites: High School Diploma

Award: Associate in Arts

**Fall Semester I**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA115	Success & Study Skills	0	2	0	1
ENG111	Expository Writing	3	0	0	3
PSY150	General Psychology	3	0	0	3
	Humanities Elective	3	0	0	3
	MAT-161, 162, 171, 175 or 263	3	0	0	3
	Social/Behavioral Elective	3	0	0	3
<b>Totals</b>		<b>15</b>	<b>2</b>	<b>0</b>	<b>16</b>

**Spring Semester I**

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG112	Argument-based Research	3	0	0	3
or					
ENG113	Literature-Based Research	3	0	0	3
EDU116	Intro to Education	3	2	0	4
	Humanities Elective	3	0	0	3
	English Literature Elective	3	0	0	3
	CIS-115, MAT- 151, 155, 172 or 175	3	0	0	3
<b>Totals</b>		<b>15</b>	<b>2</b>	<b>0</b>	<b>16</b>

**Fall Semester II**

Prefix No.	Title	Class	Lab	Clinical	Credit
	Other Required Elective	3	0	0	3
	Humanities Elective	3	0	0	3
	Natural Science Elective	3	3	0	4
	Social/Behavioral Science Elective	6	0	0	6
<b>Totals</b>		<b>15</b>	<b>3</b>	<b>0</b>	<b>16</b>

**Spring Semester II**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Introduction to Computers	2	2	0	3
COM231	Public Speaking	3	0	0	3
	Other Required Elective	7	0	0	7
	Natural Science Elective	3	3	0	4
<b>Totals</b>		<b>15</b>	<b>5</b>	<b>0</b>	<b>17</b>

**TOTAL REQUIRED CREDITS.... 65**

**Co-op Option:** Not authorized for this program.

See the Student Education Plan for the list of approved College Transfer Electives

**Spring Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
AUT164	Automotive Electronics	2	2	0	3
AUT183	Engine Performance Fuels	2	3	0	3
AUT184	Engine Perfor-Fuels Lab	0	3	0	1
or					
COE111-211 10 1	Co-op Work Experience	0		0	0
AUT231	Manual Drive Trains/Axles	2	3	0	3
AUT232	Manual Dr Trains/Axles Lab	0	3	0	1
or					
COE111-211 10 1	Co-op Work Experience	0		0	0
PHY122	Applied Physics II	3	2	0	4
	Humanities/Fine Arts Elective	3	0	0	3
<b>Totals</b>		<b>12</b>	<b>10/13/160/10/2018</b>		

**Summer Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
AUT181	Engine Performance-Electrical	2	3	0	3
AUT182	Engine Perfor-Elec Lab	0	3	0	1
or					
COE111-211 10 1	Co-op Work Experience	0		0	0
AUT281	Advance Engine Performance	2	2	0	3
CIS113	Computer Basics	0	2	0	1
<b>Totals</b>		<b>4</b>	<b>7/10</b>	<b>0/10</b>	<b>8</b>

**Fall Semester 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
AUT141	Suspension & Steering Sys	2	4	0	4
AUT162	Chassis Elect & Electronics	2	2	0	3
AUT163	Chassis Elect & Elect Lab	0	2	0	1
or					
COE111-211 10 1	Co-op Work Experience	0		0	0
AUT211	Automotive Machining	2	6	0	4
ENG111	Expository Writing	3	0	0	3
PSY118	Interpersonal Psychology	3	0	0	3
<b>Totals</b>		<b>12</b>	<b>12/14</b>	<b>0/10</b>	<b>18</b>

**Spring Semester 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
AUT113	Automotive Servicing	2	6	0	4
AUT171	Heating & Air Conditioning	2	3	0	3
AUT221	Automatic Transmissions	2	6	0	4
ENG115	Oral Communication	3	0	0	3
<b>Totals</b>		<b>9</b>	<b>15</b>	<b>0</b>	<b>14</b>

**TOTAL REQUIRED CREDITS.... 72**

**Co-op Option:** Qualified students may elect to take up to four (4) credit hours of Cooperative Education in lieu of 4 credit hours of other major courses provided they acquire approval from the Co-op Director and the Department Chairperson.

**AUTOMOTIVE ELECTRICAL/  
ELECTRONICS SYSTEMS CERTIFICATE (C60160C4)**

Effective: Fall 2000-2001

Revised: 04/19/99

This evening certificate program is designed to prepare moderately experienced automotive mechanics to take the ASE certification exam in Electrical/Electronic Systems. The courses focus on the certificate-related competencies.

Courses in this program can be transferred directly into the Automotive Systems Technology associate degree curriculum.

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
AUT161	Electrical Systems	2	6	0	4
AUT183	Engine Performance-Fuels	2	3	0	3
AUT184	Engine Perfor-Fuels Lab	0	3	0	1
<b>Totals</b>		<b>4</b>	<b>12</b>	<b>0</b>	<b>8</b>

**Spring Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
AUT162	Chassis Elect & Electronics	2	2	0	3
AUT163	Chassis Elec & Elect Lab	0	2	0	1
<b>Totals</b>		<b>2</b>	<b>4</b>	<b>0</b>	<b>4</b>

**TOTAL REQUIRED CREDITS.... 12****Co-op Option:** NA**Note:** This certificate is not approved for financial aid.



**AUTOMOTIVE ENGINE PERFORMANCE CERTIFICATE  
(C60160C2)**

Effective: Fall 2005  
Revised: 09/22/04

This evening certificate program is designed to prepare moderately experienced automotive mechanics to take the ASE certification exam in Engine Performance. The courses focus on the certificate-related competencies.

Courses in this program can be transferred directly into the Automotive Systems Technology associate degree curriculum.

Length: 2 Semesters  
Prerequisite: High School Diploma  
Award: Certificate

**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
AUT161	Electrical Systems	2	6	0	4
AUT183	Engine Performance-Fuels	2	3	0	3
AUT184	Engine Perfor-Fuels lab	0	3	0	1
<b>Totals</b>		<b>4</b>	<b>12</b>	<b>0</b>	<b>8</b>

**Spring Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
AUT181	Engine Performance-Electrical	2	3	0	3
AUT182	Engine Perfor-Elec Lab	0	3	0	1
AUT281	Adv Engine Performance	2	2	0	3
<b>Totals</b>		<b>4</b>	<b>8</b>	<b>0</b>	<b>7</b>

**TOTAL REQUIRED CREDITS.... 15**

**Co-op Option: NA**

**Note:** This certificate is not approved for financial aid.

**AUTOMOTIVE POWER TRAINS CERTIFICATE (C60160C3)**

Effective: Fall 2000-2001  
Revised: 05/01/99

This evening certificate program is designed to prepare moderately experienced automotive mechanics to take ASE certification exams in three areas. The certification areas include: A1-Engine Repair; A2-Automatic Trans/Transaxle; and A3-Manual Drive Train/Axles. The courses focus on the certificate-related competencies.

Courses in this program can be transferred directly into the Automotive Systems Technology associate degree curriculum.

Length: 2 Semesters  
Prerequisite: High School Diploma  
Award: Certificate

**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
AUT115	Engine Fundamentals	2	3	0	3
AUT116	Engine Repair	1	3	0	2
<b>Totals</b>		<b>3</b>	<b>6</b>	<b>0</b>	<b>5</b>

**Spring Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
AUT221	Automatic Transmissions	2	6	0	4
AUT231	Manual Drive/Trains/Axles	2	3	0	3
AUT232	Manual Dr Trains/Axles Lab	0	3	0	1
<b>Totals</b>		<b>4</b>	<b>12</b>	<b>0</b>	<b>8</b>

**TOTAL REQUIRED CREDITS.... 13**

**Co-op Option: NA**

**Note:** This certificate is not approved for financial aid.

**SMALL BUSINESS STARTUP (CERTIFICATE) (C25120C1)**

Effective: Fall 2004

Revised: 10/25/04

The Small Business Startup certificate is designed to prepare individuals for starting a small business and planning a small business to increase the chances of success.

This certificate program covers the basics of contract law, making a business plan, managing the small business, basics of accounting and business insurance.

Upon completion of this program, students should be able to prepare a small business plan and manage a small business.

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

**FALL SEMESTER**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACC120	Prin of Financial Accounting	3	2	0	4
BUS110	Introduction to Business	3	0	0	3
BUS115	Business Law I	3	0	0	3
<b>Totals</b>		<b>9</b>	<b>2</b>	<b>0</b>	<b>10</b>

**SPRING SEMESTER**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
BUS225	Business Finance	3	0	0	3
BUS230	Small Business Management	3	0	0	3
<b>Totals</b>		<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>

**TOTAL REQUIRED CREDITS.... 16**

**Co-op Option:**

NA



**BUSINESS ADMINISTRATION/  
BANKING AND FINANCE** **A2512A**

Banking and Finance is a concentration under the curriculum title of Business Administration. This curriculum is designed to prepare individuals for a career with various financial institutions and related businesses.

Course work includes principles of banking, money and banking, lending fundamentals, teller training, banking and business law, and practices in the areas of marketing, management, accounting, and economics.

Graduates should qualify for a variety of entry-level jobs in banking and finance. Also available are employment opportunities with insurance, brokerage and mortgage companies, and governmental lending agencies.

**Awards**

**Associate Degree:** Business Administration/Banking and Finance (A2512A)

**Length of Program:** 5 Semesters

**Prerequisite:** High School Diploma

**Diploma:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Certificate:** Not Applicable

**Cooperative Education Requirements/Opportunities:** Qualified students may take up to eight (6) credit hours of Cooperative Education. Three (3) credit hours in lieu of other major courses and three (3) credit hours in lieu of a free elective upon approval of the Department Chairperson and Co-op Director.

**License or Certification Information:** None Required

**Program Information Contact:**

Curriculum Coordinator: Daisy Foxx

Telephone Number: (910) 678-8598

Office Location: Cumberland Hall, Room 377J

Email: foxxd@faytechcc.edu

Department Office: Cumberland Hall, Room 377

Telephone: (910) 678-8292

FTCC Web Site: www.faytechcc.edu

**Application Deadlines:** The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

**Child Care Financial Assistance Information:**

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

**Employment Statistics**

**Job Placement Rates:**

100% of 2004 graduates available for work were employed within four (4) months.

**Average Salary of Graduates:**

Graduates who graduated in 2004 earn an average salary of \$27,000.

**ATTENTION:** If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 02/15/05

**BUSINESS ADMINISTRATION/BANKING AND FINANCE  
(A2512A)**

Effective: Fall 2005

Revised: 09/22/04

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
BAF110	Principles of Banking	3	0	0	3
BUS115	Business Law I	3	0	0	3
CIS111	Basic PC Literacy	1	2	0	2
ENG111	Expository Writing	3	0	0	3
MAT115	Mathematical Models	2	2	0	3
<b>Totals</b>		<b>13</b>	<b>4</b>	<b>0</b>	<b>15</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC120	Prin of Financial Accounting	3	2	0	4
BAF141	Law & Banking: Principles	3	0	0	3
BUS137	Principles of Management	3	0	0	3
COM231	Public Speaking	3	0	0	3
ECO251	Prin of Microeconomics	3	0	0	3
	Major Elective	3	0	0	3
<b>Totals</b>		<b>18</b>	<b>2</b>	<b>0</b>	<b>19</b>

**SUMMER SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS120	Spreadsheet I	2	2	0	3
	Elective	3	0	0	3
<b>Totals</b>		<b>5</b>	<b>2</b>	<b>0</b>	<b>6</b>

**FALL SEMESTER 2**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
BAF131	Fund of Bank Lending	3	0	0	3
BAF222	Money & Banking	3	0	0	3
BUS225	Business Finance	2	2	0	3
BUS260	Business Communications	3	0	0	3
ECO252	Prin of Macroeconomics	3	0	0	3
MKT120	Principles of Marketing	3	0	0	3
<b>Totals</b>		<b>17</b>	<b>2</b>	<b>0</b>	<b>18</b>

**SPRING SEMESTER 2**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
BAF232	Consumer Lending	3	0	0	3
BAF234	Residential Mort Lending	3	0	0	3
BAF235	Analyzing Fin Statements	3	0	0	3
ENG114	Prof Research & Reporting	3	0	0	3
	Major Elective	3	0	0	3
	Humanities/Fine Arts Elec	3	0	0	3
<b>Totals</b>		<b>18</b>	<b>0</b>	<b>0</b>	<b>18</b>

**TOTAL REQUIRED CREDITS.... 76**

**Co-op Option:** Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of a free elective provided they acquire approval from the Co-op Director and the Department Chairperson.

**BUSINESS ADMINISTRATION/  
ELECTRONIC COMMERCE** **A2512I**

Electronic Commerce is a concentration under the title of Business Administration. This curriculum is designed to prepare individuals for a career in the Internet economy.

Course work includes topics related to electronic business, Internet strategy in business, basic business principles in the world of E-Commerce. Students will be able to demonstrate the ability to identify and analyze such functional issues as planning, technical systems, marketing, security, finance, law, design, implementation, assessment and policy issues at an entry level.

Graduates from this program will have a sound business educational base for life long learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and small to medium size businesses or industry.

*Awards*

**Associate Degree:** Business Administration/  
Electronic Commerce (A2512I)  
**Length of Program:** 5 Semesters  
**Prerequisite:** High School Diploma

**Diploma:** Not Applicable  
**Length of Program:**  
**Prerequisite:**

**Certificate:** Not Applicable

**Cooperative Education Requirements/Opportunities:** Qualified students may take up to two (2) credit hours of Cooperative Education upon approval of the Department Chairperson and the Co-op Director.

**License or Certification Information:** None Required

**Program Information Contact:**

Curriculum Coordinator: Bill Kirchman  
Telephone Number: (910) 678-8508  
Office Location: Cumberland Hall, Room 377O  
Email: kirchmab@faytechcc.edu  
wkirchma@faculty.faytechcc.edu  
Department Office: Cumberland Hall, Room 377  
Telephone: (910) 678-8292  
FTCC Web Site: www.faytechcc.edu

**Application Deadlines:** The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

**Child Care Financial Assistance information:**

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

*Employment Statistics*

**Job Placement Rates:**

2004 Data not available.

**Average Salary of Graduates:**

2004 Data not available.

**ATTENTION:** If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 02/15/05

**BUSINESS ADMINISTRATION/ELECTRONIC COMMERCE  
(A2512I)**

Effective: Fall 2005

Revised: 11/30/04

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
BUS110	Introduction to Business	3	0	0	3
BUS115	Business Law I	3	0	0	3
CIS111	Basic PC Literacy	1	2	0	2
ECM168	Electronic Business	2	2	0	3
ENG111	Expository Writing	3	0	0	3
MAT115	Mathematical Models	2	2	0	3
<b>Totals</b>		<b>15</b>	<b>6</b>	<b>0</b>	<b>18</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC120	Prin of Financial Accounting	3	2	0	4
BUS137	Prin of Management	3	0	0	3
CIS172	Intro to the Internet	2	3	0	3
ECM210	Intro. To E-Commerce	2	2	0	3
ENG114	Prof Research & Reporting	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
<b>Totals</b>		<b>16</b>	<b>7</b>	<b>0</b>	<b>19</b>

**SUMMER SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ECO252	Prin of Macroeconomics	3	0	0	3
MKT120	Principles of Marketing	3	0	0	3
<b>Totals</b>		<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>

**FALL SEMESTER 2**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
BUS121	Business Math	2	2	0	3
DFT119	Basic CAD	1	2	0	2
ECO252	Principles of Macroeconomics	3	0	0	3
ENG114	Professional Research & Reporting	3	0	0	0
	3				
ISC131	Quality Management	3	0	0	3
ISC216	Work Measurement	3	0	0	3
OMT112	Materials Management	3	0	0	3
	<b>Totals</b>	<b>18</b>	<b>4</b>	<b>0</b>	<b>20</b>

**SPRING SEMESTER 2**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
BUS260	Business Communication	3	0	0	3
ISC210	Oper & Prod Planning	3	0	0	3
OMT260	Issues in Operations Mgt.	3	0	0	3
	Electives	5	0	0	5
	<b>Totals</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>14</b>

**TOTAL REQUIRED CREDITS.... 76**

**Co-op Option:** Qualified students may elect to take up to five (5) credit hours of Cooperative Education provided they acquire approval from the Co-op Director and the Department Chairperson.

**BUSINESS ADMINISTRATION/  
PUBLIC ADMINISTRATION** **A2512H**

Public Administration is a concentration under the curriculum title of Business Administration. This curriculum prepares students for entry into management positions in state/local governments and not-for-profit organizations, provides education for current employees, and informs citizens of governmental functions.

Course work includes study and practical application to personnel administration, decision-making, ethics, organizational theories, and budgetary, and other governmental issues. Emphasis is placed on building analytical skills, stimulating moral imagination, and recognizing the discretionary power of the administrator's role.

Through acquisition of knowledge and skills, individuals should be able to perform governmental activities. By developing personal competencies and qualities, graduates will be eligible for employment in the public administration profession.

**Awards**

**Associate Degree:** Business Administration/Public Administration (A2512H)

**Length of Program:** 5 Semesters

**Prerequisite:** High School Diploma

**Diploma:** Not Applicable

**Certificate:** Not Applicable

**Cooperative Education Requirements/Opportunities:** Qualified students may take up to six (6) credit hours of Cooperative Education. Three (3) credit hours in lieu of other major courses and three credit hours in lieu of a free elective provided they acquire approval from the Co-op Director and the Department Chairperson.

**License or Certification Information:** None Required

**Program Information Contact:**

Curriculum Chairperson: Steve Smith  
 Telephone Number: (910) 678-8328  
 Office Location: Cumberland Hall, Room 377C  
 Email: smithst@faytechcc.edu  
 Department Office: Cumberland Hall, Room 377  
 Telephone: (910) 678-8292  
 FTCC Web Site: www.faytechcc.edu

**Application Deadlines:** The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

**Child Care Financial Assistance Information:**

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

**Employment Statistics**

**Job Placement Rates:**

100% of 2004 graduates available for work were employed within four (4) months.

**Average Salary of Graduates:**

Graduates who graduated in 2004 earn an average salary of \$32,000.

**ATTENTION:** If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 02/15/05

**BUSINESS ADMINISTRATION/  
PUBLIC ADMINISTRATION (A2512H)**

Effective: Fall 2003

Revised: 04/24/03

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
BUS137	Principles of Management	3	0	0	3
CIS111	Basic PC Literacy	1	2	0	2
ENG111	Expository Writing	3	0	0	3
PAD151	Intro to Public Admin	3	0	0	3
POL120	American Government	3	0	0	3
	Major Elective	3	0	0	3
<b>Totals</b>		<b>16/17</b>	<b>2/4</b>	<b>0</b>	<b>18</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS115	Business Law I	3	0	0	3
BUS153	Human Resource Management	3	0	0	3
ENG114	Prof Research & Reporting	3	0	0	3
MAT115	Mathematical Models	2	2	0	3
PAD152	Ethics in Government	3	0	0	3
POL130	State & Local Government	3	0	0	3
<b>Totals</b>		<b>17</b>	<b>2</b>	<b>0</b>	<b>18</b>

**SUMMER SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS260	Business Communication	3	0	0	3
	Major Elective	3	0	0	3
<b>Totals</b>		<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>

and the Department Chairperson.

108 Program Descriptions

**GENERAL CONTRACTORS LICENSE  
PREPARATION CERTIFICATE (C35180C1)**

Effective: Fall 2001

Revised: 06/01/01

This evening certificate program is designed to prepare individuals to take the state general contracting license exam. Courses include basic carpentry, construction blueprint reading, business management, building codes, and basic math.

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

**Fall Semester**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
BPR130	Blueprint Reading/Const	1	2	0	2
CAR110	Intro to Carpentry	2	0	0	2
CAR115	Res Planning/Estimating	3	0	0	3
<b>Totals</b>		<b>6</b>	<b>2</b>	<b>0</b>	<b>7</b>

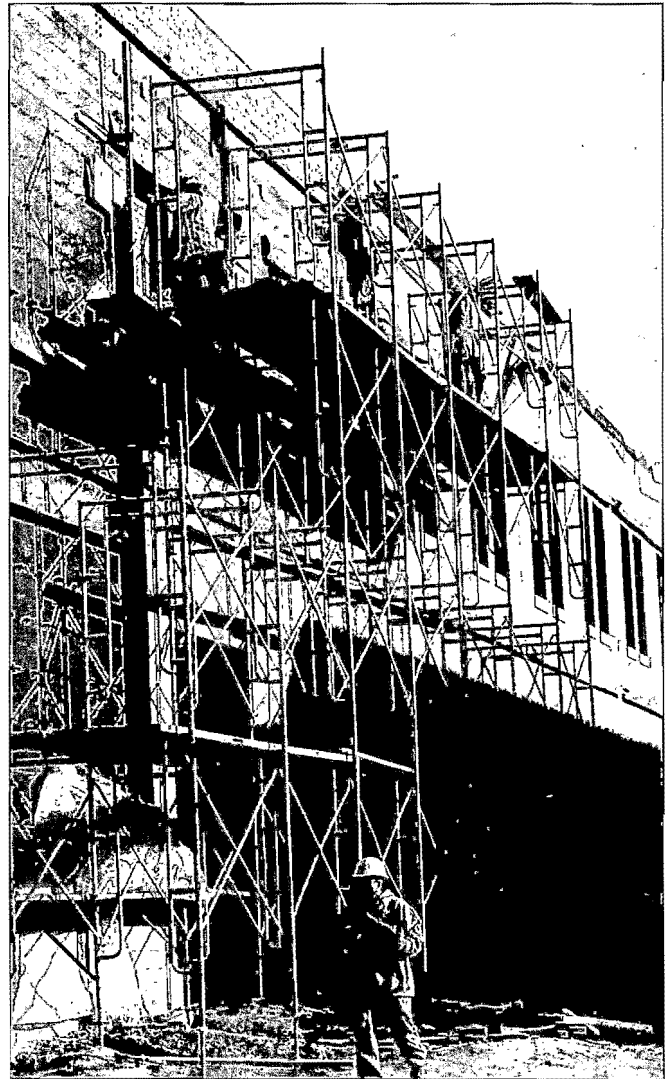
**Spring Semester**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CAR114	Residential Bldg Codes	3	0	0	3
PSY118	Interpersonal Psychology	3	0	0	3
<b>Totals</b>		<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>

**TOTAL REQUIRED CREDITS.... 13**

**Co-op Option: NA**

**Note:** This certificate is not approved for financial aid.





**CIVIL ENGINEERING TECHNOLOGY A40140**

The Civil Engineering Technology curriculum program provides the application of relevant theory of engineering needed by technicians to carry out planning and supervisory tasks in the construction of transportation systems, residential and commercial buildings, bridges, dams, and water and wastewater treatment systems.

Course work includes the communication and computational skills required to support the fields such as materials testing, structures, estimating, project management, hydraulics, environmental technology, and surveying. Additional course work will cover the operation of computers and application software including computer-aided drafting.

Graduates should qualify for technician-level jobs with both public and private engineering, construction, and surveying agencies.

**Awards**

**Associate Degree:** Civil Engineering Technology (A40140)

**Length of Program:** 5 Semesters

**Prerequisite:** 2 Units of Algebra

**Diploma:** Not Applicable

**Certificate:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Cooperative Education Requirements/Opportunities:** Qualified students may take up to five (5) credit hours of Cooperative Education upon approval of the Department Chairperson and Co-op Director.

**License or Certification Information:** None Required

**Program Information Contact:**

Curriculum Chairperson: Lawrence Gilman

Telephone Number: (910) 678-8315

Office Location: Advanced Technology Center, Room 244

Email: gilmanl@faytechcc.edu

Department Office: Advanced Technology Center, Room 244

Telephone: (910) 678-8458

FTCC Web Site: www.faytechcc.edu

**Application Deadlines:** The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

**Child Care Financial Assistance Information:**

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

**Employment Statistics**

**Job Placement Rates:**

100% of 2004 graduates available for work were employed within four (4) months.

**Average Salary of Graduates:**

Graduates who graduated in 2004 earn an average salary of \$28,624.

**ATTENTION:** If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 02/18/05

**CIVIL ENGINEERING TECHNOLOGY (A40140)**

Effective: Fall 2002

Revised: 05/01/03

Length: 5 Semesters

Prerequisite: 2 Units of Algebra

Award: Associate in Applied Science

**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CIS111	Basic PC Literacy	1	2	0	2
EGR115	Intro to Technology	2	6	0	4
ENG111	Expository Writing	3	0	0	3
MAT121	Algebra/Trigonometry I	2	2	0	3
PSY118	Interpersonal Psychology	3	0	0	3
<b>Totals</b>		<b>11/12</b>	<b>10/12</b>	<b>0</b>	<b>16</b>

**Spring Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIV125	Civil/Surveying CAD	1	6	0	3
ENG114	Prof Research & Reporting	3	0	0	3
MAT122	Algebra/Trigonometry II	2	2	0	3
PHY131	Physics-Mechanics	3	2	0	4
SRV110	Surveying I	2	6	0	4
<b>Totals</b>		<b>11</b>	<b>16</b>	<b>0</b>	<b>17</b>

**Summer Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIV110	Statics/Strength of Materials	2	6	0	4
SRV111	Surveying II	2	6	0	4
<b>Totals</b>		<b>4</b>	<b>12</b>	<b>0</b>	<b>8</b>

**Fall Semester 2**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CIV111	Soils and Foundations	2	3	0	3
CIV210	Engineering Materials	1	3	0	2
CIV211	Hydraulics and Hydrology	2	3	0	3
CIV230	Construction Estimating	2	3	0	3
ENG115	Oral Communication	3	0	0	3
PHY132	Physics-Elec & Magnetism	3	2	0	4
<b>Totals</b>		<b>13</b>	<b>14</b>	<b>0</b>	<b>18</b>

**Spring Semester 2**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
*CIV212	Environmental Planning	2	3	0	3
CIV222	Reinforced Concrete	2	3	0	3
CIV240	Project Management	2	3	0	3
*CIV250	Civil Eng Tech Project	1	3	0	2
MAT223	Applied Calculus	2	2	0	3
	Humanities/Fine Arts Elective	3	0	0	3
<b>Totals</b>		<b>12</b>	<b>14</b>	<b>0</b>	<b>17</b>

**TOTAL REQUIRED CREDITS.... 76**

**\*Co-op Option:** Qualified students may elect to take up to five (5) credit hours of Cooperative Education in lieu of CIV 212 and/or CIV 250 provided they acquire approval from the Co-op Director and the Department Chairperson.

**COMMUNITY SPANISH INTERPRETER A55370**

The Community Spanish Interpreter curriculum prepares individuals to work as entry-level bilingual professionals who will provide communication access in interview and interactive settings. In addition, this curriculum provides educational training for working professionals who want to acquire Spanish language skills.

Course work includes the acquisition of Spanish: grammar, structure, and sociolinguistic properties, cognitive processes associated with interpretation between Spanish and English; the structure and character of the Hispanic community; and acquisition of communication skills.

Graduates should qualify for entry-level jobs as para-professional bilingual employees in educational systems or a variety of community settings. Individuals may choose from part-time, full-time, or self-employment/free-lance positions, or apply language skills to other human service related areas.

**Awards**

**Associate Degree:** Associate in Applied Science Community Spanish Interpreter

**Length of Program:** 5 Semesters

**Prerequisite:** High School Diploma

**Diploma:** Not Applicable

**Certificate:** Not Applicable

**Cooperative Education Requirements/Opportunities:** Students are required to take 2 (two) credit hours of cooperative education.

**License or Certification Information:** None Required

**Program Information Contact:**

Curriculum Chairperson: Jose Cruz

Telephone Number: (910) 678-8456

Office Location: Horace Sisk Building Room 611

Email: cruzj@faytechcc.edu

Department Office: Horace Sisk Building, Room 616

Telephone: (910) 678-8295

FTCC Web Site: www.faytechcc.edu

**Application Deadlines:** None

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

**Child Care Financial Assistance Information:**

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

**Employment Statistics**

**Job Placement Rates:**

Not available

**Average Salary of Graduates:**

Not available

**ATTENTION:** If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 09/22/04

**COMMUNITY SPANISH INTERPRETER (A55370)**

Effective: Fall 2005

Revised: 12/01/04

Length: 5 Semesters

Prerequisite: High School Graduate

Award: Associate in Applied Science

**FALL SEMESTER I**

Prefix No.	Title	Class	Lab	Work	Exp.
ACA111	College Student Success	1	0	0	1
CIS111	Basic PC Literacy	1	2	0	2
ENG111	Expository Writing	3	0	0	3
MAT115	Mathematical Models	2	2	0	3
SPA111	Elementary Spanish I	3	0	0	3
SPA141	Culture and Civilization	3	0	0	3
<b>Totals</b>		<b>13</b>	<b>4</b>	<b>0</b>	<b>15</b>

**SPRING SEMESTER I**

Prefix No.	Title	Class	Lab	Work	Exp.
ENG114	Professional Research & Rpt	3	0	0	3
SPA112	Elementary Spanish II	3	0	0	3
SPA181	Spanish Lab I	0	2	0	1
PSY150	General Psychology	3	0	0	3
SOC210	Introduction to Sociology	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
<b>Totals</b>		<b>15</b>	<b>2</b>	<b>0</b>	<b>16</b>

**SUMMER SEMESTER I**

Prefix No.	Title	Class	Lab	Work	Exp.
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
SPA120	Spanish for the Workplace	3	0	0	3
SPA182	Spanish Lab II	0	2	0	1
SPA211	Intermediate Spanish I	3	0	0	3
<b>Totals</b>		<b>9</b>	<b>2</b>	<b>0</b>	<b>10</b>

**FALL SEMESTER II**

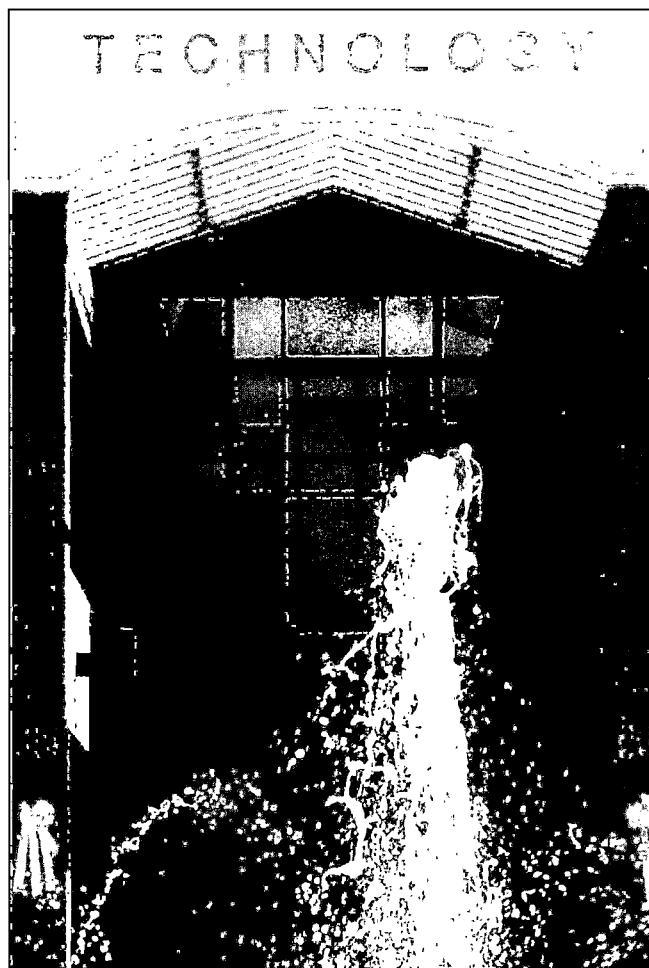
Prefix No.	Title	Class	Lab	Work	Exp.	Credit
SPA161	Cultural Immersion	2	3	0	3	
SPA212	Intermediate Spanish II	3	0	0	3	
SPA215	Spanish Phonetics & Structure Of Language	3	0	0	3	
SPA281	Spanish Lab III	0	2	0	1	
SPI113	Introduction to Spanish Interp.	3	0	0	3	
SPI114	Analy. Skills for Span. Interp	3	0	0	3	
<b>Totals</b>		<b>14</b>	<b>5</b>	<b>0</b>	<b>16</b>	

**SPRING SEMESTER II**

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
COE111	Co-Op Work Experience I	0	0	10	1	
COE115	Work Experience Seminar I	1	0	0	1	
SPA221	Spanish Conversation	3	0	0	3	
SPA231	Reading and Composition	3	0	0	3	
SPA282	Spanish Lab IV	0	2	0	1	
SPI213	Review of Grammar	3	0	0	3	
SPI214	Introduction to Translation	3	0	0	3	
<b>Totals</b>		<b>13</b>	<b>2</b>	<b>10</b>	<b>15</b>	

**Total Credit Hours... 72**

**Co-Op Option:** Students are required to take 2 credit hours of co-op.



**COMPUTER PROGRAMMING**

**A25130**

The Computer Programming curriculum prepares individuals for employment as computer programmers and related positions through study and applications in computer concepts, logic, programming procedures, languages, generators, operating systems, networking, data management, and business operations.

Students will solve business computer problems through programming techniques and procedures, using appropriate languages and software. The primary emphasis of the curriculum is hands-on training in programming and related computer areas that provide the ability to adapt as systems evolve.

Graduates should qualify for employment in business, industry, and government organizations as programmers, programmer trainees, programmer/analysts, software developers, computer operators, systems technicians, database specialist, computer specialist, software specialist, or information systems managers.

**Awards**

**Associate Degree:** Computer Programming (A25130)

**Length of Program:** 5 Semesters

**Prerequisite:** 2 Units of Algebra

**Diploma:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Certificate:** C++ Programming (C25130C2)

**Length of Program:** 3 Semesters

**Prerequisite:** High School Diploma  
2 Units of Algebra

**Certificate:** COBOL Programming (C25130C1)

**Length of Program:** 3 Semesters

**Prerequisite:** High School Diploma  
2 Units of Algebra

**Certificate:** RPG Programming (C25130C3)

**Length of Program:** 3 Semesters

**Prerequisite:** High School Diploma  
2 Units of Algebra

**Certificate:** Visual Basic Programming (C25130C4)

**Length of Program:** 3 Semesters

**Prerequisite:** High School Diploma  
2 Units of Algebra

**Cooperative Education Requirements/Opportunities:** Qualified students may elect to take up to six (6) credit hours of Cooperative Education. Three (3) credit hours in lieu of other major courses and three (3) credit hours in lieu of a free elective upon approval of the Department Chairperson and the Co-op Director.

**License or Certification Information:** None Required

**Program Information Contact:**

Curriculum Chairperson: Anthony B. Cameron

Telephone Number: (910) 678-8347

Office Location: Advanced Technology Center, Room 113H

Email: cameron@faytechcc.edu

Department Office: Advanced Technology Center, Room 113

Telephone: (910) 678-8347

FTCC Web Site: www.faytechcc.edu

**Application Deadlines:** The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126, Telephone: (910) 678-8448

**Child Care Financial Assistance Information:**

Child Care Associate, Student Center, Room 142, Telephone: (910) 678-8486/8387

**Employment Statistics**

**Job Placement Rates:**

92% of 2004 graduates available for work were employed within four (4) months.

**Average Salary of Graduates:**

Graduates who graduated in 2004 earn an average salary of \$38,567.

**ATTENTION:** If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 02/15/05

**COMPUTER PROGRAMMING (A25130)**

Effective: Fall 2004

Revised: 02/24/04

Length: 5 Semesters

Prerequisite: 2 Units of Algebra

Award: Associate in Applied Science

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
ACC111	Financial Accounting	3	0	0	3
CIS110	Introduction to Computers	2	2	0	3
CIS115	Intro to Prog & Logic	2	2	0	3
ENG111	Expository Writing	3	0	0	3
MAT161	College Algebra	3	0	0	3
MAT161A	College Algebra Lab	0	2	0	1
<b>Totals</b>		<b>13/14</b>	<b>6/8</b>	<b>0</b>	<b>17</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS130	Survey of Operating Sys	2	3	0	3
CIS152	Database Concepts & Apps	2	2	0	3
CSC135	COBOL Programming	2	3	0	3
CSC139	Visual BASIC Programming	2	3	0	3
ENG115	Oral Communication	3	0	0	3
	Social/Behavioral Science Elective	3	0	0	3
<b>Totals</b>		<b>14</b>	<b>11</b>	<b>0</b>	<b>18</b>

**SUMMER SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC138	RPG Programming	2	3	0	3
CSC235	Advanced COBOL	2	3	0	3
<b>Totals</b>		<b>4</b>	<b>6</b>	<b>0</b>	<b>6</b>

**FALL SEMESTER 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS245	Operating System - Multi-User 2	2	3	0	3
CIS286	Systems Analysis & Design	3	0	0	3
CSC134	C++ Programming	2	3	0	3
CSC238	Advanced RPG	2	3	0	3
NET110	Data Comm/Networking	2	2	0	3
	Elective	3	0	0	3
<b>Totals</b>		<b>14</b>	<b>11</b>	<b>0</b>	<b>18</b>

**SPRING SEMESTER 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS174	Network System Manager I	2	2	0	3
CIS216	Software Installation/Maint	1	2	0	2
CIS288	Systems Project	1	4	0	3
	Major Elective	2	3	0	3
	Major Elective	2	3	0	3
	Humanities/Fine Arts Elective	3	0	0	3
<b>Totals</b>		<b>11</b>	<b>14</b>	<b>0</b>	<b>17</b>

**TOTAL REQUIRED CREDITS...76**

**Co-op Option:** Qualified students may elect to take up to six (6) credit hours of Cooperative Education. Three (3) credit hours in lieu of other major courses and three (3) credit hours in lieu of a free elective provided they acquire approval from the Co-op Director and the Department Chairperson.

**C++ PROGRAMMING (CERTIFICATE) (C25130C2)**

Effective: Fall 1999-2000

Revised: 10/25/04

The C++ programming certificate is designed to prepare individuals for employment as programmers in C++ through study and applications in computer concepts, logic, and programming procedures using the C++ programming language.

Students will solve business computer problems through programming techniques and procedures using the C++ language.

Upon completion of this program, a student will have the necessary C++ skills for an entry level C++ programming position in business, industry, and government organizations.

Length: 3 Semesters

Prerequisite: High School Diploma and 2 Units of Algebra

Award: Certificate

**SPRING SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Introduction to Computers	2	2	0	3
CIS115	Intro to Prog & Logic	2	2	0	3
<b>Totals</b>		<b>4</b>	<b>4</b>	<b>0</b>	<b>6</b>

**FALL SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC134	C++ Programming	2	3	0	3
<b>Totals</b>		<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>

**SPRING SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC234	Advanced C++	2	3	0	3
<b>Totals</b>		<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>

**TOTAL REQUIRED CREDITS..... 12****Co-op Option:** NA

**COBOL PROGRAMMING (CERTIFICATE) (C25130C1)**

Effective: Fall 1999-2000  
Revised: 10/25/04

The COBOL programming certificate is designed to prepare individuals for employment as programmers in COBOL through study and applications in computer concepts, logic, and programming procedures using the COBOL programming language.

Students will solve business computer problems through programming techniques and procedures using the COBOL language.

Upon completion of this program, a student will have the necessary COBOL skills for an entry level COBOL programming position in business, industry, and government organizations.

Length: 3 Semesters

Prerequisite: High School Diploma and 2 Units of Algebra

Award: Certificate

**FALL SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Introduction to Computers	2	2	0	3
CIS115	Introduction to Prog & Logic	2	2	0	3
<b>Totals</b>		<b>4</b>	<b>4</b>	<b>0</b>	<b>6</b>

**SPRING SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC135	COBOL Programming	2	3	0	3
<b>Totals</b>		<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>

**SUMMER SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC235	Advanced COBOL	2	3	0	3
<b>Totals</b>		<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>

**TOTAL REQUIRED CREDITS.... 12**

**Co-op Option: NA**

**RPG PROGRAMMING (CERTIFICATE) (C25130C3)**

Effective: Fall 1999-2000  
10/25/04

The RPG Programming certificate is designed to prepare individuals for employment as programmers in RPG through study and applications in computer concepts, logic, and programming procedures using the RPG programming language.

Students will solve business computer problems through programming techniques and procedures using the RPG language.

Upon completion of this program, a student will have the necessary RPG skills for an entry level RPG Programming position in business, industry, and government organizations.

Length: 3 Semesters

Prerequisite: High School Diploma and 2 Units of Algebra

Award: Certificate

**SPRING SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Introduction to Computers	2	2	0	3
CIS115	Intro to Prog & Logic	2	2	0	3
<b>Totals</b>		<b>4</b>	<b>4</b>	<b>0</b>	<b>6</b>

**SUMMER SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC138	RPG Programming	2	3	0	3
<b>Totals</b>		<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>

**FALL SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC238	Advanced RPG	2	3	0	3
<b>Totals</b>		<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>

**TOTAL REQUIRED CREDITS.... 12**

**Co-op Option: NA**

**VISUAL BASIC PROGRAMMING (CERTIFICATE) (C25130C4)**

Effective: Fall 1999-2000

Revised: 10/25/04

The Visual BASIC programming certificate is designed to prepare individuals for employment as programmers in Visual BASIC through study and applications in computer concepts, logic, and programming procedures using the Visual BASIC programming language.

Students will solve business computer problems through programming techniques and procedures using the Visual BASIC language.

Upon completion of this program, a student will have the necessary Visual BASIC skills for an entry level Visual BASIC programming position in business, industry, and government organizations.

Length: 3 Semesters

Prerequisite: High School Diploma and 2 Units of Algebra

Award: Certificate

**FALL SEMESTER**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CIS110	Introduction to Computers	2	2	0	3
CIS115	Intro to Prog & Logic	2	2	0	3
<b>Totals</b>		<b>4</b>	<b>4</b>	<b>0</b>	<b>6</b>

**SPRING SEMESTER**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CSC139	Visual BASIC Programming	2	3	0	3
<b>Totals</b>		<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>

**FALL SEMESTER**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CSC239	Advanced Visual BASIC	2	3	0	3
<b>Totals</b>		<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>

**TOTAL REQUIRED CREDITS.... 12****Co-op Option:**

NA



**COSMETOLOGY**

**D55140**

*Employment Statistics*

The Cosmetology curriculum is designed to provide competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment, which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional imaging, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowledge and other selected topics.

Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board Exam, graduates will be issued a North Carolina license. Employment is available in beauty salons and related businesses.

**Job Placement Rates:**

100% of 2004 graduate available for work were employed within four (4) months.

**Average Salary of Graduates:**

Graduates who graduated in 2004 earn an average salary of \$20,000.

**ATTENTION:** If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 02/18/05

*Awards*

**Associate Degree:** Not Applicable

**Diploma:** Cosmetology (D55140)

**Length of Program:** 3 Semesters (day program)  
6 Semesters (night program)

**Prerequisite:** High School Diploma

**Certificate:** Not Applicable

**Cooperative Education Requirements/Opportunities:** Not authorized for this program.

**License or Certification Information:** Graduates are eligible to take the North Carolina State Board of Cosmetic Arts exam

**Program Information Contact:**

Curriculum Chairperson: Jinx Averitte  
Telephone Number: (910) 678-8225  
Office Location: Horace Sisk, Room 610H  
Email: averittj@faytechcc.edu  
Department Office: Horace Sisk, Room 610H  
Telephone: (910) 678-8225  
FTCC Web Site: www.faytechcc.edu

**Application Deadlines:** None

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

**Child Care Financial Assistance Information:**

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

**COSMETOLOGY (D55140)**

Effective: Fall 2003

Revised: 10/25/04

Length: 3 Semesters

Prerequisite: High School Diploma

Award: Diploma

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
COS111	Cosmetology Concepts I	4	0	0	4
COS112	Salon I	0	24	0	8
*ENG101	Applied Communication I	3	0	0	3
COS114A	Salon II	0	3	0	1
<b>Totals</b>		<b>7</b>	<b>27</b>	<b>0</b>	<b>16</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
COS113	Cosmetology Concepts II	4	0	0	4
COS114B	Salon II	0	21	0	7
COS115A	Cosmetology Concepts III	2	0	0	2
COS116A	Salon III	0	6	0	2
<b>Totals</b>		<b>6</b>	<b>27</b>	<b>0</b>	<b>15</b>

**SUMMER SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
COS115B	Cosmetology Concepts III	2	0	0	2
COS116B	Salon III	0	6	0	2
COS117	Cosmetology Concepts IV	2	0	0	2
COS118	Salon IV	0	21	0	7
*PSY101	Applied Psychology		3	0	0
					3
<b>Totals</b>		<b>7</b>	<b>27</b>	<b>0</b>	<b>16</b>

**TOTAL REQUIRED CREDITS.... 47**

**Co-op Option:** Not authorized for this program.

\*ENG-101 and PSY-101 will not transfer to Associate Degree program.

**CRIMINAL JUSTICE TECHNOLOGY A55180**

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial process, corrections, and security services. The criminal justice system's role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

**Awards**

**Associate Degree:** Associate in Applied Science Criminal Justice Technology (A55180)

**Length of Program:** 5 Semesters

**Prerequisite:** High School Diploma

**Diploma:** Not Applicable

**Cooperative Education Requirements/Opportunities:** Qualified students may elect to take up to six (6) credit hours of Cooperative Education provided they acquire approval from the Co-op Director and the Department Chairperson.

**Note:** Cooperative Education not available in certificate programs.

**License or Certification Information:** None Required

**Program Information Contact:**

Curriculum Chairperson: Beverly Strickland

Telephone Number: (910) 678-8293

Office Location: Criminal Justice, Room 27A

Email: strickl@faytechcc.edu

Department Office: Criminal Justice, Room 27A

Telephone: (910) 678-8452

FTCC Web Site: www.faytechcc.edu

**Application Deadlines:** None

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

**Child Care Financial Assistance Information:**

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

**Employment Statistics****Job Placement Rates:**

100% of 2004 graduate available for work were employed within four (4) months.

**Average Salary of Graduates:**

Graduates who graduated in 2004 earn an average salary of \$32,240

**ATTENTION:** If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 02/18/05

**CRIMINAL JUSTICE TECHNOLOGY (A55180)**

Effective: Fall 2005

Revised: 09/22/04

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
CJC111	Intro to Criminal Justice	3	0	0	3
CJC231	Constitutional Law	3	0	0	3
ENG111	Expository Writing	3	0	0	3
POL130	State & Local Government	3	0	0	3
PSY150	General Psychology	3	0	0	3
<b>Totals</b>		<b>16</b>	<b>0</b>	<b>0</b>	<b>16</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC112	Criminology	3	0	0	3
CJC113	Juvenile Justice	3	0	0	3
CJC131	Criminal Law	3	0	0	3
CJC141	Corrections	3	0	0	3
ENG113	Literature-Based Research	3	0	0	3
<b>Totals</b>		<b>15</b>	<b>0</b>	<b>0</b>	<b>15</b>

**SUMMER SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Intro to Computers	2	2	0	3
COM231	Public Speaking	3	0	0	3
	Major Elective	3	0	0	3
<b>Totals</b>		<b>8</b>	<b>2</b>	<b>0</b>	<b>9</b>

**FALL SEMESTER 2**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CJC132	Court Procedure & Evidence	3	0	0	3
CJC151	Intro to Loss Prevention	3	0	0	3
CJC221	Investigative Principles	3	2	0	4
MAT115	Mathematical Models	2	2	0	3
or					
MAT140	Survey of Mathematics	3	0	0	3
SOC210	Introduction to Sociology	3	0	0	3
<b>Totals</b>		<b>14/15</b>	<b>2/4</b>	<b>0</b>	<b>16</b>

**SPRING SEMESTER 2**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CJC212	Ethics & Comm Relations	3	0	0	3
CJC213	Substance Abuse	3	0	0	3
CJC215	Organization & Administration	3	0	0	3
	Major Elective	3	0	0	3
	Major Elective	3	0	0	3
	Major Elective	3	0	0	3
<b>Totals</b>		<b>18</b>	<b>0</b>	<b>0</b>	<b>18</b>

**TOTAL REQUIRED CREDITS.... 74**

Students with a felony conviction may have limited Criminal Justice employment opportunities.

**Co-op Option:** Qualified students may elect to take up to six (6) credit hours of Cooperative Education provided they acquire approval from the Co-op Director and the Department Chairperson.

## CRIMINAL JUSTICE TECHNOLOGY/ LATENT EVIDENCE CONCENTRATION A5518A

Latent Evidence is a concentration under the curriculum of Criminal Justice Technology. This curriculum is designed to provide knowledge of latent evidence systems and operations. Study will focus on local, state and federal law enforcement, evidence processing and procedures.

Students will learn both theory and hands-on analysis of latent evidence. They will learn fingerprint classification, identification, and chemical development. Students will record, cast and recognize footwear and tire-tracks; and process crime scenes. Issues and concepts of communications and the use of computers and computer assisted design programs in crime scene technology will be discussed.

Graduates should qualify for employment in a variety of criminal justice organizations especially in local, state, and federal law enforcement, and correctional agencies.

### Awards

**Associate Degree:** Associate in Applied Science Criminal Justice Technology/Latent Evidence Concentration (A5518A)

**Length of Program:** 5 Semesters

**Prerequisite:** High School Diploma

**Diploma:** Not Applicable

**Certificate:** Latent Evidence Certificate (C5518AC1)

**Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma

**Cooperative Education Requirements/Opportunities:** Students are required to take 1 (one) credit hour of cooperative education.

**License or Certification Information:** None Required

### Program Information Contact:

Curriculum Chairperson: Jeffrey Zack

Telephone Number: (910) 678-8452

Office Location: Criminal Justice Room 24

Email: zackj@faytechcc.edu

Department Office: Criminal Justice Room 24

Telephone: (910) 678-8452

FTCC Web Site: www.faytechcc.edu

**Application Deadlines:** None

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

### Child Care Financial Assistance Information:

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

### Employment Statistics

#### Job Placement Rates:

100% of 2004 graduates available for work were employed within four (4) months.

#### Average Salary of Graduates:

Graduates who graduated in 2004 earn an average salary of \$23,500.

**ATTENTION:** If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 02/18/05

## CRIMINAL JUSTICE TECHNOLOGY/ LATENT EVIDENCE (A5518A)

Effective: Spring 2003

Revised: 05/21/03

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

### FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CIS113	Computer Basics	0	2	0	1
CJC111	Intro to Criminal Justice	3	0	0	3
CJC114	Investigative Photography	1	2	0	2
CJC231	Constitutional Law	3	0	0	3
ENG111	Expository Writing	3	0	0	3
PSY150	General Psychology	3	0	0	3
<b>Totals</b>		<b>13/14</b>	<b>4/6</b>	<b>0</b>	<b>16</b>

### SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC112	Criminology	3	0	0	3
CJC113	Juvenile Justice	3	0	0	3
CJC131	Criminal Law	3	0	0	3
CJC144	Crime Scene Processing	2	3	0	3
MAT140	Survey of Mathematics	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
<b>Totals</b>		<b>17</b>	<b>0</b>	<b>0</b>	<b>18</b>

### SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
COE111J	Co-op Work Experience	0	0	10	1
COM231	Public Speaking	3	0	0	3
CJC251	Forensic Chemistry I	3	2	0	4
<b>Totals</b>		<b>6</b>	<b>2</b>	<b>10</b>	<b>8</b>

**FALL SEMESTER 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO111C	General Biology	3	0	0	3
BIO111L	General Biology Lab	0	3	0	1
CJC146	Trace Evidence	2	3	0	3
CJC221	Investigative Principles	3	2	0	4
CJC245	Friction Ridge Analysis	2	3	0	3
CJC250	Forensic Biology	1	2	0	2
<b>Totals</b>		<b>11</b>	<b>13</b>	<b>0</b>	<b>16</b>

**SPRING SEMESTER 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC132	Court Procedures & Evidence	3	0	0	3
CJC212	Ethics & Comm Relations	3	0	0	3
CJC222	Criminalistics	3	0	0	3
CJC244	Footwear and Tire Imprints	2	3	0	3
CJC246	Advanced Friction Ridge Analysis	2	3	0	3
	Major Elective	3	0	0	3
<b>Totals</b>		<b>16</b>	<b>6</b>	<b>0</b>	<b>18</b>

**TOTAL REQUIRED CREDITS.... 76**

CJC\*250 Forensic Biology: Student must register for BIO\*111 as a co-requisite to take this course.

Students with a felony conviction may have limited Criminal Justice employment opportunities.

**Co-op Option:** Students are required to take 1 (one) credit hour of cooperative education.

**CRIMINAL JUSTICE TECHNOLOGY  
LATENT EVIDENCE CERTIFICATE (C5518AC1)**

Effective: Fall 2003

Revised: 12/02/02

The Latent Evidence Certificate Program provides an in-depth study of current crime scene processing techniques and procedures.

Topics include fingerprint classification, identification, and chemical development.

This program prepares the student in the basic skills required for entry-level employment as a crime scene investigator.

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC114	Investigative Photography	1	2	0	2
CJC146	Trace Evidence	2	3	0	3
CJC245	Friction Ridge Analysis	2	3	0	3
<b>Totals</b>		<b>5</b>	<b>8</b>	<b>0</b>	<b>8</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC144	Crime Scene Processing	2	3	0	3
CJC244	Footwear and Tire Imprints	2	3	0	3
CJC246	Advanced Friction Ridge Analysis	2	3	0	3
<b>Totals</b>		<b>6</b>	<b>9</b>	<b>0</b>	<b>9</b>

**TOTAL REQUIRED CREDITS.... 17**

Students with a felony conviction may have limited Criminal Justice employment opportunities.

## CRIMINAL JUSTICE TECHNOLOGY/ Financial Crime/Computer Fraud A5518B

Financial Crime/Computer Fraud is a concentration under the curriculum of Criminal Justice Technology. The curriculum is designed to prepare students for positions in the public or private sector in financial crime or computer fraud investigation.

Students will study financial criminal activity and computer investigative security procedures from a law enforcement perspective through forensic accounting and investigative computer courses.

Graduates should qualify for positions in either the public or private sector investigating fraud within financial institutions and/or computer crimes, including fraud, hacking, and identity theft.

### Awards

**Associate Degree:** Associate in Applied Science Criminal Justice Technology (A5518B)

**Length of Program:** 5 Semesters

**Prerequisite:** High School Diploma

**Diploma:** Not Applicable

**Certificate:** Not Applicable

**Cooperative Education Requirements/Opportunities:** Qualified students may elect to take up to three (3) credit hours of Cooperative Education provided they acquire approval from the Co-op Director and the Department Chairperson.

**License or Certification Information:** None Required

### Program Information Contact:

Program Coordinator: Jeffrey Zack  
Telephone Number: (910) 678-8452  
Office Location: Criminal Justice, Room 24  
Email: zackj@faytechcc.edu  
Department Office: Criminal Justice, Room 24  
Telephone: (910) 678-8452  
FTCC Web Site: www.faytechcc.edu

**Application Deadlines:** None

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

### Child Care Financial Assistance Information:

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

### Employment Statistics

#### Job Placement Rates:

2004 data not available

#### Average Salary of Graduates:

2004 data not available

**ATTENTION:** If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 02/23/05

## CRIMINAL JUSTICE TECHNOLOGY FINANCIAL CRIME/COMPUTER FRAUD CONCENTRATION (A5518B)

Effective: Fall 2004

Revised: 04/15/04

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

### FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
ACC120	Principles of Financial Acct	3	2	0	4
CIS110	Introduction to Computers	2	2	0	3
CJC111	Intro to Criminal Justice	3	0	0	3
CJC231	Constitutional Law	3	0	0	3
ENG111	Expository Writing	3	0	0	3
<b>Totals</b>		<b>15</b>	<b>6</b>	<b>0</b>	<b>17</b>

### SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC121	Principles of Managerial Acct	3	2	0	4
CJC112	Criminology	3	0	0	3
CJC113	Juvenile Justice	3	0	0	3
CJC116	Intro to Information Security	3	0	0	3
MAT140	Survey of Mathematics	3	0	0	3
NET110	Data Comm/Networking	2	2	0	3
<b>Totals</b>		<b>17</b>	<b>4</b>	<b>0</b>	<b>19</b>

### SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
<b>Totals</b>		<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>

**FALL SEMESTER 2**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACC220	Intermediate Accounting I	3	2	0	4
CJC132	Court Procedure & Evidence	3	0	0	3
CJC216	Computer Sys Security Invest	3	0	0	3
CJC221	Investigative Principles	3	2	0	4
PSY150	General Psychology	3	0	0	3
<b>Totals</b>		<b>15</b>	<b>4</b>	<b>0</b>	<b>17</b>

**SPRING SEMESTER 2**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CJC131	Criminal Law	3	0	0	3
CJC212	Ethics & Comm Relations	3	0	0	3
CJC217	Net Security Troubleshooting	3	0	0	3
CJC249	Forensic Accounting	3	2	0	4
	Criminal Justice Elective	3	0	0	3
<b>Totals</b>		<b>15</b>	<b>2</b>	<b>0</b>	<b>16</b>

**TOTAL REQUIRED CREDITS.... 75**

Students with a felony conviction may have limited Criminal Justice employment opportunities.

**Co-op Option:** Qualified students may elect to take up to three (3) credit hours of Cooperative Education provided they acquire approval from the Co-op Director and the Department Chairperson.



**CULINARY TECHNOLOGY****A55200**

The Culinary Technology curriculum provides specific training required to prepare students to assume positions as trained culinary professionals in a variety of food service settings including full service restaurants, hotels, resorts, clubs, catering operations, contract food service, and health care facilities.

Course offerings emphasize practical application, a strong theoretical knowledge base, and professionalism and provide the critical competencies to successfully meet industry demands. Courses also include sanitation, food/beverage service and control, baking, grade manger, American/international cuisines, food production, and hospitality supervision.

Graduates should qualify for entry-level positions such as line cook, station chef, and assistant pastry chef. American Culinary Federation certification is available to graduates. With experience, graduates may advance to positions such as sous-chef, executive chef, or food service manager.

**Awards**

**Associate Degree:** Culinary Technology (A55200)

**Length of Program:** 5 Semesters

**Prerequisite:** High School Diploma

**Diploma:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Certificate:** Pantry Chef (C55200C1)

**Length of Program:** 1 Semester

**Prerequisite:** High School Diploma

**Certificate:** Baking (C55200C2)

**Length of Program:** 1 Semester

**Prerequisite:** High School Diploma

**Cooperative Education Requirements/Opportunities:** Students are required to take three (3) credit hours of Cooperative Education.

**License or Certification Information:** None Required

**Program Information Contact:**

Curriculum Chairperson: Kay Gilbert

Telephone Number: (910) 678-8207

Office Location: Horace Sisk, Room 616B

Email: gilbertk@faytechcc.edu

Department Office: Horace Sisk, Room 616

Telephone: (910) 678-8295

FTCC Web Site: www.faytechcc.edu

**Application Deadlines:** The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

**Child Care Financial Assistance Information:**

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

**Employment Statistics****Job Placement Rates:**

100% of 2004 graduates available for work were employed within four (4) month.

**Average Salary of Graduates:**

Graduates who graduated in 2004 earn an average salary of \$16,380.

**ATTENTION:** If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 02/15/05

**CULINARY TECHNOLOGY (A55200)**

Effective: Fall 2002

Revised: 04/29/03

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CIS111	Basic PC Literacy	1	2	0	2
CUL110	Sanitation and Safety	2	0	0	2
CUL135	Food & Beverage Service	2	0	0	2
CUL135A	Food & Beverage Serv Lab	0	2	0	1
CUL140	Basic Culinary Skills	2	6	0	5
CUL150	Food Science	1	2	0	2
ENG111	Expository Writing	3	0	0	3
<b>Totals</b>		<b>11/12</b>	<b>12/14</b>	<b>0</b>	<b>18</b>

**Spring Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
CUL160	Baking I	1	4	0	3
CUL170	Garde-Manger I	1	4	0	3
CUL240	Adv Culinary Skills	1	8	0	5
MAT115	Mathematical Models	2	2	0	3
NUT110	Nutrition	3	0	0	3
<b>Totals</b>		<b>8</b>	<b>18</b>	<b>0</b>	<b>17</b>

**Summer Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
PSY 118	Interpersonal Psychology	3	0	0	3
	Major Elective	5	0	0	5
<b>Totals</b>		<b>8</b>	<b>0</b>	<b>0</b>	<b>8</b>



**BAKING CERTIFICATE (C55200C2)**

Effective: Fall 1999/2000

Revised: 10/25/04

The Baking Certificate is designed to prepare students who would like to be employed as a baking professional. Students will learn fundamentals of bakeshop operations and will prepare various bread products, pastries, cakes, cookies, classical desserts, sugar works, and confections. The program will enhance the students' cake decorating and dessert preparation skills.

Length: 1 Semester

Prerequisite: High School Diploma

Award: Certificate

**Fall Semester 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
CUL120	Purchasing	2	0	0	2
CUL130	Menu Design	2	0	0	2
CUL250	Classical Cuisine	1	8	0	5
CUL250A	Classical Cuisine Lab	0	3	0	1
CUL260	Baking II	1	4	0	3
ENG114	Prof Research & Reporting	3	0	0	3
<b>Totals</b>		<b>9</b>	<b>15</b>	<b>0</b>	<b>16</b>

**Spring Semester 2**

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
COE112A	Work Ex I -Culinary Technology	0	0	0	20	2
COE115A	Work Exp Seminar I - Culinary Technology	1	0	0	0	1
ENG115	Oral Communication	3	0	0	0	3
HRM215	Restaurant Management	3	0	0	0	3
	Humanities/Fine Arts Elective	3	0	0	0	3
	Prof Research & Reporting	5	0	0	0	5
	Major Elective					
<b>Totals</b>		<b>15</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>17</b>

**Fall Semester**

Prefix No.	Title	Class	Lab	Clinical	Credit
CUL110	Sanitation and Safety	2	0	0	2
CUL160	Baking I (1st 8 weeks)	1	4	0	3
CUL192	Selected Topics in Culinary Arts	2	0	0	2
CUL260	Baking II (2nd 8 weeks)	1	4	0	3
CUL280	Pastry & Confections	1	4	0	3
COE111	*Co-op for Baking	0	0	0	1
		<b>7</b>	<b>12</b>	<b>0</b>	<b>14</b>

**TOTAL REQUIRED CREDITS.... 76**

**Co-op Option:** Students are required to take 3 credit hours of co-op.

**TOTAL REQUIRED CREDITS.... 14**

**\*Co-op Option:** Students are required to take 1 credit hour of co-op.

**Pantry Chef Certificate (Garde Manger) (C55200C1)**

Effective Fall: 1999/2000

Revised: 10/25/04

The Pantry Chef Certificate (Garde Manger) is designed to prepare students who would like to be employed in the banquet, catering, cold foods and display professions or for those with some culinary experience who want to further their knowledge in this specialized area. Students will learn to prepare salads, dressings, cold sauces, garnishes, pâtés, terrines, ice carvings, canapés, hor d'oeuvres and other related topics. The program will enhance the student's cold food preparation, presentation and display skills.

Length: 1 Semester

**Prerequisite:** High School Diploma

Award: Certificate

**Fall Semester**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CUL110	Sanitation and Safety	2	0	0	2
CUL140	Basic Culinary Skills	2	6	0	5
CUL170	Garde Manger I (1st 8 weeks)	1	4	0	3
CUL270	Garde Manager II (2nd 8 weeks)	1	4	0	3
<b>Totals</b>		<b>6</b>	<b>14</b>	<b>0</b>	<b>13</b>

**TOTAL REQUIRED CREDITS.... 13**

**Co-op Option:** None required in this certificate program

**DENTAL ASSISTING**

**D45240**

The Dental Assisting curriculum prepares individuals to assist the dentist in the delivery of dental treatment and to function as integral members of the dental team while performing chair side and related office and laboratory procedures.

Course work includes instruction in general studies, biomedical sciences, dental sciences, clinical sciences, and clinical practice. A combination of lecture, laboratory, and clinical experiences provides students with knowledge in infection/hazard control, radiography, dental materials, preventive dentistry, and clinical procedures.

Graduates may be eligible to take the Dental Assisting National Board Examination to become Certified Dental Assistants. As a Dental Assistant II, defined by the Dental Law of North Carolina, graduates work in dental offices and other related areas.

**Awards**

<b>Associate Degree:</b> Not Applicable
<b>Diploma:</b> Dental Assisting (D45240)
<b>Length of Program:</b> 3 Semesters
<b>Prerequisite:</b> 1 unit Biology
<b>Certificate:</b> Not Applicable

**Cooperative Education Requirements/Opportunities:** Not Applicable

**License or Certification Information:** Graduates are eligible to take the Dental Assisting National Board examination.

**Program Information Contact:**

Curriculum Coordinator: Carmen Brown  
 Telephone Number: (910) 678-8280  
 Office Location: Health Technology Center, Room 101-E  
 Email: brownnc@faytechcc.edu  
 Department Office: Health Technology Center, Room 102  
 Telephone: (910) 678-8254  
 FTCC Web Site: www.faytechcc.edu

**Application Deadlines:** The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson. Students should apply by January 30<sup>th</sup>. Specific health program admission requirements must be met before a student is eligible for admission.

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

**Child Care Financial Assistance Information:**

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

**Employment Statistics**

**Job Placement Rates:**

100% of 2004 graduates available for work were employed within four (4) months.

**Average Salary of Graduates:**

Graduates who graduated in 2004 earn an average salary of \$22,384.

**ATTENTION:** If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 02/14/05

**DENTAL ASSISTING (D45240)**

Effective: Fall 1998-99

Revised: 10/12/04

Length: 3 Semesters

Prerequisite: 1 Unit Biology

Award: Diploma

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
*BIO106	Intro to Anat/Phys/Micro	2	2	0	3
CIS113	Computer Basics	0	2	0	1
*DEN100	Basic Orofacial Anatomy	2	0	0	2
*DEN101	Preclinical Procedures	4	6	0	7
*DEN102	Dental Materials	3	4	0	5
DEN111	Infection/Hazard Control	2	0	0	2
<b>Totals</b>		<b>13</b>	<b>14</b>	<b>0</b>	<b>20</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
*DEN103	Dental Sciences	2	0	0	2
*DEN104	Dental Health Education	2	2	0	3
*DEN105	Practice Management	2	0	0	2
*DEN106	Clinical Practice I	1	0	12	5
DEN112	Dental Radiography	2	3	0	3
*ENG102	Applied Communications II	3	0	0	3
<b>Totals</b>		<b>12</b>	<b>5</b>	<b>12</b>	<b>18</b>

**SUMMER SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
*DEN107	Clinical Practice II	1	0	12	5
*PSY101	Applied Psychology	3	0	0	3
<b>Totals</b>		<b>4</b>	<b>0</b>	<b>12</b>	<b>8</b>

**TOTAL REQUIRED CREDITS.... 46**

\*BIO-106, ENG-102, DEN-100, DEN-101, DEN-102, DEN-103, DEN-104, DEN-105, DEN-106, DEN-107, and PSY-102 will not transfer to Associate Degree program.

Students with a felony conviction may have limited certification and employment opportunities.

**DENTAL HYGIENE****A45260**

The Dental Hygiene curriculum prepares individuals with the knowledge and skills to assess, plan, implement, and evaluate dental hygiene care for the individual and the community.

Students will learn to prepare the operatory, take patient histories, note abnormalities, plan care, teach oral hygiene, clean teeth, take x-rays, apply preventive agents, complete necessary chart entries, and perform other procedures related to dental hygiene care.

Graduates of this program may be eligible to take national and state/regional examinations for licensure, which are required to practice dental hygiene. Employment opportunities include dental offices, clinics, schools, public health agencies, industry, and professional education.

**Awards****Associate Degree:** Dental Hygiene (A45260)**Length of Program:** 5 Semesters

**Prerequisite:** 1 Unit of Biology  
1 Unit of Algebra  
1 Unit of Chemistry

**Diploma:** Not Applicable**Length of Program:****Prerequisite:****Certificate:** Not Applicable**Length of Program:****Prerequisite:**

**Cooperative Education Requirements/Opportunities:** Not Applicable

**License or Certification Information:** Students are eligible to sit for both the National Dental Hygiene Board and the NC State Dental Hygiene Board or applicable state or regional boards.

**Programmatic Accreditation**

Commission on Dental Accreditation  
American Dental Association  
211 East Chicago Avenue  
Chicago, IL 60611

**Program Information Contact:**

Curriculum Chairperson: Dr. James Pilgrim  
Telephone Number: (910) 678-8310  
Office Location: Health Technology Center, Room 102B  
Email: pilgrimj@faytechcc.edu  
Program Coordinator: Mary Cam Boudreau  
Telephone Number: (910) 678-8311  
Office Location: Health Technology Center, Room 101D  
Email: boudream@faytechcc.edu  
Department Office: Health Technology Center, Room 102  
Telephone: (910) 678-8254  
FTCC Web Site: www.faytechcc.edu

**Application Deadlines:** The program is designed for a student to

enter during the fall semester. A student may enter at other times with approval of the Department Chairperson. Students should apply by January 30<sup>th</sup>. Specific health program admission requirements must be met before a student is eligible for admission.

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

**Child Care Financial Assistance Information:**

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

**Employment Statistics****Job Placement Rates:**

94% of 2004 graduates available for work were employed within four (4) months.

**Average Salary of Graduates:**

Graduates who graduated in 2004 earn an average salary of \$48,289.

**ATTENTION:** If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 02/14/05

**DENTAL HYGIENE (A45260)**

Effective: Spring 2003

Revised: 05/06/03

Length: 5 Semesters

Prerequisites: 1 Unit Biology, Algebra &amp; Chemistry

Award: Associate in Applied Science

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
BIO163	Basic Anatomy & Physiology	4	2	0	5
DEN110	Orofacial Anatomy	2	2	0	3
DEN111	Infection/Hazard Control	2	0	0	2
DEN120	Dental Hyg Preclinic Lec	2	0	0	2
DEN121	Dental Hygiene Preclinic Lab	0	6	0	2
ENG111	Expository Writing	3	0	0	3
<b>Totals</b>		<b>13/14</b>	<b>10/12</b>	<b>0</b>	<b>18</b>

**SPRING SEMESTER 1**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
BIO175	General Microbiology	2	2	0	3
DEN112	Dental Radiography	2	3	0	3
DEN222	General & Oral Pathology	2	0	0	2
DEN124	Periodontology	2	0	0	2
DEN130	Dental Hygiene Theory I	2	0	0	2
DEN131	Dental Hygiene Clinic I	0	0	9	3
PSY150	General Psychology	3	0	0	3
<b>Totals</b>		<b>13/14</b>	<b>10/12</b>	<b>0</b>	<b>18</b>

**SUMMER SEMESTER 1**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
DEN125	Dental Office Emergencies	0	2	0	1
DEN140	Dental Hygiene Theory II	1	0	0	1
DEN141	Dental Hygiene Clinic II	0	0	6	2
ENG115	Oral Communication	3	0	0	3
SOC210	Introduction to Sociology	3	0	0	3
<b>Totals</b>		<b>7</b>	<b>2</b>	<b>6</b>	<b>10</b>

**FALL SEMESTER 2**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CIS113	Computer Basics	0	2	0	1
BIO180	Biological Chemistry	2	2	0	3
DEN220	Dental Hygiene Theory III	2	0	0	2
DEN221	Dental Hygiene Clinic III	0	0	12	4
DEN123	Nutrition/Dental Health	2	0	0	2
DEN223	Dental Pharmacology	2	0	0	2
DEN232	Community Dental Health	2	0	3	3
<b>Totals</b>		<b>10</b>	<b>4</b>	<b>15</b>	<b>17</b>

**SPRING SEMESTER 2**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
DEN230	Dental Hygiene Theory IV	1	0	0	1
DEN231	Dental Hygiene Clinic IV	0	0	12	4
DEN224	Materials and Procedures	1	3	0	2
DEN233	Professional Development	2	0	0	2
	Humanities/Fine Arts Elec	3	0	0	3
<b>Totals</b>		<b>7</b>	<b>3</b>	<b>12</b>	<b>12</b>

**TOTAL REQUIRED CREDITS.... 75**

Students with a felony conviction may have limited licensure and employment opportunities.

**EARLY CHILDHOOD ASSOCIATE****A55220**

The Early Childhood Associate curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs to children; care and guidance of children; and communications skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

**Awards**

**Associate Degree:** Associate in Applied Science  
Early Childhood Associate (A55220)

**Length of Program:** 5 Semesters

**Prerequisite:** High School Diploma

**Diploma:** Not Applicable

**Certificate:** Certificate in Child Care Administration  
(C55220C1)

**Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma

**Certificate:** Certificate Child Care Development (C55220C2)

**Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma

**Certificate:** Certificate Child Care Professional (C55220C3)

**Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma

**Certificate:** Certificate in Family Child Care (C55220C4)

**Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma

**Cooperative Education Requirements/Opportunities:** Students are required to take 1 (one) credit hour of cooperative education.

**Note:** Cooperative Education not available in certificate programs.

**License or Certification Information:** None Required

**Program Information Contact:**

Curriculum Chairperson: Patricia Weaver

Telephone Number: (910) 678-8425

Office Location: Early Childhood Center, Room 203

Email: weaverp@faytechcc.edu

Department Office: Early Childhood Center, Room 202

Telephone: (910) 678-8566

FTCC Web Site: www.faytechcc.edu

**Application Deadlines:** None

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

**Child Care Financial Assistance Information:**

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

**Employment Statistics****Job Placement Rates:**

97% of 2004 graduate available for work were employed within four (4) months.

**Average Salary of Graduates:**

Graduates who graduated in 2004 earn an average salary of \$20,361.

**ATTENTION:** If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 02/18/05

**EARLY CHILDHOOD ASSOCIATE (A55220)**

Effective: Fall 2005

Revised: 12/07/04

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

**Fall Semester I**

<i>Prefix</i>	<i>No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Exp.</i>	
ACA111	College Student Success	1	0	0	0	1	
CIS113	Computer Basics	0	2	0	0	1	
EDU119	Intro to Early Child Educ.	4	0	0	0	4	
or							
EDU111	Early Childhood Cred I	2	0	0	0	2	
EDU131	Child, Family, & Commun	3	0	0	0	3	
EDU144	Child Development I	3	0	0	0	3	
ENG111	Expository Writing	3	0	0	0	3	
MAT115	Mathematical Models	2	2	0	0	3	
PSY150	General Psychology	3	0	0	0	3	
<b>Totals</b>			<b>17/19</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>19/21</b>

**Spring Semester I**

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
EDU112	Early Childhood Cred II	2	0	0	0	2
or						
EDU113	Family/Early Child Cred	2	0	0	0	2
or						
EDU119	Intro to Early Child Educ.	4	0	0	0	4
EDU145	Child Development II	3	0	0	0	3
EDU146	Child Guidance	3	0	0	0	3
EDU153	Health, Safety, & Nutrit	3	0	0	0	3
ENG114	Prof Research & Reporting	3	0	0	0	3
SOC210	Child Development I	3	0	0	0	3
<b>Totals</b>		<b>17/19</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17/19</b>

**Summer Semester I**

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
HEA112	First Aid & CPR	1	2	0	0	2
	Major Elective	5	0	0	0	5
<b>Totals</b>		<b>6</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>7</b>

**Fall Semester II**

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
EDU151	Creative Activities	3	0	0	0	3
EDU157	Active Play	2	2	0	0	3
EDU234	Infants, Toddlers & Twos	3	0	0	0	3
or						
EDU261	Early Childhood Admin I	2	0	0	0	2
COM231	Public Speaking	3	0	0	0	3
	Humanities/Fine Arts Elective	3	0	0	0	3
	Social/Behavior Science Elective	3	0	0	0	3
<b>Totals</b>		<b>16/17</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>17/18</b>

**Spring Semester II**

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
EDU221	Children With Sp Needs	3	0	0	0	3
EDU235	School-Age Dev & Program	2	0	0	0	2
or						
EDU262	Early Childhood Admin II	3	0	0	0	3
EDU271	Educational Technology	2	2	0	0	3
EDU280	Language & Literacy Exp	3	0	0	0	3
EDU298	Seminar in Early Childhood	3	0	0	0	3
and						
COE111B	Work Exp I - Early Childhood Assoc	0	0	0	10	1
<b>Totals</b>		<b>13/14</b>	<b>2</b>	<b>0</b>	<b>10</b>	<b>15/16</b>

**TOTAL REQUIRED CREDITS.... 76**

**Co-op Option:** Students are required to take 1 credit hour of co-op

**EARLY CHILDHOOD ASSOCIATE CERTIFICATION IN CHILD CARE ADMINISTRATION (C55220C1)**

Effective: Fall 2005  
Revised: 12/07/04

This certificate will provide courses needed by the child care professional to obtain the North Carolina Early Childhood Administration Certificate (NCECA). The courses offered in this program prepare the childcare professional to be successful as an administrator in a childcare setting. Students will learn skills such as program development, rules and regulations for the state of North Carolina, staff and organizational management, public relations and community outreach, financial management, and leadership. This certificate also provides an opportunity for the individual to obtain the North Carolina Early Childhood Credential Certificate.

Length: 3 Semesters  
Prerequisite: High School Diploma  
Award: Certificate

**Fall Semester I**

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU111	Early Childhood Cred I	2	0	0	2
or					
EDU119	Intro to Early Child Educ.	4	0	0	4
EDU144	Child Development I	3	0	0	3
EDU261	Early Childhood Admin I	2	0	0	2
<b>Totals</b>		<b>7/9</b>	<b>0</b>	<b>0</b>	<b>7/9</b>

**Spring Semester I**

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU112	Early Childhood Cred II	2	0	0	2
or					
EDU119	Intro to Early Child Educ.	4	0	0	4
EDU145	Child Development II	3	0	0	3
EDU262	Early Childhood Admin II	3	0	0	3
<b>Totals</b>		<b>8/10</b>	<b>0</b>	<b>0</b>	<b>8/10</b>

**Summer Semester I**

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU221	Children With Sp Needs	3	0	0	3
<b>Totals</b>		<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>

**TOTAL REQUIRED CREDITS.... 18**

**Co-op Option:** Not authorized in this program.

**EARLY CHILDHOOD ASSOCIATE CERTIFICATION IN  
CHILD CARE DEVELOPMENT (C55220C2)**

Effective: Fall 2005  
Revised: 11/18/04

This certificate will provide a background in developmentally appropriate practices for children ages birth through eight years. Emphasis will be placed on age and individual appropriate program planning. Courses in this certificate will also focus on positive guidance techniques and effective communication with parents, children, and the community. This certificate also provides an opportunity for the individual to obtain the North Carolina Early Childhood Credential Certificate.

Length: 2 Semesters  
Prerequisite: High School Diploma  
Award: Certificate

**Fall Semester I**

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU111	Early Childhood Cred I	2	0	0	2
or					
EDU119	Intro to Early Child Educ.	4	0	0	4
EDU131	Child, Family, & Commun	3	0	0	3
EDU144	Child Development I	3	0	0	3
<b>Totals</b>		<b>8/10</b>	<b>0</b>	<b>0</b>	<b>8/10</b>

**Spring Semester I**

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU112	Early Childhood Cred II	2	0	0	2
or					
EDU119	Intro to Early Child Educ.	4	0	0	4
EDU145	Child Development II	3	0	0	3
EDU146	Child Guidance	3	0	0	3
EDU235	School-Age Dev & Prog	2			2
<b>Totals</b>		<b>10/12</b>	<b>0</b>	<b>0</b>	<b>10/12</b>

**TOTAL REQUIRED CREDITS.... 18**

**Co-op Option:** Not authorized in this program.

**EARLY CHILDHOOD ASSOCIATE CERTIFICATION IN  
CHILD CARE PROFESSIONAL (C55220C3)**

Effective: Fall 2005  
Revised: 11/18/04

This certificate will provide individuals interested in working in childcare programs or with children ranging in age from birth to eight years with a strong foundation of knowledge. Emphasis will be placed on: program development for children birth to eight years; positive guidance techniques; health, safety and nutrition; and effective communication with parents, children, and the community. This certificate also provides an opportunity for the individual to obtain the North Carolina Early Childhood Credential Certificate.

Length: 2 Semesters  
Prerequisite: High School Diploma  
Award: Certificate

**Fall Semester I**

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU111	Early Childhood Cred I	2	0	0	2
or					
EDU119	Intro to Early Child Educ.	4	0	0	4
EDU131	Child, Family, & Commun	3	0	0	3
EDU234	Infants, Toddlers & Twos	3	0	0	3
<b>Totals</b>		<b>8/10</b>	<b>0</b>	<b>0</b>	<b>8/10</b>

**Spring Semester I**

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU112	Early Childhood Cred II		2	0	0
2					
or					
EDU119	Intro to Early Child Educ.	4	0	0	4
EDU146	Child Guidance	3	0	0	3
EDU153	Health, Safety, & Nutrit	3	0	0	3
EDU235	School-Age Dev & Prog	2	0	0	2
<b>Totals</b>		<b>10</b>	<b>0</b>	<b>0</b>	<b>10</b>

**TOTAL REQUIRED CREDITS.... 18**

**Co-op Option:** Not authorized in this program.



**EARLY CHILDHOOD ASSOCIATE CERTIFICATION IN  
FAMILY CHILD CARE (C55220C4)**

Effective: Fall 1998-99

Revised: 5/1/99

This certificate will provide individuals interested in working in a family childcare home with children ranging in age from birth to eight years with a strong foundation of knowledge. Emphasis will be placed on: program development for children birth to eight years; positive guidance techniques; health, safety and nutrition; and effective communication with parents, children, and the community. This certificate also provides an opportunity for the individual to obtain the North Carolina Early Childhood Family Child Care Credential Certificate.

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

**Fall Semester I**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
EDU111	Early Childhood Cred I	2	0	0	2
EDU131	Child, Family, & Commun	3	0	0	3
EDU234	Infants, Toddlers & Twos	3	0	0	3
<b>Totals</b>		<b>8</b>	<b>0</b>	<b>0</b>	<b>8</b>

**Spring Semester I**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
EDU113	Family/Early Child Cred	2	0	0	2
EDU146	Child Guidance	3	0	0	3
EDU153	Health, Safety, & Nutrit	3	0	0	3
EDU235	School-Age Dev & Prog	2	0	0	2
<b>Totals</b>		<b>10</b>	<b>0</b>	<b>0</b>	<b>10</b>

**TOTAL REQUIRED CREDITS.... 18**

**Co-op Option:** Not authorized in this program.



**EARLY CHILDHOOD ASSOCIATE/  
SPECIAL EDUCATION****A5522A**

Special Education is a concentration under the curriculum title of Early Childhood Associate. This curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes childhood growth and development, physical/nutritional needs of children, care and guidance of children, and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

**Awards**

**Associate Degree:** Associate in Applied Science  
Early Childhood Associate/Special Education (A5522A)

**Length of Program:** 5 Semesters

**Prerequisite:** High School Diploma

**Diploma:** Not Applicable

**Certificate:** Not Applicable

**Cooperative Education Requirements/Opportunities:** Students are required to take 1 (one) credit hour of cooperative education.

**License or Certification Information:** None Required

**Program Information Contact:**

Curriculum Chairperson: Patricia Weaver

Telephone Number: (910) 678-8425

Office Location: Early Childhood Center, Room 203

Email: weaverp@faytechcc.edu

Department Office: Early Childhood Center, Room 202

Telephone: (910) 678-8566

FTCC Web Site: www.faytechcc.edu

**Application Deadlines:** None

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

**Child Care Financial Assistance Information:**

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

**Employment Statistics****Job Placement Rates:**

100% of 2004 graduate available for work were employed within four (4) months.

**Average Salary of Graduates:**

Graduates who graduated in 2004 earn an average salary of \$14,400.

**ATTENTION:** If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 02/18/05

**EARLY CHILDHOOD ASSOCIATE/  
SPECIAL EDUCATION (A5522A)**

Effective: Fall 2005

Revised: 11/05/04

Length: 5 Semesters

Prerequisite: High School Graduate

Award: Associate in Applied Science

**FALL SEMESTER I**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
CIS113	Computer Basics	0	2	0	1
EDU119	Early Childhood Education	3	2	0	4
or					
EDU111	Early Childhood Cred I	2	0	0	2
and					
EDU112	Early Childhood Cred II	2	0	0	2
EDU144	Child Development I	3	0	0	3
ENG111	Expository Writing	3	0	0	3
MAT115	Mathematic Models	2	2	0	3
PSY150	General Psychology	3	0	0	3
<b>Totals</b>		<b>15</b>	<b>6</b>	<b>0</b>	<b>18</b>

**SPRING SEMESTER I**

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
EDU131	Child, Family & Community	3	0	0	3
EDU145	Child Development II	3	0	0	3
EDU146	Child Guidance	3	0	0	3
EDU151	Creative Activities	3	0	0	3
SOC210	Intro to Sociology	3	0	0	3
<b>Totals</b>		<b>18</b>	<b>0</b>	<b>0</b>	<b>18</b>

**SUMMER SEMESTER I**

Prefix No.	Title	Class	Lab	Clinical	Credit
HEA112	First Aid & CPR	1	2	0	2
	Humanities Elective	3	0	0	3
<b>Totals</b>		<b>4</b>	<b>2</b>	<b>0</b>	<b>5</b>

**FALL SEMESTER II**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
EDU147	Behavior Disorders	3	0	0	3
EDU148	Learning Disabilities	4	2	0	5
EDU153	Health, Safety & Nutrition	3	0	0	3
EDU221	Children with Sp Needs	3	0	0	3
EDU259	Curriculum Planning	3	0	0	3
<b>Totals</b>		<b>16</b>	<b>2</b>	<b>0</b>	<b>17</b>

**SPRING SEMESTER II**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
COE111B	Co-op Work Experience I	0	0	10	1
EDU247	Physical Disabilities	3	0	0	3
EDU248	Mental Retardation	2	2	0	3
EDU271	Educational Technology	2	2	0	3
EDU280	Language & Literacy Exp	3	0	0	3
EDU298	Seminar in Early Childhood	3	0	0	3
<b>Totals</b>		<b>13</b>	<b>4</b>	<b>10</b>	<b>16</b>

**TOTAL CREDIT HOURS.... 74**

**Co-op Option:** Students are required to take one (1) credit hour of Cooperative Education.

**EARLY CHILDHOOD ASSOCIATE/  
TEACHER ASSOCIATE****A5522B**

Teacher Associate is a concentration under the curriculum title of Early Childhood Associate. This curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes childhood growth and development, physical/nutritional needs of children, care and guidance of children, and communications skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

**Awards**

**Associate Degree:** Associate in Applied Science  
Early Childhood Associate/Teacher Associate (A5522B)

**Length of Program:** 5 Semesters

**Prerequisite:** High School Diploma

**Diploma:** Early Childhood Associate/Teacher Associate (05522B)

**Length of Program:** 6 Semesters

**Prerequisite:** High School Graduate

**Certificate:** Not Applicable

**Cooperative Education Requirements/Opportunities:** Students are required to take 2 (two) credit hours of cooperative education.

**License or Certification Information:** None Required

**Program Information Contact:**

Curriculum Chairperson: Patricia Weaver

Telephone Number: (910) 678-8425

Office Location: Early Childhood Center, Room 203

Email: weaverp@faytechcc.edu

Department Office: Early Childhood Center, Room 202

Telephone: (910) 678-8566

FTCC Web Site: www.faytechcc.edu

**Application Deadlines:** None

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

**Child Care Financial Assistance Information:**

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

**Employment Statistics****Job Placement Rates:**

2004 Data not available

**Average Salary of Graduates:**

2004 Data not available

**ATTENTION:** If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 02/18/05

**EARLY CHILDHOOD ASSOCIATE/  
TEACHER ASSOCIATE (A5522B)**

Effective: Fall 2005

Revised: 11/19/04

Length: 5 Semesters

Prerequisite: High School Graduate

Award: Associate in Applied Science

**FALL SEMESTER I**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
CIS113	Computer Basics	0	2	0	1
EDU119	Early Childhood Education	3	2	0	4
EDU144	Child Development I	3	0	0	3
ENG111	Expository Writing	3	0	0	3
EDU151	Creative Activities	3	0	0	3
MAT115	Mathematic Models	2	2	0	3
<b>Totals</b>		<b>15</b>	<b>6</b>	<b>0</b>	<b>18</b>

**SPRING SEMESTER I**

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU131	Child, Family & Community	3	0	0	3
EDU145	Child Development II	3	0	0	3
EDU146	Child Guidance	3	0	0	3
EDU153	Health, Safety & Nutrit	3	0	0	3
EDU216	Foundations of Education	3	2	0	4
SOC210	Intro to Sociology	3	0	0	3
<b>Totals</b>		<b>18</b>	<b>2</b>	<b>0</b>	<b>19</b>

**SUMMER SEMESTER I**

Prefix No.	Title	Class	Lab	Clinical	Credit
HEA112	First Aid & CPR	1	2	0	2
	Humanities Elective	3	0	0	3
<b>Totals</b>		<b>4</b>	<b>2</b>	<b>0</b>	<b>5</b>

**FALL SEMESTER II**

Prefix No.	Title	Class	Lab	Clinical	Credit
COE111B	Co-op Work Experience I	0	0	10	1
COM231	Public Speaking	3	0	0	3
EDU118	Teacher Associate Principals & Practices	3	0	0	3
EDU221	Children with Sp Needs	3	0	0	3
EDU235	School Age Development & Programs	2	0	0	2
EDU259	Curriculum Planning	3	0	0	3
EDU298	Seminar in Early Childhood	3	0	0	3
<b>Totals</b>		<b>17</b>	<b>0</b>	<b>10</b>	<b>18</b>

**SPRING SEMESTER II**

Prefix No.	Title	Class	Lab	Clinical	Credit
COE121B	Co-op Work Experience	0	0	10	1
EDU186	Reading & Writing Methods	3	0	0	3
EDU271	Educational Technology	2	2	0	3
EDU275	Effective Teacher Training	2	0	0	2
EDU280	Language & Literacy Exp.	3	0	0	3
EDU285	Internship Exper. -School-Age 1	1	0	0	1
SOC220	Social Problems	3	0	0	3
<b>Totals</b>		<b>14</b>	<b>2</b>	<b>10</b>	<b>16</b>

**TOTAL CREDIT HOURS.... 76**

Co-op Option: Students are required to take 2 credit hours of co-op.

**EARLY CHILDHOOD ASSOCIATE/  
TEACHER ASSOCIATE DIPLOMA**

Effective: Fall 2003  
Revised Date: 05/28/03

Teacher Associate Diploma is a field of study under the curriculum title of Early Childhood Associate/Teacher Associate. This curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child development, care and guidance of children, curriculum planning and communication skills.

Graduates are prepared to work with classroom teachers to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and childcare programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs. This diploma was designed to meet the requirements of 48 semester hours required to be a Teacher Associate in the public school systems.

Length: 6 Semesters

Prerequisite: High School Graduate

Award: Diploma

**FALL SEMESTER I**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CIS113	Computer Basics	0	2	0	1
EDU119	Early Childhood Ed	4	0	0	4
<b>Totals</b>		<b>4/5</b>	<b>2/4</b>	<b>0</b>	<b>6</b>

**SPRING SEMESTER I**

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU144	Child Development I	3	0	0	3
ENG111	Expository Writing	3	0	0	3
MAT115	Mathematic Models	2	2	0	3
<b>Totals</b>		<b>8</b>	<b>2</b>	<b>0</b>	<b>9</b>

**SUMMER SEMESTER I**

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU131	Child, Family & Community	3	0	0	3
EDU145	Child Development II	3	0	0	3
EDU146	Child Guidance	3	0	0	3
EDU118	Teacher Associate Principals & Practices	3	0	0	3
<b>Totals</b>		<b>12</b>	<b>0</b>	<b>0</b>	<b>12</b>

**FALL SEMESTER II**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
COE111B	Co-op Work Experience I	0	0	10	1
EDU298	Seminar in Early Childhood	3	0	0	3
HEA112	First Aid & CPR	1	2	0	2
	<b>Totals</b>	<b>4</b>	<b>2</b>	<b>10</b>	<b>6</b>

**SPRING SEMESTER II**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
COE121B	Co-op Work Experience II	0	0	10	1
EDU285	Internship Exper. –School-Age 1	0	0	0	1
EDU221	Children with Sp Needs	3	0	0	3
EDU235	School Age Development & Programs	2	0	0	2
	<b>Totals</b>	<b>6</b>	<b>0</b>	<b>10</b>	<b>7</b>

**SUMMER SEMSTER II**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
EDU259	Curriculum Planning	3	0	0	3
EDU186	Reading & Writing Methods	3	0	0	3
EDU275	Effective Teacher Training	2	0	0	2
	<b>Totals</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>8</b>

**TOTAL CREDIT HOURS.... 48**

Co-op Option: Students are required to take 2 credit hours of co-op.

**ELECTRONICS ENGINEERING TECHNOLOGY**

**A40200**

The Electronics Engineering Technology curriculum prepares individuals to become technicians who design, build, install, test, troubleshoot, repair, and modify developmental and production electronic components, equipment, and systems such as industrial/computer controls, manufacturing systems, communication systems, and power electronic systems.

A broad-based core of courses, including basic electricity, solid-state fundamentals, digital concepts, and microprocessors, ensures the student will develop the skills necessary to perform entry-level tasks. Emphasis is placed on developing the student's ability to analyze and troubleshoot electronic systems.

Graduates should qualify for employment as engineering assistants or electronic technicians with job titles such as electronics engineering technician, field service technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician.

**Awards**

**Associate Degree:** Electronics Engineering Technology (A40200)  
**Length of Program:** 5 Semesters  
**Prerequisite:** 2 Units of Algebra

**Diploma:** Not Applicable

**Certificate:** Not Applicable  
**Length of Program:**  
**Prerequisite:**

**Cooperative Education Requirements/Opportunities:** Qualified students may take up to three (3) credit hours of Cooperative Education upon approval of the Department Chairperson and Co-op Director.

**License or Certification Information:** None Required

**Program Information Contact:**

Curriculum Chairperson: Beymer Beville, Jr.  
 Telephone Number: (910) 678-8216  
 Office Location: Advanced Technology Center, Room 220C  
 Email: bevillb@faytechcc.edu  
 Department Office: Advanced Technology Center, Room 244  
 Telephone: (910) 678-8458  
 FTCC Web Site: www.faytechcc.edu

**Application Deadlines:** The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

**Child Care Financial Assistance Information:**

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

**Employment Statistics**

**Job Placement Rates:**

100% of 2004 graduates available for work were employed within four (4) months.

**Average Salary of Graduates:**

Graduates who graduated in 2004 earn an average salary of \$27,155.

**ATTENTION:** If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 02/15/05

**ELECTRONICS ENGINEERING TECHNOLOGY (A40200)**

Effective: Fall 2005

Revised: 12/01/04

Length: 5 Semesters

Prerequisite: 2 Units of Algebra

Award: Associate in Applied Science

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
CIS111	Basic PC Literacy	1	2	0	2
ENG111	Expository Writing	3	0	0	3
ELC131	DC/AC Circuit Analysis	4	3	0	5
ELC131A	DC/AC Circuit Analysis Lab	0	3	0	1
MAT121	Algebra/Trigonometry I	2	2	0	3
PSY118	Interpersonal Psychology	3	0	0	3
<b>Totals</b>		<b>14</b>	<b>10</b>	<b>0</b>	<b>18</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC133	C Programming	2	3	0	3
ELN131	Electronic Devices	3	3	0	4
ELN133	Digital Electronics	3	3	0	4
ELN150	CAD for Electronics	1	3	0	2
MAT122	Algebra/Trigonometry II	2	2	0	3
<b>Totals</b>		<b>11</b>	<b>14</b>	<b>0</b>	<b>16</b>

**SUMMER SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ELN132	Linear IC Applications	3	3	0	4
ELN232	Intro to Microprocessors	3	3	0	4
<b>Totals</b>		<b>6</b>	<b>6</b>	<b>0</b>	<b>8</b>

**FALL SEMESTER 2**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
ELN233	Microprocessor Systems	3	3	0	4
ELN234	Communication Systems	3	3	0	4
ELN247	Electronic App Project	1	3	0	2
ELN275	Troubleshooting	1	2	0	2
MAT223	Applied Calculus	2	2	0	3
<b>Totals</b>		<b>13</b>	<b>13</b>	<b>0</b>	<b>18</b>

**SPRING SEMESTER 2**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ATR211	Robot Programming	2	3	0	3
ELN249	Digital Communication	2	3	0	3
ELN231	Industrial Controls	2	3	0	3
PHY131	Physics Mechanics	3	2	0	4
	Humanities/Fine Arts Elective	3	0	0	3
<b>Totals</b>		<b>12</b>	<b>11</b>	<b>0</b>	<b>16</b>

**TOTAL REQUIRED CREDITS.... 76**

**Co-op Option:** Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of ATR 211 provided they acquire approval from the Co-op Director and the Department Chairperson.



**ELECTRICAL/ELECTRONICS TECHNOLOGY**

**A35220**

The Electrical/Electronics Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical/electronic systems found in residential, commercial, and industrial facilities.

Training, most of which is hands-on, will include such topics as AC/D theory, basic wiring practices, digital electronics, programmable logic controllers, industrial motor controls, and the National Electric Code, and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical/electronic field as an on-the-job trainee or apprentice assisting in the layout, installation, and maintenance of electrical/electronic systems.

**Awards**

**Associate Degree:** Electrical/Electronics Technology (A35220)

**Length of Program:** 5 Semesters

**Prerequisite:** High School Diploma

**Diploma:** Electrical/Electronics Technology (D35220)

**Length of Program:** 3 Semesters

**Prerequisite:** High School Diploma

**Cooperative Education Requirements/Opportunities:** Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of 3 credit hours of electives provided they obtain approval from the Co-op Director and the Department Chairperson.

**License or Certification Information:** None Required

**Program Information Contact:**

Curriculum Chairperson: John Philligin  
 Telephone Number: (910) 678-8326  
 Office Location: Cumberland Hall Room 334  
 Email: philligi@faytechcc.edu  
 Department Office: Cumberland Hall Room 334  
 Telephone: (910) 678-8357  
 FTCC Web Site: www.faytechcc.edu

**Application Deadlines:** The program is designed for a student to enter during the fall or spring semesters. A Student may enter at other times with approval of the Department Chairperson.

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

**Child Care Financial Assistance Information:**

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

**Employment Statistics**

**Job Placement Rates:**

100% of 2004 graduates available for work were employed within four (4) months.

**Average Salary of Graduates:**

Graduates who graduated in 2004 earn an average salary of \$18,997.

**ATTENTION:** If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 02/14/05

**ELECTRICAL/ELECTRONICS TECHNOLOGY (A35220)**

Effective: Fall 2002

Revised: 06/16/03

Length: 5 Semesters

Prerequisite: 2 Units of Algebra

Award: Associate in Applied Science

**FALL SEMESTER I**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
BPR111	Blueprint Reading	1	2	0	2
ELC112	DC/AC Electricity	3	6	0	5
ELC113	Basic Wiring I	2	6	0	4
ENG111	Expository Writing	3	0	0	3
MAT115	Mathematical Models	2	2	0	3
<b>Totals</b>		<b>11/12</b>	<b>16/18</b>	<b>0</b>	<b>18</b>

**SPRING SEMESTER I**

Prefix No.	Title	Class	Lab	Clinical	Credit
ELC114	Basic Wiring II	2	6	0	4
ELC117	Motors and Controls	2	6	0	4
ELC128	Intro to PLC	2	3	0	3
ENG115	Oral Communication	3	0	0	3
	Humanities/Fine Arts Elec	3	0	0	3
	Social/Behavioral Science Elec	3	0	0	3
<b>Totals</b>		<b>15</b>	<b>15</b>	<b>0</b>	<b>20</b>

**SUMMER SEMESTER I**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS111	Basic PC Literacy	1	2	0	2
ELC115	Industrial Wiring	2	6	0	4
ISC112	Industrial Safety	2	0	0	2
<b>Totals</b>		<b>5</b>	<b>8</b>	<b>0</b>	<b>8</b>

**FALL SEMESTER II**

Prefix No.	Title	Class	Lab	Clinical	Credit
ELC118	National Electrical Code	1	2	0	2
ELN141	Digital Fundamentals	4	6	0	6
ELC215	Electrical Maintenance	2	3	0	3
ELC228	PLC Applications	2	6	0	4
<b>Totals</b>		<b>9</b>	<b>17</b>	<b>0</b>	<b>15</b>

**SPRING SEMESTER II**

Prefix No.	Title	Class	Lab	Clinical	Credit
ELC121	Electrical Estimating	1	2	0	2
ELC229	Applications Project	1	3	0	2
ELN229	Industrial Electronics	2	4	0	4
HYD110	Hydraulics/Pneumatics I	2	3	0	3
	Elective	3	0	0	3
<b>Totals</b>		<b>9</b>	<b>12</b>	<b>0</b>	<b>14</b>

**TOTAL REQUIRED CREDITS.... 75**

**Co-op Option:** Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of 3 credit hours of electives provided they obtain approval from the Co-op Director and the Department Chairperson.

**FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE  
ELECTRICAL/ELECTRONICS TECHNOLOGY (D35220)**

Effective: Spring 2005

Revised: 09/22/04

The Electrical/Electronics Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical/electronic systems found in residential, commercial, and industrial facilities.

Training, most of which is hands-on, will include such topics as AC/D theory, basic wiring practices, digital electronics, programmable logic controllers, industrial motor controls, and the National Electric Code, and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical/electronic field as an on-the-job trainee or apprentice assisting in the layout, installation, and maintenance of electrical/electronic systems.

Length: 3 Semesters

Prerequisite: High School Diploma

Award: Diploma

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
CIS111	Basic PC Literacy	1	2	0	2
ELC112	DC/AC Electricity	3	6	0	5
ELC113	Basic Wiring I	2	6	0	4
ELC118	National Electrical Code	1	2	0	2
PSY118	Interpersonal Psychology	3	0	0	3
<b>Totals</b>		<b>11</b>	<b>16</b>	<b>0</b>	<b>17</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ELC114	Basic Wiring II	2	6	0	4
ELC117	Motors and Controls	2	6	0	4
ELC128	Intro to PLC	2	3	0	3
*ENG101	Applied Communications I	3	0	0	3
or					
ENG111	Expository Writing				
ISC112	Industrial Safety	2	0	0	2
<b>Totals</b>		<b>11</b>	<b>15</b>	<b>0</b>	<b>16</b>

**SUMMER SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ELC115	Industrial Wiring	2	6	0	4
ELC121	Electrical Estimating	1	2	0	2
	Elective	3	0	0	3
<b>Totals</b>		<b>6</b>	<b>8</b>	<b>0</b>	<b>9</b>

**TOTAL REQUIRED CREDITS.... 42**

**Co-op Option:** Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of 3 credit hours of electives provided they obtain approval from the Co-op Director and the Department Chairperson.

\*ENG-101 will not transfer to Associate Degree program.

Accuplacer testing is required to take ENG-111.

**EMERGENCY MEDICAL SCIENCE A45340**

The Emergency Medical Science curriculum is designed to prepare graduates to enter the workforce as paramedics. Additionally, the program can provide an Associate Degree for individuals desiring an opportunity for career enhancement.

The course of study provides the student an opportunity to acquire basic and advanced life support knowledge and skills by utilizing classroom instruction, practical laboratory sessions, hospital clinical experience, and field internships with emergency medical service agencies.

Student progressing through the program may be eligible to apply for both state and national certification exams. Employment opportunities include ambulance services, fire and rescue agencies, air medical services, specialty areas of hospitals, industry, educational institutions, and governmental agencies.

*Awards*

**Associate Degree:** Emergency Medical Science (A45340)

**Length of Program:** 5 Semesters

**Prerequisite:** High School Diploma or GED  
 1 Units of Algebra  
 1 Unit of Biology

**Diploma:** Emergency Medical Science (D45340)

**Length of Program:** 3 Semesters

**Prerequisite:** High School Diploma or GED  
 1 Unit of Biology

**Certificate:** Emergency Medical Science (C45340)

**Length of Program:** 1 Semester

**Prerequisite:** High School Diploma or GED

**EMS Bridge:** Emergency Medical Science (A45340B)

**Length of Program:** 3 Semesters

**Prerequisite:** 1 Unit of Algebra & Biology; Current North Carolina or National Registry EMT-Paramedic; Current Healthcare Provider Level CPR; Current Advanced Cardiac Life Support Provider; Current Pediatric Advanced Life Support; Current Basic Trauma Life Support or Pre-Hospital Trauma Life Support; Two Thousand (2000) documented hours of Paramedic Level Work Experience; Two Letters of Recommendation: One from the Medical Director; One from the Training Officer of Supervisor

**Cooperative Education Requirements/Opportunities:** Not Applicable

**License or Certification Information:** Student completing the first semester of the Associate Degree Program or entering the Diploma Program must pass the North Carolina State or National Registry EMT-Basic Examination.

**Program Information Contact:**

Curriculum Chairperson: Rick Criste

Telephone Number: (910) 678-8515

Office Location: Health Technology Center, Room 253-1

Email: crister@faytechcc.edu

Department Office: Health Technology Center, Room 169

Telephone: (910) 678-8264

FTCC Web Site: www.faytechcc.edu

**Application Deadlines:** The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson. Students should apply by January 30<sup>th</sup>. Specific health program admission requirements must be met before a student is eligible for admission.

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

**Child Care Financial Assistance Information:**

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

*Employment Statistics*

**Job Placement Rates:**

100% of 2004 graduates available for work were employed within four (4) months.

**ATTENTION:** If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 02/14/05

**EMERGENCY MEDICAL SCIENCE (A45340)**

Effective: Fall 2004

Revised: 09/22/04

Length: 5 Semesters

Prerequisites: 1 Unit Biology &amp; Algebra

Award: Associate in Applied Science

**FALL SEMESTER 1**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
BIO163	Basic Anatomy & Physiology	4	2	0	5
EMS110	EMT Basic	5	6	0	7
EMS140	Rescue Scene Management	1	3	0	2
EMS150	Emerg Vehicles & EMS Comm	1	3	0	2
ENG111	Expository Writing	3	0	0	3
<b>Totals</b>		<b>14/15</b>	<b>14/16</b>	<b>0</b>	<b>20</b>

**SPRING SEMESTER 1**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CIS110	Introduction to Computers	2	2	0	3
EMS120	Intermediate Interventions	2	3	0	3
EMS121	EMS Clinical Practicum I	0	0	6	2
EMS130	Pharmacology I for EMS	1	3	0	2
EMS131	Adv Airway Management	1	2	0	2
<b>Totals</b>		<b>6</b>	<b>10</b>	<b>6</b>	<b>12</b>

**SUMMER SEMESTER 1**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
EMS210	Adv Patient Assessment	1	3	0	2
EMS240	Special Needs Patients	1	2	0	2
EMS221	EMS Clinical Practicum II	0	0	9	3
<b>Totals</b>		<b>2</b>	<b>5</b>	<b>9</b>	<b>7</b>

**FALL SEMESTER 2**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
EMS220	Cardiology	2	6	0	4
EMS235	EMS Management	2	0	0	2
or					
EMS115	Defense Tactics for EMS	1	3	0	2
or					
EMS125	EMS Instructor Methodology	1	2	0	2
EMS230	Pharmacology II for EMS	1	3	0	2
EMS231	EMS Clinical Practicum III	0	0	9	3
EMS250	Advanced Medical Emergencies2	3	3	0	3
ENG115	Oral Communication	3	0	0	3
PSY150	General Psychology	3	0	0	3
<b>Totals</b>		<b>12/13</b>	<b>12/14/15</b>	<b>9</b>	<b>20</b>

**SPRING SEMESTER 2**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
EMS241	EMS Clinical Practicum IV	0	0	9	3
EMS260	Advanced Trauma Emergencies1	3	3	0	2
EMS270	Life Span Emergencies	2	2	0	3
EMS285	EMS Capstone	1	3	0	2
	Humanities/Fine Arts Elec	3	0	0	3
<b>Totals</b>		<b>7</b>	<b>8</b>	<b>9</b>	<b>13</b>

**TOTAL REQUIRED CREDITS.... 72**

Students with a felony conviction may have limited certification and employment opportunities.

**EMERGENCY MEDICAL SCIENCE (Diploma) (D45340)**

Effective: Fall 2004

Revised: 11/20/03

The Emergency Medical Science diploma program is designed to prepare students with the entry-level skills as a Paramedic.

The course of study allows students the flexibility and opportunity to acquire basic and advanced life support knowledge and skills through classroom instruction, practical laboratory sessions, hospital clinical experience and field internships with emergency medical service agencies.

Students progressing through the program may be eligible to apply for both state and national certification exams. Employment opportunities include ambulance services, fire and rescue agencies, air medical services, specialty areas of hospitals, industry, educational institutions, and government agencies.

Length: 3 Terms

Prerequisites: 1 Unit Biology

Award: Diploma

**FALL I**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
BIO163	Basic Anatomy & Physiology	4	2	0	5
EMS120	Intermediate Interventions	2	3	0	3
EMS121	EMS Clinical Practicum I	0	0	6	2
EMS130	Pharmacology I for EMS	1	3	0	2
EMS140	Rescue Scene Management	1	3	0	2
ENG111	Expository Writing	3	0	0	3
<b>Totals</b>		<b>11</b>	<b>11</b>	<b>6</b>	<b>17</b>

**FALL II**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
EMS131	Adv Airway Management	1	2	0	2
EMS210	Adv Patient Assessment	1	3	0	2
EMS220	Cardiology	2	6	0	4
EMS221	EMS Clinical Practicum II	0	0	9	3
EMS230	Pharmacology II for EMS	1	3	0	2
ENG115	Oral Communication	3	0	0	3
<b>Totals</b>		<b>8</b>	<b>14</b>	<b>9</b>	<b>16</b>

**SPRING I**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
EMS231	EMS Clinical Practicum III	0	0	9	3
EMS240	Special Needs Patients	1	3	0	2
EMS250	Advanced Medical Emergencies2	3	3	0	3
EMS260	Advanced Trauma Emergencies1	3	3	0	2
EMS270	Life Span Emergencies	2	2	0	3
<b>Totals</b>		<b>6</b>	<b>11</b>	<b>9</b>	<b>13</b>

**TOTAL REQUIRED CREDITS.... 46**

Students with a felony conviction may have limited certification and employment opportunities.

**EMERGENCY MEDICAL SCIENCE (Certificate) (C45340)**

Effective: Fall 2002

Revised: 03/19/02

The Emergency Medical Science certificate program is designed to prepare students with the entry-level skills of an Emergency Medical Technician-Basic (EMT-Basic).

Students processing through this program may be eligible to apply for both the state and national certification exams as an EMT-Basic. Employment opportunities include ambulance services, fire and rescue agencies, air medical services, specialty areas of hospitals, industry, educational institutions, and government agencies.

Length: 1 Semester

Prerequisites: None

Award: Certificate

**SEMESTER 1**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
EMS110	EMT Basic	5	6	0	7
EMS140	Rescue Scene Management	1	3	0	2
EMS150	Emerg Vehicles & EMS Comm	1	3	0	2
EMS235	EMS Management	2	0	0	2
<b>Totals</b>		<b>9</b>	<b>12</b>	<b>0</b>	<b>13</b>

**TOTAL REQUIRED CREDITS.... 13**

**Note:** This certificate is not approved for financial aid.

Students with a felony conviction may have limited certification and employment opportunities.

**EMERGENCY MEDICAL SCIENCE (A45340B)**

Effective: Summer 2003

Revised: 09/22/04

Length: 3 Semesters

Prerequisites: 1 Unit of Algebra & Biology

National Registry Certification

Current North Carolina or National Registry EMT-Paramedic

Current Healthcare Provider Level CPR Card

Current Advanced Cardiac Life Support

Current Pediatric Advanced Life Support

Current Basic Trauma Life Support or Pre-Hospital Trauma Life Support

Two Thousand (2000) documented hours of Paramedic Level Work Experience

Two Letters of Recommendation: One from the Medical Director

One from the Training Officer or Supervisor

Award: Associate in Applied Science

Passing the National Registry Certification will give you credit for the following courses:

EMS-110 EMT Basic	7
EMS-210 Adv Patient Assess	2
EMS-240 Special Needs Pts	2
EMS-120 Intermediate Interventions	3
EMS-220 Cardiology	4
EMS-241 Clinical Practicum IV	3
EMS-121 EMS Clinical Practicum I	2
EMS-221 Clinical Practicum II	3
EMS-250 Adv Medical Emerg	3
EMS-130 Pharmacology I for EMS	2
EMS-230 Pharm II for EMS	2
EMS-260 Adv Trauma Emerg	2
EMS-131 Adv Airway Management	2
EMS-231 Clinical Practicum III	3
EMS-270 Life Span Emerg	3
EMS-150 Emerg Veh & EMS Comm	2
<b>Total Transfer Hours:</b>	<b>45</b>

In addition the following courses are required:

**FALL SEMESTER**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
BIO163	Basic Anatomy & Physiology	4	2	0	5
EMS140	Rescue Scene Management	1	3	0	2
ENG111	Expository Writing	3	0	0	3
<b>Totals</b>		<b>8/9</b>	<b>5/7</b>	<b>0</b>	<b>11</b>

**SPRING SEMESTER**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CIS110	Intro to Computers	2	2	0	3
EMS280	EMS Bridging Course	2	2	0	3
	Humanities/Fine Arts Elec	3	0	0	3
<b>Totals</b>		<b>7</b>	<b>4</b>	<b>0</b>	<b>9</b>

**SUMMER SEMESTER**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
EMS235	EMS Management	2	0	0	2
ENG115	Oral Communication	3	0	0	3
PSY150	General Psychology	3	0	0	3
<b>Totals</b>		<b>8</b>	<b>0</b>	<b>0</b>	<b>8</b>

**TOTAL REQUIRED CREDITS.... 73**

Students with a felony conviction may have limited certification and employment opportunities.

**FIRE PROTECTION TECHNOLOGY A55240**  
**Fayetteville Technical Community College in**  
**consortium with Wilson Technical Community College**

The Fire Protection Technology curriculum is designed to provide individuals with technical and professional knowledge to make decisions regarding fire protection for both public and private sectors. It also provides a sound foundation for continuous higher learning in fire protection, administration, and management.

Course work includes classroom and laboratory exercises to introduce the student to various aspects of fire protection. Students will learn technical and administrative skills such as hydraulics, hazardous materials, arson investigation, fire protection safety, fire suppression management, law and codes.

Graduates should qualify for employment or advancement in governmental agencies, industrial firms, insurance rating organizations, educational organizations, and municipal fire departments. Employed persons should have opportunities for skilled and supervisory-level positions within their current organizations.

*Awards*

**Associate Degree:** Fire Protection Technology (A55240)  
**Length of Program:** 5 Semesters  
**Prerequisite:** None

**Diploma:** Not Applicable  
**Length of Program:**  
**Prerequisite:**

**Certificate:** Not Applicable

**Cooperative Education Requirements/Opportunities:** Not authorized for this program.

**License or Certification Information:** None Required

**Program Information Contact:**

Curriculum Chairperson: Donald LaHuffman  
 Telephone Number: (910) 678-8501  
 Office Location: Horace Sisk Building, Room 610G  
 Email: lahuffmd@faytechcc.edu  
 Department Office: Horace Sisk Building, Room 610  
 Telephone: (910) 678-8261  
 FTCC Web Site: www.faytechcc.edu

**Application Deadlines:** The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126, Telephone: (910) 678-8448

**Child Care Financial Assistance Information:**  
 Child Care Associate, Student Center, Room 142, Telephone: (910) 678-8486/8387

*Employment Statistics*

**Job Placement Rates:**  
 Data not available.

**Average Salary of Graduates:**  
 Data not available.

**ATTENTION:** If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 07/07/04

**FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE**  
**IN CONSORTIUM WITH WILSON TECHNICAL COMMUNITY**  
**COLLEGE**

**FIRE PROTECTION TECHNOLOGY (A55240)**

Effective: Fall 1998

Revised: 07/07/04

Length: 5 Semesters  
 Award: Associate in Applied Science

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
*FIP120	Introduction to Fire Protection	2	0	0	2
*FIP124	Fire Prevention & Public Education	3	0	0	0
	3				
FIP152	Fire Protection Law	2	0	0	2
FIP156	Computers in the Fire Service	1	2	0	2
	Social Science Elective	3	0	0	3
<b>Totals</b>		<b>12</b>	<b>2</b>	<b>0</b>	<b>13</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
*FIP136	Inspections & Codes	3	0	0	3
FIP228	Local Government Finance	2	0	0	2
ENG111	Expository Writing	3	0	0	3
MAT115	Mathematic Models	2	2	0	3
	or				
MAT140	Survey of Mathematics	3	0	0	3
POL130	State & Local Government	3	0	0	3
<b>Totals</b>		<b>13/14</b>	<b>2</b>	<b>0</b>	<b>14</b>

**SUMMER SEMESTER 1**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
*FIP128	Detection & Investigation	3	0	0	3
FIP224	Instructional Methodology	4	0	0	4
*FIP232	Hydraulics 7 Water Distribution	2	2	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	<b>Totals</b>	<b>12</b>	<b>2</b>	<b>0</b>	<b>13</b>

**FALL SEMESTER 2**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
*FIP220	Fire Fighting Strategies	3	0	0	3
*FIP230	Chemistry of Hazardous Materials I	5	0	0	5
FIP240	Fire Service Supervision	2	0	0	2
*FIP248	Fire Service Personnel Administration	3	0	0	3
ENG114	Professional Research & Reporting	3	0	0	3
	<b>Totals</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>16</b>

**SPRING SEMESTER 2**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
*FIP236	Emergency Management	2	0	0	2
*FIP252	Apparatus Specifications & Purchase	2	0	0	2
*FIP256	Municipal Public Relations	2	0	0	2
*FIP260	Fire Protection Planning	3	0	0	3
*FIP276	Managing Fire Services	3	0	0	3
ENG115	Oral Communication	3	0	0	3
	<b>Totals</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>15</b>

**TOTAL REQUIRED CREDITS.... 71**

\*Classes offered in consortium with Wilson Technical Community College

To view class description click on link below.

<http://www.wilsontech.cc.nc.us/curriculum/pdf/F.pdf>



**FUNERAL SERVICE EDUCATION A55260**

The Funeral Service Education curriculum provides students with the opportunity to become proficient in basic funeral service skills.

In addition to the general education courses offered in the curriculum, technical courses such as human anatomy, embalming theory and practice, embalming chemistry, restorative arts, funeral law, and funeral home operations are taught.

Graduates of the curriculum, upon passing the state or national exam and completing an internship in a funeral home, will be qualified for employment as embalmers and/or funeral directors.

The specific aims and purposes of the Department of Funeral Service Education are:

- To give students the knowledge, principles, techniques and skills which are the basis of the funeral service profession.
- To provide for education and professional advancement of student whether they choose to follow the funeral service profession or whether they decide to use their specialized education in other general or technical fields.
- To educate and prepare individuals to contribute to the service and welfare of the community.
- To become a major provider of continuing education programs meeting mandatory re-licensure requirements for the licensed funeral service personnel in the state.

*Awards*

**Associate Degree:** Associate in Applied Science Funeral Service Education (A55260)

**Length of Program:** 5 Semesters

**Prerequisite:** High School Diploma

**Diploma:** N. C. Funeral Director (D55260)

**Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma

**Certificate:** Not Applicable

**Cooperative Education Requirements/Opportunities:** Qualified students may elect to take up to four (4) credit hours in Cooperative Education in lieu of FSE\*211 and FSE\*213 provided approval is obtained from the Department Chairperson.

**Note:** Cooperative Education not available in diploma program.

**License or Certification Information:** Graduates are eligible to take the National Board Exam for Funeral Service or the North Carolina State Board Exam of Mortuary Science

Programmatic Accreditation: Accredited By:  
 American Board of Funeral Service Education  
 38 Florida Avenue  
 Portland, Maine 04103  
 Telephone (207) 878-6530

**Program Information Contact:**

Curriculum Chairperson: Mike Landon  
 Telephone Number: (910) 678-8301  
 Office Location: Cumberland Hall, Room 311B  
 Email: landonm@faytechcc.edu  
 Department Office: Cumberland Hall, Room 311  
 Telephone: (910) 678-8357  
 FTCC Web Site: www.faytechcc.edu

**Application Deadlines:** None

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

**Child Care Financial Assistance Information:**

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

*Employment Statistics*

**Job Placement Rates:**

97% of 2004 graduate available for work were employed within four (4) months.

**Average Salary of Graduates:**

Graduates who graduated in 2004 earn an average salary of \$30,088.

**ATTENTION:** If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 01/19/05

**FUNERAL SERVICE EDUCATION (A55260)**

Effective: Spring 2004

Revised: 03/10/04

Length: 5 Semesters  
 Prerequisite: High School Diploma  
 Award: Associate in Applied Science

**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
ACA111	College Student Success	1	0	0	0	1
or						
ACA115	Success & Study Skills	0	2	0	0	1
BUS110	Introduction to Business	3	0	0	0	3
CIS113	Computer Basics	0	2	0	0	1
ENG111	Expository Writing	3	0	0	0	3
FSE112	Princ of Funeral Service	3	0	0	0	3
FSE114	Embalming Chemistry	4	0	0	0	4
MAT115	Mathematic Models	2	2	0	0	3

**Totals** 15/16 4/6 0 0 18

**Spring Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
BUS115	Business Law I	3	0	0	0	3
ENG115	Oral Communications	3	0	0	0	3
FSE116	Funeral Law and Ethics	3	0	0	0	3
FSE118	Embalming Anatomy	4	0	0	0	4
FSE120	Embalming Microbiology	3	0	0	0	3
PSY150	General Psychology	3	0	0	0	3
<b>Totals</b>		<b>19</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>19</b>

**Summer Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
	Humanities/Fine Arts Elective	3	0	0	0	3
<b>Totals</b>		<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>

**Fall Semester 2**

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
FSE210	Embalming Theory I	3	0	0	0	3
FSE211	Embalming Lab I	0	4	0	0	2
or						
COE112F	Co-op Work Experience I -- Funeral Service	0	0	0	20	2
FSE214	Pathology	3	0	0	0	3
FSE216	Restorative Arts	2	4	0	0	4
PSY141	Psych of Death and Dying	3	0	0	0	3
SOC210	Introduction to Sociology	3	0	0	0	3
<b>Totals</b>		<b>14</b>	<b>8</b>	<b>0</b>	<b>20</b>	<b>18</b>

**Spring Semester 2**

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
ACC111	Financial Accounting	3	0	0	0	3
BUS230	Small Business Management	3	0	0	0	3
FSE212	Embalming Theory II	3	0	0	0	3
FSE213	Embalming Lab II	0	4	0	0	2
or						
COE122F	Co-op Work Experience II -- Funeral Service	0	0	0	20	2
FSE215	Funeral Home Operations	4	0	0	0	4
FSE217	Funeral Service Projects	1	2	0	0	2
<b>Totals</b>		<b>14</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>17</b>

**TOTAL REQUIRED CREDITS.... 75**

**Co-op Option:** Qualified students may elect to take up to four (4) credit hours of Cooperative Education in lieu of FSE-211 and FSE-213 provided approval is obtained from the Department Chairperson.

*The NC Board of Mortuary Science may refuse to issue a license to an individual with a conviction of a felony or a crime involving fraud or moral turpitude.*

*\*\*After January 1, 2004, each accredited program in funeral service education must require that each funeral service education student take the National Board Examination (NBE) as a requirement for graduation.*

*"The annual passage rate of first-time takers on the National Board Examination (NBE) for the most recent three-year period for this institution and all ABFSE accredited funeral service education programs is posted on the ABFSE web site ([www.abfse.org](http://www.abfse.org))"*  
*The Funeral Service Association Degree Program (A55260) is accredited by: American Board of Funeral Service Education, 38 Florida Avenue, Portland, Maine 04103; Telephone: (207) 878-6530.*

**FUNERAL SERVICE EDUCATION (D55260)****N.C. Funeral Director**

Effective: Fall 2005

Revised: 09/22/04

The Funeral Service Education curriculum provides students with the opportunity to acquire the funeral service education necessary to become proficient in basic funeral directing skills.

Students completing the diploma are eligible to sit for the NC Board of Mortuary Science Funeral Director state exam.

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Diploma

**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
ACA111	College Student Success	1	0	0	0	1
BUS110	Introduction to Business	3	0	0	0	3
ENG111	Expository Writing	3	0	0	0	3
FSE112	Princ of Funeral Service	3	0	0	0	3
FSE214	Pathology	3	0	0	0	3
PSY150	General Psychology	3	0	0	0	3
SOC210	Introduction to Sociology	3	0	0	0	3
<b>Totals</b>		<b>19</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>19</b>

**Spring Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
ACC111	Financial Accounting	3	0	0	0	3
BUS115	Business Law I	3	0	0	0	3
BUS230	Small Business Mgmt	3	0	0	0	3
CIS113	Computer Basics	0	2	0	0	1
FSE116	Funeral Law and Ethics	3	0	0	0	3
FSE215	Funeral Home Operations	4	0	0	0	4
PSY141	Psych of Death and Dying	3	0	0	0	3
<b>Totals</b>		<b>19</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>20</b>

**TOTAL CREDITS HOURS.... 39**

**Co-op Option:** Not authorized for this program.

This academic program is designed to meet specific state or professional needs. It is not accredited by the American Board of Funeral Service Education owing to the fact that it does not include instruction in the following areas: Anatomy, Chemistry, Embalming, Microbiology, and Restorative Arts. Students graduating from this program are not eligible to take the National Board Examination or any state board examination for which graduation from an ABFSE accredited program is required.

## GENERAL OCCUPATIONAL TECHNOLOGY A55280

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade their skills and to earn an associate degree by taking courses suited for their occupational interests and/or needs.

The curriculum content will be individualized for students according to their occupational interests and needs. A program of study for each student will be selected from the associate degree-level courses offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

### Awards

**Associate Degree:** General Occupational Technology (A55280)

**Length of Program:** 4 Semesters

**Prerequisite:** High School Diploma

**Diploma:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Certificate:** Not Applicable

**Cooperative Education Requirements/Opportunities:** Qualified students may elect to take up to eight (8) credit hours of Cooperative Education upon approval of the Department Chairperson and the Co-op Director.

**License or Certification Information:** None Required

### Program Information Contact:

Curriculum Chairperson: Ken Digby

Telephone Number: (910) 678-8331

Office Location: Advanced Technology Center, Room 220B

Email: digbyk@faytechcc.edu

Department Office: Advanced Technology Center, Room 224

Telephone: (910) 678-8458

FTCC Web Site: www.faytechcc.edu

**Application Deadlines:** The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126, Telephone: (910) 678-8448

### Child Care Financial Assistance Information:

Child Care Associate, Student Center, Room 142, Telephone: (910)-678-8486/8387

## Employment Statistics

### Job Placement Rates:

100% of 2004 graduates available for work were employed within four (4) months.

### Average Salary of Graduates:

Graduates who graduated in 2004 graduates earn an average salary of \$21,817.

**ATTENTION:** If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 02/15/05

## GENERAL OCCUPATIONAL TECHNOLOGY (A55280)

Effective: Fall 2002

Revised: 04/29/03

Length: 4 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

### Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CIS111	Basic PC Literacy	1	2	0	2
ENG111	Expository Writing	3	0	0	3
	Humanities/Fine Arts	3	0	0	3
	Social/Behavioral Sciences	3	0	0	3
	Natural Sciences/Mathematics	3	0	0	3
<b>Totals</b>		<b>13/14</b>	<b>2/4</b>	<b>0</b>	<b>15</b>

### Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG114	Prof Research & Reporting	3	0	0	3
	Major Electives	14	0	0	14
<b>Totals</b>		<b>17</b>	<b>0</b>	<b>0</b>	<b>17</b>

### Fall Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
	Major Electives	17	0	0	17
<b>Totals</b>		<b>17</b>	<b>0</b>	<b>0</b>	<b>17</b>

### Spring Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
	Major Electives	16	0	0	16
<b>Totals</b>		<b>16</b>	<b>0</b>	<b>0</b>	<b>16</b>

**TOTAL REQUIRED CREDITS.... 65**

**Co-op Option:** Qualified students may elect to take up to eight (8) credit hours of Cooperative Education provided they acquire approval from the Co-op Director and the Department Chairperson.

**HEALTHCARE MANAGEMENT  
TECHNOLOGY****A25200**

The Healthcare Management Technology curriculum is designed to prepare students for employment in healthcare business and financial operations. Students will gain a comprehensive understanding of the application of management principles in the healthcare environment.

The curriculum places emphasis on planning, organizing, directing, and controlling tasks related to healthcare organizational objectives including the legal and ethical environment. Emphasis is placed on the development of effective communication, managerial, and supervisory skills.

Graduates may find employment in healthcare settings including hospitals, medical offices, clinics, long-term care facilities, and insurance companies. Graduates are eligible to sit for the Certified Patient Account Manager (CPAM) and the Certified Manager of Patient Accounts (CMPA) examinations.

**Awards**

**Associate Degree:** Healthcare Management Technology (A25200)

**Length of Program:** 5 Semesters

**Prerequisites:** High School Diploma

**Diploma:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Certificate:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Cooperative Education Requirements/Opportunities:** One (1) hour of Co-op is mandatory. Students may elect to take up to three (3) hours of electives upon approval from the Co-op Director and the Department Chair. Co-op can be taken during any semester.

**License of Certification Information:** None Required

**Program Information Contact:**

Curriculum Chairperson: Myra Allen

Department Office: Health Technology Center, 169F

Telephone Number: (910) 678-8534

Telephone: (910) 678-8264

Office Location: Health Technologies Center, Room 169-A

FTCC Web Site: www.faytechcc.edu

Email: allenm@faytechcc.edu

**Application Deadlines:** The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

**Child Care Financial Assistance Information:**

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

**Employment Statistics****Job Placement Rates:**

100% of 2004 graduates available for work were employed within four (4) months.

**Average Salary of Graduates:** Graduates who graduated in 2004 earn an average salary of \$20,800.

**ATTENTION:** If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 02/15/05

**HEALTHCARE MANAGEMENT TECHNOLOGY (A25200)**

Effective: Fall 2003

Revised: 12/11/03

Length: 5 Semesters

Prerequisites: High School Diploma

Award: Associate in Applied Science

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
BUS110	Introduction to Business	3	0	0	3
CIS111	Basic PC Literacy	1	2	0	2
ENG111	Expository Writing	3	0	0	3
HMT110	Intro to Healthcare Mgmt	3	0	0	3
MAT115	Mathematical Models	2	2	0	3
OST141	Medical Term I – Med Ofc	3	0	0	3
<b>Totals.</b>		<b>15/16</b>	<b>4/6</b>	<b>0</b>	<b>18</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC120	Prin of Financial Acctg	3	2	0	4
BUS137	Prin of Mgmt	3	0	0	3
ENG114	Prof Research & Reptg	3	0	0	3
MKT120	Prin of Marketing	3	0	0	3
OST142	Medical Term II – Med Ofc	3	0	0	3
<b>Totals</b>		<b>15</b>	<b>2</b>	<b>0</b>	<b>16</b>

**SUMMER SEMESTER 1**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACC121	Prin of Managerial Acctg	3	2	0	4
CIS120	Spreadsheet I	2	2	0	3
	<b>Totals</b>	<b>5</b>	<b>4</b>	<b>0</b>	<b>7</b>

**FALL SEMESTER 2**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACC225	Cost Accounting	3	0	0	3
BUS153	Human Resource Mgmt	3	0	0	3
OST149	Med Legal Issues	3	0	0	3
HMT210	Medical Insurance	3	0	0	3
HMT211	Long-Term Care Admin	3	0	0	3
	Humanities Elective	3	0	0	3
	<b>Totals</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>18</b>

**SPRING SEMESTER 2**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
HMT220	Healthcare Fin Mgmt	4	0	0	4
HMT212	Mgmt of Healthcare Org	3	0	0	3
CIS152	Database Concepts	3	0	0	3
COE111	Coop Work Experience I				
	Healthcare Management	0	0	10	1
	Social/Behavioral Science Elective	3	0	0	3
	Elective	3	0	0	3
	<b>Totals</b>	<b>16</b>	<b>0</b>	<b>10</b>	<b>17</b>

**TOTAL REQUIRED CREDITS.... 76**

Co-op Option: One (1) hour of Co-op is mandatory. Students may elect to take up to three (3) credit hours of electives upon approval from the Co-op Director and Department Chair. Co-op can be taken during any semester.

**HORTICULTURE TECHNOLOGY/  
MANAGEMENT****A1524A**

Management is a concentration under the curriculum title of Horticulture Technology. This curriculum is designed to prepare individuals for careers in various horticultural management positions.

Course work includes plant science, plant materials, propagation, soils, fertilizers, and pest management. Students will also take courses in principles of supervision, horticulture production management, horticulture sales and services, and horticulture business entrepreneurship.

Graduates should qualify for employment opportunities in the management of nurseries, greenhouses, garden centers, landscape operations, and gardens.

**Awards**

**Associate Degree:** Horticulture Technology/Management (A1524A)

**Length of Program:** 5 Semesters

**Prerequisite:** High School Diploma

**Certificate:** Basic Landscape Maintenance (C1524A)

**Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma

**Cooperative Education Requirements/Opportunities:** Qualified students may elect to take up to five (5) credit hours of Cooperative Education in lieu of 5 credit hours of other major courses provided they acquire approval from the Co-op Director and the Department Chairperson.

**License or Certification Information:** None Required

**Program Information Contact:**

Curriculum Chairperson: Terry Gause

Telephone Number: (910) 678-8447

Office Location: HLB 001

Email: gause@faytechcc.edu

Department Office: Cumberland Hall Room 334

Telephone: (910) 678-8357

FTCC Web Site: www.faytechcc.edu

**Application Deadlines:** The program is designed for a student to enter during the fall semester. A Student may enter at other times with approval of the Department Chairperson.

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

**Child Care Financial Assistance Information:**

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

**Employment Statistics****Job Placement Rates:**

100% of 2004 graduates available for work were employed within four (4) months.

**Average Salary of Graduates:**

Graduates who graduated in 2004 earn an average salary of \$25,734.

**ATTENTION:** If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 02/18/05

**HORTICULTURE TECHNOLOGY/MANAGEMENT (A1524A)**

Effective: Fall 2004

Revised: 11/20/03

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
ENG111	Expository Writing	3	0	0	3
MAT115	Mathematical Models	2	2	0	3
HOR160	Plant Materials I	2	2	0	3
HOR162	Applied Plant Science	2	2	0	3
HOR170	Hort Computer Apps	1	3	0	2
<b>Totals</b>		<b>10/11</b>	<b>9/11</b>	<b>0</b>	<b>15</b>

**Spring Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS137	Principles of Management	3	0	0	3
PSY118	Interpersonal Psychology	3	0	0	3
HOR134	Greenhouse Operations	2	2	0	3
HOR152	Horticultural Practices	0	3	0	1
HOR166	Soils & Fertilizers	2	2	0	3
HOR260	Plant Materials II	2	2	0	3
<b>Totals</b>		<b>12</b>	<b>9</b>	<b>0</b>	<b>16</b>

**Summer Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
HOR164	Hort Pest Management	2	2	0	3
HOR275	Hort Production Mgmt	3	2	0	4
<b>Totals</b>		<b>2</b>	<b>4</b>	<b>0</b>	<b>7</b>

**Fall Semester 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG115	Oral Communication	3	0	0	3
HOR112	Landscape Design I	2	3	0	3
HOR168	Plant Propagation	2	2	0	3
HOR215	Landscape Irrigation	2	2	0	3
HOR278	Hort Bus Entrepreneurship	3	0	0	3
	Major Elective	2	0	0	2
<b>Totals</b>		<b>14</b>	<b>7</b>	<b>0</b>	<b>17</b>

**Spring Semester 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
HOR118	Equipment Opt & Maint	1	3	0	2
HOR277	Hort Sales & Services	3	0	0	3
HOR253	Horticulture Turfgrass	2	2	0	3
	Humanities/Fine Art Elective	3	0	0	3
	Major Elective	3	0	0	3
<b>Totals</b>		<b>12</b>	<b>5</b>	<b>0</b>	<b>14</b>

**TOTAL REQUIRED CREDITS.... 69**

**Co-op Option:** Qualified students may elect to take up to five (5) credit hours of Cooperative Education in lieu of 5 credit hours of other major courses provided they acquire approval from the Co-op Director and the Department Chairperson.

**BASIC LANDSCAPE MAINTENANCE (C1524A)**

Effective: Fall 2004

Revised: 05/04/04

This certificate program is designed to prepare individuals for entry-level positions in the installation and maintenance of landscapes. Instruction in plant identification, plant installation, care and pruning, and pest identification and control is emphasized in the course work.

Completers will be prepared for employment as entry-level maintenance staff.

Courses in this program can be transferred directly into the Horticulture Technology/Management associate degree curriculum.

Length: 3 Semesters

Prerequisite: High School Diploma

Award: Certificate

**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
HOR150	Intro to Horticulture	2	0	0	2
HOR251	Insect and Disease	2	2	0	3
<b>Totals</b>		<b>4</b>	<b>2</b>	<b>0</b>	<b>5</b>

**Spring Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
HOR118	Equip Ops & Maint	1	3	0	2
TRF110	Intro Turfgrass Cult & Id	3	2	0	4
<b>Totals</b>		<b>4</b>	<b>5</b>	<b>0</b>	<b>6</b>

**Summer Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
HOR116	Landscape Management I	2	2	0	3
<b>Totals</b>		<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>

**TOTAL REQUIRED CREDITS.... 14**

**Co-op Option:** NA

**Note:** This certificate is not approved for financial aid.

**HOTEL AND RESTAURANT  
MANAGEMENT****A25240**

The Hotel and Restaurant Management curriculum prepares students to understand and apply the administrative and practical skills needed for supervisory and managerial positions in hotels, motels, resorts, inns, restaurants, institutions, and clubs.

Course work includes front office management, food preparation, great services, sanitation, menu writing, quality management, purchasing, and other areas critical to the success of hospitality professionals.

Upon completion, graduates should qualify for supervisory or entry-level management positions in food and lodging including front office, reservations, housekeeping, purchasing, dining room and marketing. Opportunities are also available in the support areas of food and equipment sales.

**Awards**

**Associate Degree:** Hotel and Restaurant Management (A25240)

**Length of Program:** 5 Semesters

**Prerequisite:** High School Diploma

**Diploma:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Certificate:** Hotel and Restaurant Management (C25240C1)

**Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma

**Cooperative Education Requirements/Opportunities:** Qualified students may take up to six (6) credit hours of Cooperative Education. Three (3) credit hours are required and three (3) credit hours may be taken in lieu of a free elective upon approval of the Department Chairperson and Co-op Director.

**License or Certification Information:** None Required

**Program Information Contact:**

Curriculum Chairperson: Brent Michaels

Telephone Number: (910) 678-8507

Office Location: Cumberland Hall, Room 377B

Email: michaelb@faytechcc.edu

Department Office: Cumberland Hall, Room 377B

Telephone: (910) 678-8292

FTCC Web Site: www.faytechcc.edu

**Application Deadlines:** The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

**Child Care Financial Assistance Information:**

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

**Employment Statistics****Job Placement Rates:**

67% of 2004 graduates available for work were employed within four (4) months.

**Average Salary of Graduates:**

Graduates who graduated in 2004 earn an average salary of \$18,720.

**ATTENTION:** If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 02/15/05

**HOTEL AND RESTAURANT MANAGEMENT (A25240)**

Effective: Fall 2003

Revised: 04/24/03

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
ACC120	Prin of Financial Accounting	3	0	0	4
CUL110	Sanitation & Safety	2	0	0	2
ENG111	Expository Writing	3	2	0	3
HRM110	Intro to Hospitality	2	2	0	2
HRM125	Hospitality Etiquette	1	0	0	1
MAT115	Mathematical Models	2	2	0	3
<b>Totals</b>		<b>13/14</b>	<b>4/6</b>	<b>0</b>	<b>16</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS137	Principles of Management	3	0	0	3
CIS111	Basic PC Literacy	1	2	0	2
ENG114	Prof Research & Reporting	3	0	0	3
HRM130	Bed and Breakfast Mgt.	2	0	0	2
HRM140	Hospitality Tourism Law	3	0	0	3
HRM215	Restaurant Management	3	0	0	3
COE111H	Co-op Work Experience I – Hotel & Rest. Mgmt.	0	0	10	1
<b>Totals</b>		<b>15</b>	<b>2</b>	<b>10</b>	<b>17</b>



**SUMMER SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ECO151	Survey of Economics	3	0	0	3
ENG115	Oral Communication	3	0	0	3
COE111H	Co-op Work Experience II – Hotel & Rest. Mgmt.	0	0	10	1
<b>Totals</b>		<b>6</b>	<b>0</b>	<b>10</b>	<b>7</b>

**FALL SEMESTER 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
CUL120	Purchasing	2	0	0	2
HRM120	Front Office Procedures	3	0	0	3
HRM145	Hospitality Supervision	3	0	0	3
HRM220	Food & Beverage Controls	3	0	0	3
HRM220A	Food & Beverage Controls Lab	0	2	0	1
HRM240	Hospitality Marketing	3	0	0	3
COE131H	Co-op Work Experience III – Hotel & Rest. Mgmt.	0	0	10	1
	Free Elective	3	0	0	3
<b>Totals</b>		<b>17</b>	<b>2</b>	<b>10</b>	<b>19</b>

**SPRING SEMESTER 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
CUL130	Menu Design	2	0	0	2
HRM210	Meetings & Conventions	3	0	0	3
HRM245	Hosp Human Resource Mgt	3	0	0	3
HRM280	Hospitality Mgmt Problems	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	3	0	0	3
<b>Totals</b>		<b>17</b>	<b>0</b>	<b>0</b>	<b>17</b>

**TOTAL REQUIRED CREDITS.... 76**

**Co-op Option:** Qualified students may take up to six (6) credit hours of Cooperative Education. Three (3) credit hours are required and three (3) credit hours may be taken in lieu of a free elective provided they acquire approval from the Co-op Director and the Department Chairperson.

**HOTEL AND RESTAURANT MANAGEMENT CERTIFICATE  
(C25240C1)**

Effective: Fall 2001  
Revised: 10/25/04

The Hotel and Restaurant Management certificate is designed to prepare students to understand the daily management concept of supervising hotels and restaurants.

This certificate program covers basic management supervision, hotel front office procedures, restaurant management procedures, tourism law, and food and beverage controls.

Upon completion of this program, students should be prepared for entry-level management positions in hotels and restaurants or transfer the course credits to the Hotel and Restaurant Management program for an Associate of Applied Science degree.

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

**FALL SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
HRM120	Front Office Procedures	3	0	0	3
HRM145	Hospitality Supervision	3	0	0	3
HRM220	Food & Beverage Controls	3	0	0	3
HRM220A	Food & Beverage Controls Lab	0	2	0	1
<b>Totals</b>		<b>9</b>	<b>2</b>	<b>0</b>	<b>10</b>

**SPRING SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
HRM140	Hospitality Tourism Law	3	0	0	3
HRM215	Restaurant Management	3	0	0	3
<b>Totals</b>		<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>

**TOTAL REQUIRED CREDITS.... 16**

**Co-op Option:** NA

**INFORMATION SYSTEMS****A25260**

The Information Systems curriculum is designed to prepare graduates for employment with organizations that use computers to process, manage, and communicate information. This is a flexible program, designed to meet community information systems needs.

Course work includes computer systems terminology and operations, logic, operating systems, database, data communications/networking, and related business topics. Studies will provide experience for students to implement, support, and customize industry-standard information systems.

Graduates should qualify for a wide variety of computer-related, entry-level positions that provide opportunities for advancement with increasing experience and ongoing training. Duties may include systems maintenance and troubleshooting, support and training, and business applications design and implementation.

**Awards**


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**Associate Degree:** Information Systems (A25260)

**Length of Program:** 5 Semesters

**Prerequisite:** 2 Units of Algebra

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**Diploma:** Not Applicable

**Length of Program:**

**Prerequisite:**

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**Certificate:** Computer Technologies (C25260C1)

**Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma

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**Certificate:** Linux Operating System (C25260C2)

**Length of Program:** 3 Semesters

**Prerequisite:** High School Diploma

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**Certificate:** Hardware and Software (C25260C3)

**Length of Program:** 3 Semesters

**Prerequisite:** High School Diploma

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**Cooperative Education Requirements/Opportunities:** Qualified students may elect to take up to six (6) credit hours of Cooperative Education. Three (3) credit hours in lieu of other major courses and three (3) credit hours in lieu of a free elective upon approval of the Department Chairperson and the Co-op Director.

**License or Certification Information:** None Required

**Program Information Contact:**

Curriculum Chairperson: Roseann A. Thomas

Telephone Number: (910) 678-8323

Office Location: Advanced Technology Center, Room 113D

Email: thomasr@faytechcc.edu

Department Office: Advanced Technology Center, Room 113

Telephone: (910) 678-8347

FTCC Web Site: www.faytechcc.edu

**Application Deadlines:** The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126, Telephone: (910) 678-8448

**Child Care Financial Assistance Information:**

Child Care Associate, Student Center, Room 142, Telephone: (910) 678-8486/8387

**Employment Statistics****Job Placement Rates:**

83% of 2004 graduates available for work were employed within four (4) months.

**Average Salary of Graduates:**

Graduates who graduated in 2004 earn an average salary of \$29,547.

**ATTENTION:** If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 02/15/05

**INFORMATION SYSTEMS (A25260)**

Effective: Fall 2004

Revised: 11/20/03

Length: 5 Semesters

Prerequisite: 2 Units of Algebra

Award: Associate in Applied Science

**FALL SEMESTER I**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
ACC111	Financial Accounting	3	0	0	3
CIS110	Introduction to Computers	2	2	0	3
CIS115	Intro to Prog & Logic	2	2	0	3
ENG111	Expository Writing	3	0	0	3
MAT161	College Algebra	3	0	0	3
MAT161A	College Algebra Lab	0	2	0	1
<b>Totals</b>		<b>14</b>	<b>6</b>	<b>0</b>	<b>17</b>

**SPRING SEMESTER I**

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS110	Introduction to Business	3	0	0	3
CIS130	Survey of Operating Sys	2	3	0	3
CIS152	Database Concepts & Apps	2	2	0	3
CSC139	Visual BASIC Programming	2	3	0	3
ENG115	Oral Communication	3	0	0	3
	Humanities Fine Arts Elective	3	0	0	3
<b>Totals</b>		<b>15</b>	<b>8</b>	<b>0</b>	<b>18</b>

**SUMMER SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS228	Business Statistics	2	2	0	3
CIS215	Hardware Install/Maint	2	3	0	3
CIS226	Trends in Technology	1	2	0	2
<b>Totals</b>		<b>5</b>	<b>7</b>	<b>0</b>	<b>8</b>

**FALL SEMESTER 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS216	Software Install/Maint	1	2	0	2
CIS120	Spreadsheet I	2	2	0	3
CIS172	Intro to the Internet	2	3	0	3
NET110	Data Comm/Networking	2	2	0	3
NET112	Security Fund. & Policies	3	0	0	3
	Elective	3	0	0	3
<b>Totals</b>		<b>13</b>	<b>9</b>	<b>0</b>	<b>17</b>

**SPRING SEMESTER 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS162	MM Presentation Software	2	2	0	2
CIS174	Network System Manager I	2	2	0	3
ECO151	Survey of Economics	3	0	0	3
ENG114	Prof Research & Reporting	3	0	0	3
	Major Elective	3	0	0	3
<b>Totals</b>		<b>13</b>	<b>4</b>	<b>0</b>	<b>17</b>

**TOTAL REQUIRED CREDITS.... 75**

**Co-op Option:** Qualified students may elect to take up to six (6) credit hours of Cooperative Education. Three (3) credit hours in lieu of other major courses and three (3) credit hours in lieu of a free elective provided they acquire approval from the Co-op Director and the Department Chairperson.

**COMPUTER TECHNOLOGIES CERTIFICATE (C25260C1)**

Effective: Fall 2001  
Revised: 10/25/04

The Computer Technologies Certificate will expose the student to a general overview of the computer area. Students will study computers, networks, operating systems and programming. Graduates from this are prepared to work as a Computer Technician, or to apply these classes to any other degree in the computer division.

Length: 2 Semesters  
Prerequisite: High School Diploma  
Award: Certificate

**FALL SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Introduction to Computers	2	2	0	3
CIS115	Intro to Prog & Logic	2	2	0	3
<b>Totals</b>		<b>4</b>	<b>4</b>	<b>0</b>	<b>6</b>

**SPRING SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS130	Survey of Operating Sys	2	3	0	3
NET110	Data Comm/Networking	2	2	0	3
<b>Totals</b>		<b>4</b>	<b>5</b>	<b>0</b>	<b>6</b>

**TOTAL REQUIRED CREDITS.... 12**

**Co-op Option: NA**

**HARDWARE AND SOFTWARE CERTIFICATE (C25260C3)**

Effective: Fall 2005

Revised: 09/22/04

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

**FALL SEMESTER**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CIS110	Basic PC Literacy	2	2	0	3
NET110	Data Communications and Networking			2	2
0					3
	<b>Totals</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>6</b>

**SPRING SEMESTER**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CIS130	Survey of Operating Sys	2	3	0	3
CIS215	Hardware Installation and Maintenance			2	3
0					3
	<b>Totals</b>	<b>4</b>	<b>6</b>	<b>0</b>	<b>6</b>

**SUMMER SEMESTER**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CIS216	Hardware Installation and Maintenance			1	2
0					2
	<b>Totals</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>

**TOTAL REQUIRED CREDITS.... 14****This certificate should prepare you for A+ Certification.**

Co-op Option: NA

**Linux Certificate (C25260C2)**

Effective: Fall 2004

Revised: 10/25/04

The Linux Certificate will expose the student to the fundamentals of Linux operating system and will give them the tools to deploy, operate, and troubleshoot a Linux-based network. This program will also cover the core exam objectives of the Linux + Certification exam. Students are prepared to work in the field as operators and network technicians supporting Linux products.

Courses in this program can be transferred directly into the Computer Technologies Applied Science degrees.

Length: 3 Semesters

Prerequisite: High School Diploma

Award: Certificate

**FALL SEMESTER 1**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CIS110	Introduction to Computers	2	2	0	3
NET110	Data/communication/networking			2	0
3					
	<b>Totals</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>6</b>

**SPRING SEMESTER 1**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
NET145	Introduction to Linux	2	2	0	3
	<b>Totals</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>

**SUMMER SEMESTER 1**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
NET155	Linux System Administrator	2	2	0	3
	<b>Totals</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>

**TOTAL REQUIRED CREDITS.... 12**

Co-op Option: NA

**INFORMATION SYSTEMS/NETWORK ADMINISTRATION AND SUPPORT A2526D**

Network Administration and Support is a concentration under the curriculum title of Information Systems. This curriculum prepares students to install and support networks and develops strong analytical skills and extensive computer knowledge.

Course work includes extensive hands-on experience with networks. Classes cover media types, topologies, and protocols with installation and support of hardware and software, troubleshooting network and computer problems, and administrative responsibilities.

Graduates should qualify for positions such as: LAN/PC administrator, microcomputer support specialist, networks control operator, communications technician/analyst, network/computer consultant, and information systems specialist. Graduates should be prepared to sit for certification exams, which can result in industry-recognized credentials.

*Awards*

**Associate Degree:** Information Systems/Network Administration and Support (A2526D)

**Length of Program:** 5 Semesters

**Prerequisite:** 2 Units of Algebra

**Diploma:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Certificate:** Microsoft Networking (C2526DC1)

**Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma

**Certificate:** Novell Networking (C2526DC2)

**Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma

**Certificate:** Cisco Networking (C2526DC4)

**Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma

**Cooperative Education Requirements/Opportunities:** Qualified students may elect to take up to three (3) credit hours of Cooperative Education. Three (3) credit hours in lieu of other major courses upon approval of the Department Chairperson and the Co-op Director.

**License or Certification Information:** None Required

**Program Information Contact:**

Curriculum Coordinator: Doug Jarboe

Telephone Number: (910) 678-8347

Office Location: Advanced Technology Center, Room 154F

Email: jarboed@faytechcc.edu

Department Office: Advanced Technology Center, Room 113

Telephone: (910) 678-8347

FTCC Web Site: www.faytechcc.edu

**Application Deadlines:** The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126, Telephone: (910) 678-8448

**Child Care Financial Assistance Information:**

Child Care Associate, Student Center, Room 142, Telephone: (910) 678-8486/8387

*Employment Statistics*

**Job Placement Rates:**

95% of 2004 graduates available for work were employed within four (4) months.

**Average Salary of Graduates:**

Graduates who graduated in 2004 earn an average salary of \$36,284.

**ATTENTION:** If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 01/24/05

**INFORMATION SYSTEMS/NETWORK ADMINISTRATION AND SUPPORT - (A2526D)**

Effective: Fall 2005

Revised: 10/20/04

Length: 5 Semesters

Prerequisite: 2 Units of Algebra

Award: Associate in Applied Science

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
ACC111	Financial Accounting	3	0	0	3
CIS110	Introduction to Computers	2	2	0	3
CIS115	Intro to Prog & Logic	2	2	0	3
ENG111	Expository Writing	3	0	0	3
MAT161	College Algebra	3	0	0	3
MAT161A	College Algebra Lab	0	2	0	1
<b>Totals</b>		<b>14</b>	<b>6</b>	<b>0</b>	<b>17</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS152	Database Concepts & Apps	2	2	0	3
CIS130	Survey of Operating Sys	2	3	0	3
COM231	Public Speaking	3	0	0	3
NET110	Data Comm/Networking	2	2	0	3
NET112	Security Fundamentals & Policies	3	0	0	3
	Social/Behavioral Science Elective	3	0	0	3
<b>Totals</b>		<b>15</b>	<b>7</b>	<b>0</b>	<b>18</b>

**SUMMER SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS174	Network System Manager I	2	2	0	3
CIS215	Hardware Install/Maint	2	3	0	3
	Humanities/Fine Arts Elective	3	0	0	3
<b>Totals</b>		<b>7</b>	<b>5</b>	<b>0</b>	<b>9</b>

**FALL SEMESTER 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
*NET125	Routing and Switching I	1	4	0	3
**NET126	Routing and Switching II	1	4	0	3
CIS175	Network Management I	2	2	0	3
CIS216	Software Install/Maint	1	2	0	2
CIS245	Operating Systems - Multi-User2	3	0	0	3
CIS274	Network System Manager II	2	2	0	3
<b>Totals</b>		<b>9</b>	<b>17</b>	<b>0</b>	<b>17</b>

**SPRING SEMESTER 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
*NET225	Adv Routing & Switching I	1	4	0	3
**NET226	Adv Routing & Switching II	1	4	0	3
CIS275	Network Management II	2	2	0	3
CIS287	Network Support	2	2	0	3
	Major Elective	3	0	0	3
<b>Totals</b>		<b>9</b>	<b>12</b>	<b>0</b>	<b>15</b>

**TOTAL REQUIRED CREDITS...76**

**Co-op Option:** Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of a major elective.

\* First 8 weeks \*\* Second 8 weeks

**Cisco Networking Certificate (C2526DC4)**

Effective: Fall 2001

Revised: 10/25/04

The Cisco Networking Certificate will expose the student to fundamentals of networking and will give them the tools to deploy, operate, and troubleshoot Cisco products and solutions. This program will also cover the core exam objectives of the Cisco Certified Network Administrator (CCNA) exam. Students are prepared to work in the field as network technicians supporting Cisco products.

Courses in this program can be transferred directly into Information Systems-Network Administration and Support for an Associate in Applied Science degree.

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

**FALL SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
*NET125	Routing and Switching I	1	4	0	3
**NET126	Routing and Switching II	1	4	0	3
<b>Totals</b>		<b>2</b>	<b>8</b>	<b>0</b>	<b>6</b>

**SPRING SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
*NET225	Adv. Router and Switching I	1	4	0	3
** NET226	Adv. Router and Switching II	1	4	0	3
<b>Totals</b>		<b>2</b>	<b>8</b>	<b>0</b>	<b>6</b>

**TOTAL REQUIRED CREDITS....12**

**Co-op Option:** NA

**This certificate should prepare you for the Cisco Certified Network Associate (CCNA) Examination.**

\*First 8 weeks

\*\*Second 8 weeks

**Microsoft Networking Certificate (C2526DC1)**

Effective: Fall 2001

Revised: 10/25/04

The Microsoft Networking Certificate will expose the student fundamentals of networking using Microsoft operating systems. This program will also cover the core exam objectives of the Microsoft Certified Professional (MCP) exam. Students are prepared to work in the field as network technicians supporting Microsoft products.

Courses in this program can be transferred directly into Information Systems-Network Administration and Support for an Associate in Applied Science degree.

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

**FALL SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Introduction to Computers	2	2	0	3
CIS175	Network Management I	2	2	0	3
<b>Totals</b>		<b>4</b>	<b>4</b>	<b>0</b>	<b>6</b>

**SPRING SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
NET110	Data Comm/Networking	2	2	0	3
CIS275	Networking Management II	2	2	0	3
<b>Totals</b>		<b>4</b>	<b>4</b>	<b>0</b>	<b>6</b>

**TOTAL REQUIRED CREDIT.... 12**

**Co-op Option: NA**

**Novell Networking Certificate (C2526DC2)**

Effective: Fall 2001

Revised: 10/25/04

The Novell Networking Certificate will expose the student to fundamentals of networking and will give them the tools to deploy, operate, and troubleshoot Novell products and solutions. This program will also cover the core exam objectives of the Novell Certified Network Administrator (CNA) exam. Students are prepared to work in the field as network technicians supporting Novell products.

Courses in this program can be transferred directly into Information Systems-Network Administration and Support for an Associate in Applied Science degree.

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

**FALL SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Introduction to Computers	2	2	0	3
CIS174	Network System Manager I	2	2	0	3
<b>Totals</b>		<b>4</b>	<b>4</b>	<b>0</b>	<b>6</b>

**SPRING SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
NET110	Data Comm/Networking	2	2	0	3
CIS274	Network Systems Manager II	2	2	0	3
<b>Totals</b>		<b>4</b>	<b>4</b>	<b>0</b>	<b>6</b>

**Total Required Credits.... 12**

**Co-op Option: NA**

**INFORMATION SYSTEMS SECURITY      A25270**

Information Systems Security covers a broad expanse of technology concepts. This curriculum provides individuals with the skills required to implement effective and comprehensive information security controls.

Course work includes networking technologies, operating systems administration, information policy, intrusion detection, security administration, attack methodology, and industry best practices to protect data communications.

Graduates should be prepared for employment as security administrators. Additionally, they will acquire the skills that allow them to pursue security certifications.

**Awards**

**Associate Degree:** Information Systems Security (A25270)

**Length of Program:** 5 Semesters

**Prerequisite:** 2 Units of Algebra

**Diploma:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Certificate:** Not Applicable

**Cooperative Education Requirements/Opportunities:** Qualified students may elect to take up to three (3) credit hours of Cooperative Education. Three (3) credit hours in lieu of a major elective upon approval of the Department Chairperson and the Co-op Director.

**License or Certification Information:** None Required

**Program Information Contact:**

Point of Contact: Kenneth R. Kleiner  
 Telephone Number: (910) 678-8347  
 Office Location: Advanced Technology Center, Room 113H  
 Email: kleinerk@faytechcc.edu  
 Department Office: Advanced Technology Center, Room 113  
 Telephone: (910) 678-8347  
 FTCC Web Site: www.faytechcc.edu

**Application Deadlines:** The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126, Telephone: (910) 678-8448

**Child Care Financial Assistance Information:**

Child Care Associate, Student Center, Room 142, Telephone: (910) 678-8486/8387

**Employment Statistics**

**Job Placement Rates:** 2004 Data not available.

**Average Salary of Graduates:** 2004 Data not available.

**ATTENTION:** If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 02/15/05

**INFORMATION SYSTEMS SECURITY (A25270)**

Effective: Fall 2004

Revised: 04/05/04

Length: 5 Semesters

Prerequisite: 2 Units of Algebra

Award: Associate in Applied Science

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CIS110	Introduction to Computers	2	2	0	3
ENG111	Expository Writing	3	0	0	3
NET110	Data Comm/Networking	2	2		3
NET112	Security Fundamentals & Policies	3	0		3
MAT161	College Algebra	3	0	0	3
MAT161A	College Algebra Lab	0	2	0	1
<b>Totals</b>		<b>13/14</b>	<b>6/8</b>	<b>0</b>	<b>17</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS130	Survey of Operating Sys	2	3	0	3
CIS174	Network System Manager I	2	2	0	3
ENG115	Oral Communication	3	0	0	3
NET122	Secure Communications	2	2	0	3
NET145	Introduction to Linux	2	2	0	3
	Humanities/Fine Arts Elective	3	0	0	3
<b>Totals</b>		<b>14</b>	<b>9</b>	<b>0</b>	<b>18</b>

**SUMMER SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
NET155	Linux System Administration	2	2	0	3
NET222	Security Administration I	2	2	0	3
<b>Totals</b>		<b>4</b>	<b>4</b>	<b>0</b>	<b>6</b>



**FALL SEMESTER 2**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
*NET125	Routing and Switching I	1	4	0	3
**NET126	Routing and Switching II	1	4	0	3
CIS175	Network Management I	2	2	0	3
NET231	Intrusion Detection	2	2	0	3
NET232	Security Administration II	2	2	0	3
NET233	Defense In-Depth	2	2	0	3
<b>Totals</b>		<b>10</b>	<b>16</b>	<b>0</b>	<b>18</b>

**SPRING SEMESTER 2**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
*NET225	Adv Routing & Switching I	1	4	0	3
**NET226	Adv Routing & Switching II	1	4	0	3
NET275	Attack Methodology	2	2	0	3
NET285	Security Project	1	3	0	2
	Major Elective	3	0	0	3
	Social/Behavioral Science Elective	3	0	0	3
<b>Totals</b>		<b>11</b>	<b>13</b>	<b>0</b>	<b>17</b>

**TOTAL REQUIRED CREDITS...76**

**Co-op Option:** Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of a major elective.

\* First 8 weeks \*\* Second 8 weeks



**INTERNET TECHNOLOGIES**

**A25290**

The Internet Technologies curriculum is designed to prepare graduates for employment with organizations that use computers to disseminate information via the Internet internally, externally, and/or globally. The curriculum will prepare students to create and implement these services.

Course work includes computer and Internet terminology and operations, logic, operating systems, database and data communications/networking, and related topics. Studies will provide opportunities for students to implement, support, and customize industry-standard Internet technologies.

Graduates should qualify for career opportunities as webmasters, Internet and intranet administrators, Internet applications specialists, Internet programmers and Internet technicians. Government institutions, industries, and other organizations employ individuals who possess the skills taught in this curriculum.

*Awards*

<p><b>Associate Degree:</b> Internet Technologies (A25290)  <b>Length of Program:</b> 5 Semesters  <b>Prerequisite:</b> High School Diploma and Algebra I and II</p>
<p><b>Diploma:</b> Not Applicable  <b>Length of Program:</b>  <b>Prerequisite:</b></p>
<p><b>Certificate:</b> IT/Web Design (C25290C1)  <b>Length of Program:</b> 2 Semesters  <b>Prerequisite:</b> High School Diploma and Algebra I</p>
<p><b>Certificate:</b> IT/Web Programming (C25290C2)  <b>Length of Program:</b> 2 Semesters  <b>Prerequisite:</b> High School Diploma and Algebra I</p>
<p><b>Certificate:</b> IT/Web Management (C25290C3)  <b>Length of Program:</b> 2 Semesters  <b>Prerequisite:</b> High School Diploma and Algebra I</p>
<p><b>Certificate:</b> IT/Web Design (C25290C4)  <b>Length of Program:</b> 2 Semesters  <b>Prerequisite:</b> High School Diploma and Algebra I</p>
<p><b>Certificate:</b> IT/Server Side Web Programming (C25290C5)  <b>Length of Program:</b> 2 Semesters  <b>Prerequisite:</b> High School Diploma and Algebra I</p>

**Cooperative Education Requirements/Opportunities:** Qualified students may elect to take up to three (3) credit hours of Cooperative Education. Three (3) credit hours in lieu of other major courses upon approval of the Department Chairperson and the Co-op Director.

**License or Certification Information:** None Required

**Program Information Contact:**

Curriculum Chairperson: TBA  
 Telephone Number: (910) 678-TBA  
 Office Location: TBA  
 Email: TBA  
 Department Office: Advanced Technology Center, Room 113  
 Telephone: (910) 678-8347  
 FTCC Web Site: www.faytechcc.edu

**Application Deadlines:** The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126, Telephone: (910) 678-8448

**Child Care Financial Assistance Information:**

Child Care Associate, Student Center, Room 142, Telephone: (910) 678-8486/8387

*Employment Statistics*

**Job Placement Rates:**

50% of 2004 graduates available for work were employed within four (4) months.

**Average Salary of Graduates:**

2004 Data not available.

**ATTENTION:** If you have missed a fall or spring semester, you must see a counselor to be readmitted to the program.

Revised: 02/15/05

**INTERNET TECHNOLOGIES (A25290)**

Effective: Fall 2004  
 Revised: 04/07/04

Length: 5 Semesters  
 Prerequisite: High School Diploma and Algebra I & II  
 Award: Associate in Applied Science

**FALL SEMESTER I**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CIS110	Introduction to Computers	1	2	0	3
CIS115	Intro to Prog & Logic	2	2	0	3
CIS172	Intro to the Internet	2	3	0	3
ITN120	Intro Internet Multimedia	2	2	0	3
ITN160	Principals of Web Design	2	2	0	3
<b>Totals</b>		<b>9/10</b>	<b>11/13</b>	<b>0</b>	<b>16</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS130	Survey of Operating Systems	2	3	0	3
CSC160	Intro to Internet Programming	2	2	0	3
ENG111	Expository Writing	3	0	0	3
ITN130	Website Management	2	2	0	3
ITN140	Web Development Tools	2	2	0	3
NET110	Data Comm/Networking	2	2	0	3
<b>Totals</b>		<b>13</b>	<b>11</b>	<b>0</b>	<b>18</b>

**SUMMER SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS154	Database Utilization	1	2	0	2
ENG115	Oral Communications	3	0	0	3
	Social Behavioral Elective	3	0	0	3
<b>Totals</b>		<b>7</b>	<b>2</b>	<b>0</b>	<b>8</b>

**FALL SEMESTER 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC148	JAVA Programming	2	3	0	3
ENG114	Prof Research and Reporting	3	0	0	3
ITN150	Internet Protocols	2	2	0	3
ITN250	Implement Internet Services	2	2	0	3
MAT161	College Algebra	3	0	0	3
MAT161A	College Algebra Lab	0	2	0	1
<b>Totals</b>		<b>12</b>	<b>9</b>	<b>0</b>	<b>16</b>

**SPRING SEMESTER 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC185	Perl Programming	2	3	0	3
CSC248	Adv Internet Programming	2	3	0	3
ITN170	Intro to Internet Databases	2	2	0	3
NET145	Introduction to Linux	2	2	0	3
	Major Elective	2	2	0	3
	Humanities/Fine Arts Elective	3	0	0	3
<b>Totals</b>		<b>13</b>	<b>12</b>	<b>0</b>	<b>18</b>

**TOTAL REQUIRED CREDITS.... 76**

**Co-op Option:** Qualified students may elect to take up to three (3) credit hours of Cooperative Education. Three (3) credit hours in lieu of other major courses provided they acquire approval from the Co-op Director and the Department Chairperson.

**IT/SERVER SIDE WEB PROGRAMMING CERTIFICATE  
(C25290C5)**

Effective: Fall 2004

Revised: 10/25/04

Students are exposed to server-based programming languages. Emphasis is placed on those languages that enhance or add functionality to the website.

Length: 2 Semesters

Prerequisite: High School Diploma and Algebra 1

Award: Certificate

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS115	Intro to Prog & Logic	2	2	0	3
CSC148	Java Programming	2	3	0	3
<b>Totals</b>		<b>4</b>	<b>5</b>	<b>0</b>	<b>6</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC185	Perl Programming	2	3	0	3
CSC248	Advanced Internet Programming	2	3	0	3
					3
ITN180	Active Server Programming	2	2	0	3
<b>Totals</b>		<b>6</b>	<b>7</b>	<b>0</b>	<b>9</b>

**TOTAL REQUIRED CREDITS... 15**

Co-op Option: **Not authorized for this program.**

**IT/WEB BACK-OFFICE CERTIFICATE (C25290C4)**

Effective: Fall 2004

Revised: 10/25/04

Students are introduced to the basics of operating systems and networking concepts. They are given further information specific to at least two different operating systems. They are introduced to some of the different protocols in use on the Internet.

Length: 2 Semesters

Prerequisite: High School Diploma and Algebra 1

Award: Certificate

**FALL SEMESTER I**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CIS110	Introduction to Computers	2	2	0	3
CIS175	Network Management I	2	2	0	3
ITN150	Internet Protocols	2	6	0	3
<b>Totals</b>		<b>6</b>	<b>6</b>	<b>0</b>	<b>9</b>

**SPRING SEMESTER I**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CIS130	Survey of Operating Systems	2	2	0	3
NET110	Data Communication/Networking	2	2	0	3
NET145	Introduction to Linux	2	6	0	3
<b>Totals</b>		<b>6</b>	<b>6</b>	<b>0</b>	<b>9</b>

**TOTAL REQUIRED CREDITS.... 18****Co-op Option:** Not authorized for this program.**WEB DESIGN CERTIFICATE (C25290C1)**

Effective: Fall 2003

Revised: 10/25/04

Students learn the basics of web design using HTML/XHTML. They are taught the principles of web page design. They are also introduced to various web design software packages (i.e. FrontPage and Dreamweaver).

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

**FALL SEMESTER I**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CIS110	Introduction to Computers	2	2	0	3
ITN120	Intro Internet Multimedia	2	2	0	3
ITN160	Principals of Web Design	2	2	0	3
<b>Totals</b>		<b>6</b>	<b>6</b>	<b>0</b>	<b>9</b>

**SPRING SEMESTER I**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ITN140	Web Development Tools	2	2	0	3
<b>Totals</b>		<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>

**TOTAL REQUIRED CREDITS.... 12****Co-op Option:** Not authorized for this program.

**IT/WEB MANAGEMENT CERTIFICATE (C25290C3)**

Effective: Fall 2004

Revised: 10/25/04

Students are introduced to the basics of the Internet. Students are taught the basics of web site management, allowing transfer of web-sites from one server to another, with minimal changes required by the site. Students are taught how to set up web servers, ftp servers, email servers, etc.

Length: 2 Semesters

Prerequisite: High School Diploma and Algebra 1

Award: Certificate

**FALL SEMESTER 1**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CIS110	Introduction to Computers	2	2	0	3
CIS172	Intro to the Internet	2	3	0	3
ITN250	Implement Internet Services	2	2	0	3
<b>Totals</b>		<b>6</b>	<b>7</b>	<b>0</b>	<b>9</b>

**SPRING SEMESTER 1**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ITN130	Web Site Management	2	2	0	3
<b>Totals</b>		<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>

**TOTAL REQUIRED CREDITS.... 12**

**Co-op Option:** Not authorized for this program.

**IT/WEB PROGRAMMING CERTIFICATE (C25290C2)**

Effective: Fall 2004

Revised: 10/25/04

Students are introduced to the basics of programming for the Internet. Emphasis is given to JavaScript. They also learn at least one other client-side programming language.

Length: 2 Semesters

Prerequisite: High School Diploma and Algebra 1

Award: Certificate

**FALL SEMESTER 1**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CIS110	Introduction to Computers	2	2	0	3
CIS172	Intro to the Internet	2	3	0	3
CSC148	Java Programming	2	3	0	3
<b>Totals</b>		<b>6</b>	<b>8</b>	<b>0</b>	<b>9</b>

**SPRING SEMESTER 1**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CSC160	Introduction to Internet Programming	0	3	2	2
<b>Totals</b>		<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>

**TOTAL REQUIRED CREDITS.... 12**

**Co-op Option:** Not authorized for this program.

**MACHINING TECHNOLOGY****A50300**

The Machining Technology curriculum is designed to develop skills in the theory and safe use of hand tools, power machinery, computerized equipment, and sophisticated precision inspection instruments.

Students will learn to interpret blueprints, set up manual and CNC machines, perform basic and advanced machining operation, and make decisions to insure that work quality is maintained.

Employment opportunities for machining technicians exist in manufacturing industries, public institutions, governmental agencies, and in a wide range of specialty machining job shops.

**Awards**

**Associate Degree:** Machining Technology (A50300)

**Length of Program:** 5 Semesters

**Prerequisite:** High School Diploma

**Diploma:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Certificate:** Basic Machining Technology Certificate (C50300C1)

**Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma

**Cooperative Education Requirements/Opportunities:** Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of 3 credit hours of electives provided they acquire approval from the Co-op Director and the Department Chairperson.

**License or Certification Information:** None Required

**Program Information Contact:**

Curriculum Chairperson: Danny Wood

Telephone Number: (910) 678-8375

Office Location: Lafayette Hall, Room 136C

Email: woodd@faytechcc.edu

Department Office: Lafayette Hall, Room 120

Telephone: (910) 678-8383

FTCC Web Site: www.faytechcc.edu

**Application Deadlines:** The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

**Child Care Financial Assistance Information:**

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

**Employment Statistics****Job Placement Rates:**

100% of 2004 graduates available for work were employed within four (4) months.

**Average Salary of Graduates:**

Graduates who graduated in 2004 earn an average salary of \$48,453.

**ATTENTION:** If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 02/18/05

**MACHINING TECHNOLOGY (A50300)**

Effective: Fall 2004

Revised: 11/20/03

Length: 5 Semesters

Prerequisite: High School Diploma and

Award: Associate in Applied Science

**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
BPR111	Blueprint Reading	1	2	0	2
CIS111	Basic PC Literacy	1	2	0	2
MAC111	Machining Technology I		2	12	0
6					
MAC114	Intro to Metrology	2	0	0	2
MAC151	Machining Calculations	1	2	0	2
	Humanities/Fine Arts Elective	3	0	0	3
<b>Totals</b>		<b>10/11</b>	<b>18/20</b>	<b>0</b>	<b>18</b>

**Spring Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
BPR121	Blueprint Reading: Mech	1	2	0	2
ENG111	Expository Writing	3	0	0	3
MAC112	Machining Technology II	2	12	0	6
MAC152	Advanced Machining				
	Calculations	1	2	0	2
MEC142	Physical Metallurgy	1	2	0	2
<b>Totals</b>		<b>8</b>	<b>18</b>	<b>0</b>	<b>15</b>

**Summer Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
MAC121	Intro to CNC	2	0	0	2
MAC241	Jigs & Fixtures I	2	6	0	4
<b>Totals</b>		<b>4</b>	<b>6</b>	<b>0</b>	<b>6</b>

**Fall Semester 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
MAC113	Machining Technology III	2	12	0	6
MAC122	CNC Turning	1	3	0	2
MAC226	CNC EDM Machining	1	3	0	2
PHY121	Applied Physics I	3	2	0	4
PSY118	Interpersonal Psychology	3	0	0	3
<b>Totals</b>		<b>10</b>	<b>20</b>	<b>0</b>	<b>17</b>

**Spring Semester 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG115	Oral Communication	3	0	0	3
MAC124	CNC Milling	1	3	0	2
MAC243	Die Making I	2	6	0	4
MAC245	Mold Construction I	2	6	0	4
WLD112	Basic Welding Processes	1	3	0	2
	Elective	3	0	0	3
<b>Totals</b>		<b>12</b>	<b>18</b>	<b>0</b>	<b>18</b>

**TOTAL REQUIRED CREDITS... 74**

**Co-op Option:** Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of 3 credit hours of electives provided they acquire approval from the Co-op Director and the Department Chairperson.

**Basic Machining Technology Certificate (C50300C1)**

**Evening/Weekend Program**

Effective: Fall 2001

Revised: 10/25/04

This evening certificate program is designed to develop fundamental skills in the operation of machine tools including drilling, turning, milling, and grinding. Training in basic measuring, layout, and blue-print reading is also provided.

Completers will be prepared for employment as entry-level machine operators or machinist apprentices in area manufacturing firms.

Courses in this program can be transferred directly into the Machining Technology associate degree curriculum.

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
MAC111A	Machining Technology I	1	6	0	3
MAC114	Intro to Metrology	2	0	0	2
MAC151	Machining Calculations	1	2	0	2
<b>Totals</b>		<b>4</b>	<b>8</b>	<b>0</b>	<b>7</b>

**Spring Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
BPR111	Blueprint Reading	1	2	0	2
MAC111B	Machining Technology I	1	6	0	3
<b>Totals</b>		<b>2</b>	<b>8</b>	<b>0</b>	<b>5</b>

**TOTAL REQUIRED CREDITS.... 12**

**Co-op Option: N/A**

**Note:** This certificate is not approved for financial aid.

**MEDICAL OFFICE ADMINISTRATION A25310**

This curriculum prepares individuals for employment in medical and other health-care related offices.

Course work will include medical terminology, information systems, office management, medical coding, billing and insurance, legal and ethical issues, and formatting and word processing. Students will learn administrative and support functions and develop skills applicable in medical environments.

Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health-care related organizations.

**Awards**

**Associate Degree:** Medical Office Administration (A25310)

**Length of Program:** 5 Semesters

**Prerequisite:** High School Diploma

**Diploma:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Certificate:** Medical Office Administration (C25310C1)

**Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma

**Cooperative Education Requirements/Opportunities:** One (1) credit hour is required.

**License or Certification Information:** None Required

**Program Information Contact:**

Curriculum Coordinator: Denise DeDeaux

Telephone Number: (910) 678-8343

Office Location: Advanced Technology Center, Room 154A

Email: dedeauxd@faytechcc.edu

Department Office: Advanced Technology Center, Room 154

Telephone: (910) 678-8298

FTCC Web Site: www.faytechcc.edu

**Application Deadlines:** The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126, Telephone: (910) 678-8448

**Child Care Financial Assistance Information:**

Child Care Associate, Student Center, Room 142, Telephone: (910) 678-8486/8387

**Employment Statistics****Job Placement Rates:**

89% of 2004 graduates available for work were employed within four (4) months.

**Average Salary of Graduates:**

Graduates who graduated in 2004 earn an average salary of \$20,709.

**ATTENTION:** If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 02/15/05

**MEDICAL OFFICE ADMINISTRATION (A25310)**

Effective Date: Fall 2002

Revised: 04/28/03

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
ENG111	Expository Writing	3	0	0	3
OST122	Office Computations	1	2	0	2
OST131	Keyboard	1	2	0	2
OST141	Med Terms I	3	0	0	3
OST149	Medial Legal Issues	3	0	0	3
	Social Behavioral Science Elective	3	0	0	3
<b>Totals</b>		<b>14/15</b>	<b>4/6</b>	<b>0</b>	<b>17</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
OST132	Keyboard Skill Building	1	2	0	2
OST136	Word Processing	1	2	0	2
OST137	Office Software Applications	1	2	0	2
OST142	Med Terms II	3	0	0	3
OST148	Med Coding, Billing & Ins	3	0	0	3
OST181	Intro to Office Systems	2	2	0	3
OST184	Records Management	1	2	0	2
<b>Totals</b>		<b>12</b>	<b>10</b>	<b>0</b>	<b>17</b>

**SUMMER SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
OST134	Text Entry & Formatting	2	2	0	3
OST164	Text Editing Applications	3	0	0	3
OST247	CPT Coding in the Med Off	1	2	0	2
<b>Totals</b>		<b>6</b>	<b>4</b>	<b>0</b>	<b>8</b>



**FALL SEMESTER 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO161	Intro to Human Biology	3	0	0	3
ENG115	Oral Communication	3	0	0	3
OST241	Med Ofc Transcription I	1	2	0	2
OST236	Adv Word/Information Proc	2	2	0	3
OST244	Medical Document Production I	1	2	0	2
OST248	Diagnostic Coding	1	2	0	2
<b>Totals</b>		<b>11</b>	<b>8</b>	<b>0</b>	<b>15</b>

**SPRING SEMESTER 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
OST192	Selected Topics in OST	1	2	0	2
OST242	Med Ofc Transcription II	1	2	0	3
OST243	Med Office Simulation	2	2	0	2
OST286	Professional Development	3	0	0	3
COE111E	Work Experience I	0	0	10	1
	Humanities/Fine Arts Elective	3	0	0	3
<b>Totals</b>		<b>10</b>	<b>6</b>	<b>10</b>	<b>14</b>

**TOTAL REQUIRED CREDITS.... 71**

**Co-op Option:** One (1) credit hour is required.

**MEDICAL OFFICE ADMINISTRATION (C25310C1)**

Effective Date: Fall 2001

Revised: 10/25/04

Day and Evening

The Medical Office Administration certificate is designed to prepare individuals for employment in a medical office or other health-care related business.

The certificate program covers medical terminology; legal and ethical issues; medical coding, billing, and insurance; as well as, basic keyboarding and word processing.

Upon completion of this program, students would be able to perform the necessary skills required in today's medical office or transfer the course credits to the Medical Office Administration program for an Associate of Applied Science degree.

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

**FALL SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
OST131	Keyboard	1	2	0	2
OST141	Medical Terminology I	3	0	0	3
OST149	Medial Legal Issues	3	0	0	3
<b>Totals</b>		<b>7</b>	<b>2</b>	<b>0</b>	<b>8</b>

**SPRING SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
OST136	Word Processing	1	2	0	2
OST142	Medical Terminology II	3	0	0	3
OST148	Med Coding, Billing & Ins	3	0	0	3
<b>Totals</b>		<b>7</b>	<b>2</b>	<b>0</b>	<b>8</b>

**TOTAL REQUIRED CREDITS.... 16**

**Co-op Option:** NA

**NUCLEAR MEDICINE TECHNOLOGY A45460**

The Nuclear Medicine Technology curriculum provides the clinical and didactic experience necessary to prepare students to qualify as entry-level Nuclear Medicine Technologists.

Students will acquire the knowledge and skills necessary to properly perform clinical procedures. These skills include patient care, use of radioactive materials, operation of imaging and counting instrumentation and laboratory procedures.

Graduates may be eligible to apply for certification/registration examinations given by the Nuclear Medicine Technology Certification Board and the American Registry of Radiologic Technologists.

**Awards**

**Associate Degree:** Associate in Applied Science (A45460)

**Length of Program:** 5 Semesters

**Prerequisite:** High School Diploma  
2 Units of Algebra  
1 Unit of Biology  
1 Unit of Chemistry

**Diploma:** Not Applicable

**Certificate:** Not Applicable

**Cooperative Education Requirements/Opportunities:** Not Applicable

**License or Certification Information:** Graduates are eligible to take the Nuclear Medicine Technology Certification Exam.

**Programmatic Accreditation:** Joint Review Committee on Education Program in Nuclear Medicine Technology.

**Program Information Contact:**

Curriculum Chairperson: TBA  
Telephone Number: (910) 678-TBA  
Office Location: Health Technology Center, Room TBA  
Email: TBA  
Department Office: Health Technology Center, Room 169  
Telephone: (910) 678-8264  
FTCC Web Site: www.faytechcc.edu

**Application Deadlines:** The program is designed for a student to enter during the fall semester. Students should apply by January 30<sup>th</sup>. Specific health program admission requirements must be met before a student is eligible for admission.

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

**Child Care Financial Assistance Information:**

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

**Employment Statistics****Job Placement Rates:**

No information available.

**Average Salary of Graduates:**

No information available.

**ATTENTION:** If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 02/14/05

**Nuclear Medicine Technology (A45460)**

Effective: Fall 2004

Revised: 07/21/04

Length: 5 Semesters

Prerequisite: 2 Units of Algebra, 1 Unit Biology & Chemistry

Award: Associate in Applied Science

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
BIO168	Anatomy and Physiology I	3	3	0	4
CHM135	Survey of Chemistry I	3	2	0	4
ENG111	Expository Writing	3	0	0	3
MAT151	Statistics I	3	0	0	3
MAT151A	Statistics I Lab	0	2	0	1
NMT110	Intro to Nuclear Medicine	2	0	0	2
<b>Totals</b>		<b>14/15</b>	<b>7/9</b>	<b>0</b>	<b>18</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO169	Anatomy and Physiology II	3	3	0	4
COM231	Public Speaking	3	0	0	3
NMT126	Nuclear Physics	2	0	0	2
PSY150	General Psychology	3	0	0	3
<b>Totals</b>		<b>11</b>	<b>3</b>	<b>0</b>	<b>12</b>

**SUMMER SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Intro to Computers	2	2	0	3
NMT132	Overview-Clinical Nuc Medicine	2	0	0	6
4					
NMT134	Nuclear Pharmacy	2	0	0	2
NMT136	Health Physics	2	0	0	2
<b>Totals</b>		<b>8</b>	<b>2</b>	<b>6</b>	<b>11</b>

**FALL SEMESTER 2**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
NMT211	NMT Clinical Practice	0	0	21	7
NMT212	Procedures for Nuc Med I	2	0	0	2
NMT214	Radiobiology	2	0	0	2
NMT215	Non-Imaging Instrumentation I	1	3	0	2
NMT218	Computers in Nuc Med	2	0	0	2
<b>Totals</b>		<b>7</b>	<b>3</b>	<b>21</b>	<b>15</b>

**SPRING SEMESTER 2**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
NMT221	NMT Clinical Practice II	0	0	21	7
NMT222	Procedures for Nuc Med II	2	0	0	2
NMT225	Imaging Instrumentation	1	3	0	2
	Humanities/Fine Arts Elective	3	0	0	3
<b>Totals</b>		<b>6</b>	<b>3</b>	<b>21</b>	<b>14</b>

**TOTAL REQUIRED CREDITS..... 70**

Students with a felony conviction may have limited certification and employment opportunities.



**OFFICE SYSTEMS TECHNOLOGY****A25360**

The Office Systems Technology curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communications, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on nontechnical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisory to middle management positions.

**Awards**

**Associate Degree:** Office Systems Technology (A25360)

**Length of Program:** 5 Semesters

**Prerequisite:** High School Diploma

**Diploma:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Certificate:** Basic Office Systems Technology (C25360C1)

**Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma

**Cooperative Education Requirements/Opportunities:** One (1) credit hour is required.

**License or Certification Information:** None Required

**Program Information Contact:**

Curriculum Chairperson: L. Dwain Joyce

Telephone Number: (910) 678-8361

Office Location: Advanced Technology Center, Room 154D

Email: joyced@faytechcc.edu

Department Office: Advanced Technology Center, Room 154

Telephone: (910) 678-8298

FTCC Web Site: www.faytechcc.edu

**Application Deadlines:** The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

**Child Care Financial Assistance:**

Child Care Associate, Student Center, Room 142, Telephone: (910) 678-8486/8387

**Employment Statistics****Job Placement Rates:**

75% of 2004 graduates available for work were employed within four (4) months.

**Average Salary of Graduates:**

Graduates who graduated in 2004 earn an average salary of \$20,580.

**ATTENTION:** If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 02/15/05

**OFFICE SYSTEMS TECHNOLOGY (A25360)**

Effective Date: Fall 2005

Revised: 11/30/04

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
ECO151	Survey of Economics	3	0	0	3
ENG111	Expository Writing	3	0	0	3
MAT115	Mathematical Models	2	2	0	3
OST122	Office Computations	1	2	0	2
OST131	Keyboarding	1	2	0	2
OST162	Executive Terminology	3	0	0	3
<b>Totals</b>		<b>14</b>	<b>6</b>	<b>0</b>	<b>17</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC120	Prin of Financial Accounting	3	2	0	4
OST132	Keyboarding Skill Building	1	2	0	2
OST136	Word Processing	1	2	0	2
OST137	Office Software Applications	1	2	0	2
OST164	Text Editing Applications	3	0	0	3
OST181	Intro to Office Systems	2	2	0	3
OST184	Records Management	1	2	0	2
<b>Totals</b>		<b>12</b>	<b>12</b>	<b>0</b>	<b>18</b>

**SUMMER SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS-120	Spreadsheet I	2	2	0	3
CIS-154	Database Utilization	1	2	0	2
OST-134	Text Entry & Formatting	2	2	0	3
<b>Totals</b>		<b>5</b>	<b>6</b>	<b>0</b>	<b>8</b>

**FALL SEMESTER 2**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
OST-133	Adv Keyboard Skill Bldg	1	2	0	2
OST-223	Machine Transcription I	1	2	0	2
OST-233	Office Publications Design	2	2	0	3
OST-236	Adv Word/Information Proc	2	2	0	3
OST-284	Emerging Technologies	1	2	0	2
	Humanities/Fine Arts Elective	3	0	0	3
<b>Totals</b>		<b>13</b>	<b>10</b>	<b>0</b>	<b>18</b>

**SPRING SEMESTER 2**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
OST -135	Adv Text Entry & Format	3	2	0	4
OST-192	Selected Topics in OST	1	2	0	2
OST-224	Machine Transcription II	1	2	0	2
OST-286	Professional Development	3	0	0	3
OST-289	Office Systems Management	2	2	0	3
COE-111E	Work Experience	0	0	10	1
<b>Totals</b>		<b>10</b>	<b>8</b>	<b>10</b>	<b>15</b>

**TOTAL REQUIRED CREDITS.... 76**

**Co-op Option:** One (1) credit hour is required.

**BASIC OFFICE SYSTEMS TECHNOLOGY (CERTIFICATE)  
(C25360C1)**

Effective: Fall 2001  
Revised: 10/25/04

The Basic Office Systems Technology certificate is designed to give individuals the opportunity to acquire basic skills necessary for entry-level employment in today's modern office.

This certificate program covers keyboarding, office computations, records management, word processing, and office software applications.

Upon completion of this program, students should be able to use these basic skills for entry-level employment or transfer the course credits to the Office Systems Technology program for an Associate of Applied Science degree.

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

**Fall Semester**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
OST122	Office Computations	1	2	0	2
OST131	Keyboarding	1	2	0	2
OST184	Records Management	1	2	0	2
<b>Totals</b>		<b>3</b>	<b>6</b>	<b>0</b>	<b>6</b>

**SPRING SEMESTER**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
OST132	Keyboard Skill Building	1	2	0	2
OST136	Word Processing	1	2	0	2
OST137	Office Software Apps	1	2	0	2
<b>Totals</b>		<b>3</b>	<b>6</b>	<b>0</b>	<b>6</b>

**TOTAL REQUIRED CREDITS.... 12**

**Co-op Option:** NA

**PARALEGAL TECHNOLOGY****A25380**

The Paralegal Technology curriculum prepares individuals to work under the supervision of attorneys by performing routine legal tasks and assisting with substantive legal work. A paralegal/legal assistant may not practice law, give legal advice, or represent clients in a court of law.

Course work includes substantive and procedural legal knowledge in the areas of civil litigation, legal research and writing, real estate, family law, wills, estates, trusts, and commercial law. Required courses also include subjects such as English, mathematics, and computer utilization.

Graduates are trained to assist attorneys in probate work, investigations, public records search, drafting and filing legal documents, research, and office management. Employment opportunities are available in private law firms, governmental agencies, banks, insurance agencies, and other business organizations.

**Awards**

**Associate Degree:** Paralegal Technology (A25380)

**Length of Program:** 5 Semesters

**Prerequisite:** High School Diploma

**Diploma:** Paralegal Technology (D25380)

**Length of Program:** 3 semesters

**Prerequisite:** Bachelor's Degree

**Certificate:** Not Applicable

**Cooperative Education Requirements/Opportunities:** Students are required to take two (2) credit hours of Cooperative Education.

**License or Certification Information:** None Required

**Program Information Contact:**

Curriculum Chairperson: Ann Taylor

Telephone Number: (910) 678-7379

Office Location: Cumberland Hall, Room 346F

Email: taylora@faytechcc.edu

Department Office: Cumberland Hall, Room 346A

Telephone: (910) 678-8292

FTCC Web Site: www.faytechcc.edu

**Application Deadlines:** The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

**Child Care Financial Assistance Information:**

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

**Employment Statistics****Job Placement Rates:**

84% of 2004 graduates available for work were employed within four (4) months.

**Average Salary of Graduates:**

Graduates who graduated in 2004 earn an average salary of \$23,140.

**ATTENTION:** If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 02/15/05

**PARALEGAL TECHNOLOGY (A25380)**

Effective: Fall 2005

Revised: 10/20/04

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

**Fall Semester 1**

Prefix	No.	Title	Class	Lab	Clinical	Exp.	Credit
ACA111		College Student Success	1	0	0	0	1
CIS111		Basic PC Literacy	1	2	0	0	2
ENG111		Expository Writing	3	0	0	0	3
LEX110		Intro to Paralegal Study	2	0	0	0	2
LEX140		Civil Litigation I	3	0	0	0	3
MAT115		Mathematical Models	2	2	0	0	3
OST136		Word Processing	1	2	0	0	2
POL120		American Government	3	0	0	0	3

**Totals** 16 6 0 0 19

**Spring Semester 1**

Prefix	No.	Title	Class	Lab	Clinical	Exp.	Credit
ENG113		Literature Based Research	3	0	0	0	3
LEX120		Legal Research/Writing I	2	2	0	0	3
LEX130		Civil Injuries	3	0	0	0	3
LEX141		Civil Litigation II	2	2	0	0	3
LEX180		Case Analysis	1	2	0	0	2
LEX 210		Real Property I	3	0	0	0	3

**Totals** 14 6 0 0 17

**Summer Semester 1**

Prefix	No.	Title	Class	Lab	Clinical	Exp.	Credit
LEX211		Real Property II	1	4	0	0	3
LEX250		Wills & Estates	2	2	0	0	3
PHI230		Introduction to Logic	3	0	0	0	3

**Totals** 6 6 0 0 9

**Fall Semester 2**

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
LEX121	Legal Research/Writing II	2	2	0	0	3
LEX150	Commercial Law	2	2	0	0	3
LEX160	Criminal Law & Practice	2	2	0	0	3
LEX240	Family Law	3	0	0	0	3
LEX260	Bankruptcy & Collections	2	0	0	0	2
LEX283	Investigations	1	2	0	0	2
OST236	Adv Word/Information Proc2	2	0	0	0	3
<b>Totals</b>		<b>14</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>19</b>

**Spring Semester 2**

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
COE112D	Work Exp I Paralegal					
	Technology	0	0	0	20	2
COM231	Public Speaking	3	0	0	0	3
LEX270	Law Office Mgt/Technology	1	2	0	0	2
LEX285	Workers' Comp Law	2	0	0	0	2
SOC213	Sociology of the Family	3	0	0	0	3
<b>Totals</b>		<b>9</b>	<b>2</b>	<b>0</b>	<b>20</b>	<b>12</b>

**TOTAL CREDITS HOURS.... 76**

\* The Paralegal Department Chairperson is responsible for awarding transfer credit for legal specialty courses.

**Co-op Option:** Students are required to take 2 credit hours of co-op.

**PARALEGAL (D25380)**

Effective: Fall 2005

Revised Date: 10/20/04

The Paralegal Diploma is a one-year program of study for those who already have a Bachelor's degree. The diploma program provides intensive practical training in a variety of areas of law. Students who desire to refine the skills acquired through a Bachelor's degree into marketable job competencies in the legal field will find this to be an excellent opportunity. A Paralegal/Legal Assistant may not practice law, give legal advice, or represent clients in a court of law.

Length: 3 Semesters

Prerequisite: BA Degree

Award: Diploma

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS111	Basic PC Literacy	1	2	0	2
ENG111	Expository Writing	3	0	0	3
LEX110	Introduction to Paralegal	2	0	0	2
LEX120	Legal Research/Writing I	2	2	0	3
LEX130	Civil Injuries	3	0	0	3
LEX140	Civil Litigation I	3	0	0	3
LEX180	Case Analysis & Reasoning	1	2	0	2
LEX210	Real Property I	3	0	0	3
<b>Totals</b>		<b>18</b>	<b>6</b>	<b>0</b>	<b>21</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
LEX121	Legal Research/Writing II	2	2	0	3
LEX141	Civil Litigation II	2	2	0	3
LEX211	Real Property II	1	4	0	3
LEX250	Wills, Estates, & Trust	2	2	0	3
LEX260	Bankruptcy & Collections	2	0	0	2
OST136	Word Processing	1	2	0	2
PHI230	Introduction to Logic	3	0	0	3
<b>Totals</b>		<b>13</b>	<b>12</b>	<b>0</b>	<b>19</b>

**SUMMER SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
COE112D	Work Experience I/Paralegal	0	0	20	2
LEX270	Law Office Mgt/Technology	1	2	0	2
<b>Totals</b>		<b>1</b>	<b>2</b>	<b>20</b>	<b>4</b>

**TOTAL REQUIRED CREDITS ... 44**

\*The Paralegal Department Chairperson is responsible for awarding transfer credit for legal specialty courses.

**PHARMACY TECHNOLOGY****D45580**

The Pharmacy Technology curriculum prepares individuals to assist the pharmacist in duties that a technician can legally perform and to function within the boundaries prescribed by the pharmacist and the employment agency.

Graduates will maintain patient's records; fill prescriptions; maintain inventories, setup, package, and label medication doses; prepare solutions and intravenous additives; perform clerical duties, including insurance forms and forms required by third-party payers.

Graduates may be employed in hospitals, nursing homes, private and chain drug stores, research laboratories, wholesale drug companies, and pharmaceutical manufacturing facilities. Graduates will qualify to take the National Certification Examination developed by the Pharmacy Technician Certification Board.

**Awards**


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**Associate Degree:** Not Applicable

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**Diploma:** Pharmacy Technology (D45580)

**Length of Program:** 3 Semesters

**Prerequisite:** High School Diploma

1 Unit of Biology

1 Unit of Algebra

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**Certificate:** Not Applicable

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**Cooperative Education Requirements/Opportunities:** Not Applicable

**License or Certification Information:** None Required

**Program Information Contact:**

Curriculum Chairperson: Ellon Barlow

Telephone Number: (910) 678-8229

Office Location: Health Technology Center, Room 253-F

Email: barlowe@faytechcc.edu

Department Office: Health Technology Center, Room 169

Telephone: (910) 678-8264

FTCC Web Site: www.faytechcc.edu

**Application Deadlines:** The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson. Students should apply by January 30<sup>th</sup>. Specific health program admission requirements must be met before a student is eligible for admission.

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

**Child Care Financial Assistance Information:**

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

**Employment Statistics****Job Placement Rates:**

75% of 2004 graduates available for work were employed within four (4) months.

**Average Salary of Graduates:**

Graduates who graduated in 2004 earn an average salary of \$18,685

**ATTENTION:** If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 02/14/05

**PHARMACY TECHNOLOGY (D45580)**

Effective: Fall 2002

Revised: 10/12/04

Length: 3 Semesters

Prerequisites: 1Unit Biology, 1Unit Algebra

Award: Diploma

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
*BIO106	Intro to Anat/Phys/Micro	2	2	0	3
CIS113	Computer Basics	0	2	0	1
PHM110	Introduction to Pharmacy	3	0	0	3
PHM111	Pharmacy Practice I	3	3	0	4
PHM115	Pharmacy Calculations	3	0	0	3
PHM115A	Pharmacy Calculations Lab	0	2	0	1
<b>Totals</b>		<b>11/12</b>	<b>9/11</b>	<b>0</b>	<b>16</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG111	Expository Writing	3	0	0	3
PHM118	Sterile Products	3	3	0	4
PHM120	Pharmacology I	3	0	0	3
PHM136	Pharmacy Clinical	0	0	18	6
PHM155	Community Pharmacy	2	2	0	3
<b>Totals</b>		<b>11</b>	<b>5</b>	<b>18</b>	<b>19</b>

**SUMMER SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
PHM125	Pharmacology II	3	0	0	3
PHM140	Trends in Pharmacy	2	0	0	2
PHM132	Pharmacy Clinical	0	0	6	2
PSY150	General Psychology	3	0	0	3
<b>Totals</b>		<b>8</b>	<b>0</b>	<b>6</b>	<b>10</b>

**TOTAL REQUIRED CREDITS.... 45**

**\*BIO-106 will not transfer to Associate Degree program.**

Students with a felony conviction may have limited certification and employment opportunities.



**PHLEBOTOMY**

**C45600**

The Phlebotomy curriculum prepares individuals to obtain blood and other specimens for the purpose of laboratory analysis.

Course work includes proper specimen collection and handling, communication skills, and maintaining patient data.

Graduates may qualify for employment in hospitals, clinics, physicians' offices, and other health care settings and may be eligible for National certification as phlebotomy technicians.

*Awards*

**Associate Degree:** Not Applicable

**Diploma:** Not Applicable

**Certificate:** Phlebotomy (C45600)

**Length of Program:** 1 Semester

**Prerequisite:** High School Diploma or GED

**Cooperative Education Requirements/Opportunities:** Not Applicable

**License or Certification Information:** None Required

**Programmatic Accreditation:**

Accredited by: National Accrediting Agency for Clinical Laboratory Sciences  
8410 West Byrn Mawr Avenue  
Suite 670  
Chicago, IL 60631

**Program Information Contact:**

Curriculum Chairperson: Linda Starling  
Telephone Number: (910) 678-8538  
Office Location: Health Technology Center, Room 201-G  
Email: starlinl@faytechcc.edu  
Department Office: Health Technology Center, Room 253  
Telephone: (910) 678-8392  
FTCC Web Site: www.faytechcc.edu

**Application Deadlines:** The program admits students in the fall, spring and summer semesters.

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

**Child Care Financial Assistance Information:**

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

*Employment Statistics*

**Job Placement Rates:**

25% of 2004 graduates available for work were employed within four (4) months.

**Average Salary of Graduates:**

Graduates who graduated in 2004 earn an average salary of \$21,000.

**ATTENTION:** If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 02/18/05

**PHLEBOTOMY (C45600)**

Effective: Fall 2002

Revised: 10/12/04

Length: 1 Semester

Prerequisite: High School Graduate

Award: Certificate

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS113	Computer Basics	0	2	0	1
*PBT100	Phlebotomy Technology	5	2	0	6
*PBT101	Phlebotomy Practicum	0	0	9	3
PSY118	Interpersonal Psychology	3	0	0	3
<b>Totals</b>		<b>8</b>	<b>4</b>	<b>9</b>	<b>13</b>

**TOTAL CREDIT HOURS.... 13**

**Note:** This certificate is not approved for financial aid.

**\*PBT-100 and PBT-101 will not transfer to Associate Degree program.**

Students with a felony conviction may have limited certification and employment opportunities.

**PHYSICAL THERAPIST ASSISTANT (A45620)**

The Physical Therapist Assistant curriculum prepares graduates to work in direct patient care settings under supervision of physical therapists. Assistants work to improve or restore function by alleviation or prevention of physical impairment and perform other essential activities in a physical therapy department.

Course work includes normal human anatomy and physiology, the consequences of disease or injury, and physical therapy treatment of a variety of patient conditions affecting humans throughout the life span.

Graduates may be eligible to take the licensure examination administered by the NC Board of Physical Therapy Examiners. Employment is available in general hospitals, rehabilitation centers, extended care facilities, specialty hospitals, home health agencies, private clinics, and public school systems.

**Awards**

**Associate Degree:** Physical Therapist Assistant (A45620)

**Length of Program:** 5 Semesters

**Prerequisite:** High School **Diploma:** satisfactory completion of 2 units of algebra, 1 unit of biology and chemistry

**Diploma:** None

Length of Programs:

Prerequisite:

**Certificate:** None

Length of Program

Prerequisite

**Cooperative Education Requirements/Opportunities:** None

**NC License or Certification Information:** Licensure required. Graduates may be eligible to take the licensure examination administered by the NC Board of Physical Therapy Examiners. A student with a felony conviction may not be eligible for licensure.

**Program Information Contact:**

Curriculum Chairperson: Elaine M. Eckel, PT, MA

Telephone Number: 678-8259

Office Location: Health Technology Center, 169F

Email: eckele@faytechcc.edu

Department Office: Health Technology Center, 169F

Telephone: 678-8259

FTCC Web Site: www.faytechcc.edu

**Application Deadlines:** The program is designed only for fall admission. Specific health program admission requirements must be met before a student is eligible for admission.

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: 678-8448

**Child Care Financial Assistance:** If in need of assistance. See Child Care Associate, Student Center, Room 142; Telephone: 678-8486/8387

**Employment Statistics****Job Placement Rates:**

100% of 2004 graduates available for work were employed within 4 months.

**Average Salary of Graduates:**

Average salary for 2004 graduates was \$32,983.

Revised: 02/14/05

**PHYSICAL THERAPIST ASSISTANT (A45620)**

Effective: Fall 2002

Revised: 05/19/03

Length: 5 Semesters

Prerequisites: 2 Units of Algebra, 1 Unit Biology & Chemistry

Award: Associate in Applied Science

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
BIO168	Anatomy & Physiology I	3	3	0	4
CIS113	Computer Basics	0	2	0	1
ENG111	Expository Writing	3	0	0	3
PHY125	Health Sciences Physics	3	2	0	4
PTA110	Intro to Physical Therapy	2	3	0	3
PTA130	Physical Therapy Proc I	1	6	0	3
<b>Totals</b>		<b>12/13</b>	<b>16/18</b>	<b>0</b>	<b>19</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO169	Anatomy & Physiology II	3	3	0	4
BIO175	General Microbiology	2	2	0	3
PSY150	General Psychology	3	0	0	3
PTA120	Functional Anatomy	1	6	0	3
PTA150	Physical Therapy Proc II	1	6	0	3
PTA140	Therapeutic Exercise	2	6	0	4
<b>Totals</b>		<b>12</b>	<b>23</b>	<b>0</b>	<b>20</b>

**SUMMER SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
PTA160	Physical Therapy Proc III	2	3	0	3
PTA170	Pathophysiology	3	0	0	3
PTA180A	PTA Clinical Ed Intro	0	0	3	1
<b>Totals</b>		<b>5</b>	<b>3</b>	<b>3</b>	<b>7</b>

**FALL SEMESTER 2**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ENG115	Oral Communication	3	0	0	3
PSY241	Developmental Psych	3	0	0	3
PTA180B	PTA Clinical Ed Intro	0	0	6	2
PTA222	Professional Interactions	2	0	0	2
PTA240	Physical Therapy Proc IV	3	6	0	5
	Humanities/Fine Arts Elec	3	0	0	3
<b>Totals</b>		<b>14</b>	<b>6</b>	<b>6</b>	<b>18</b>

**SPRING SEMESTER 2**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
PTA212	Health Care/Resources	2	0	0	2
PTA260	Adv PTA Clinical Ed	0	0	30	10
<b>Totals</b>		<b>2</b>	<b>0</b>	<b>30</b>	<b>12</b>

**TOTAL REQUIRED CREDITS.... 76**

Students with a felony conviction may have limited licensure and employment opportunities.



**PLUMBING****D35300**

The Plumbing curriculum is designed to give individuals the opportunity to acquire basic skills to assist with the installation and repair of plumbing systems in residential and small buildings.

Course work includes sketching diagrams, interpretation of blueprints, and practices in plumbing assembly. Students will gain knowledge of state codes and requirements.

Graduates should qualify for employment at parts supply houses, maintenance companies, and plumbing contractors to assist with various plumbing applications.

*Awards*

**Diploma:** Plumbing (D35300)  
**Length of Program:** 3 Semesters  
**Prerequisite:** High School Diploma

**Certificate:** Basic Plumbing Certificate (C35300C1)  
**Length of Program:** 2 Semesters  
**Prerequisite:** High School Diploma

**Cooperative Education Requirements/Opportunities:** Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of 3 credit hours of electives provided they acquire approval from the Co-op Director and the Department Chairperson.

**License or Certification Information:** None Required

**Program Information Contact:**

Curriculum Chairperson: Stewart T. Ditch  
 Telephone Number: (910) 678-8522  
 Office Location: Cumberland Hall Room 334  
 Email: ditches@faytechcc.edu  
 Department Office: Cumberland Hall Room 334  
 Telephone: (910) 678-8357  
 FTCC Web Site: www.faytechcc.edu

**Application Deadlines:** The program is designed for a student to enter during the fall semester. A Student may enter at other times with approval of the Department Chairperson.

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

**Child Care Financial Assistance Information:** If in need of assistance.

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

**Employment Statistics****Job Placement Rates:**

100% of 2004 graduates available for work were employed within four (4) months.

**Average Salary of Graduates:**

Graduates who graduated in 2004 earn an average salary of \$27,573.

**ATTENTION:** If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 02/18/05

**PLUMBING (D35300)**

Effective: Fall 2005

Revised: 09/22/04

Length: 3 Semesters

Prerequisite: High School Diploma

Award: Diploma

**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
BPR130	Blueprint Reading/Const	1	2	0	2
PLU110	Modern Plumbing	4	15	0	9
PLU140	Intro to Plumbing Codes	1	2	0	2
PSY118	Interpersonal Psychology	3	0	0	3
<b>Totals</b>		<b>10</b>	<b>19</b>	<b>0</b>	<b>17</b>

**Spring Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS113	Computer Basics	0	2	0	1
*ENG101	Applied Communications I	3	0	0	3
PLU120	Plumbing Applications	4	15	0	9
PLU150	Plumbing Diagrams	1	2	0	2
WLD112	Basic Welding Processes	1	3	0	2
<b>Totals</b>		<b>9</b>	<b>19</b>	<b>0</b>	<b>17</b>

**Summer Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
PLU130	Plumbing Systems	3	9	0	6
	Elective	3	0	0	3
<b>Totals</b>		<b>6</b>	<b>9</b>	<b>0</b>	<b>9</b>

**TOTAL REQUIRED CREDITS.... 43**

\*ENG-101 will not transfer to Associate Degree program.

**Co-op Option:** Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of 3 credit hours of electives provided they acquire approval from the Co-op Director and the Department Chairperson.

**Basic Plumbing Certificate (C35300C1)****Evening/Weekend Program**

Effective: Fall 2001

Revised: 10/25/04

This evening certificate program is designed to prepare individuals for entry-level positions in plumbing. Course work includes fundamental practices in plumbing assembly and repair and in basic plumbing codes.

Opportunities for employment as plumbing assistants and as parts supply clerks exist throughout the area.

Courses in this program can be transferred directly into the Plumbing diploma curriculum.

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

**Fall Semester 1**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
PSY118	Interpersonal Psychology	3	0	0	3
PLU110A	Modern Plumbing	3	6	0	5
<b>Totals</b>		<b>6</b>	<b>6</b>	<b>0</b>	<b>8</b>

**Spring Semester 1**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
PLU110B	Modern Plumbing	1	9	0	4
PLU140	Intro to Plumbing Codes	1	2	0	2
<b>Totals</b>		<b>2</b>	<b>11</b>	<b>0</b>	<b>6</b>

**TOTAL REQUIRED CREDITS.... 14****Co-op Option: NA****Note:** This certificate is not approved for financial aid.

**POSTAL SERVICE TECHNOLOGY A55340**

The Postal Service Technology curriculum is designed to provide opportunities for advancement for present and future employees of the US Postal Service.

Students will study postal organization, mail processing, operations, employee and customer services, mail delivery and collection, problem analysis, related business and management subjects, and general education courses.

Graduates of the program will be prepared to work in a variety of positions.

**Awards**

**Associate Degree:** Postal Service Technology (A55340)

**Length of Program:** 5 Semesters

**Prerequisite:** High School Diploma

**Diploma:** Not Applicable

**Certificate:** Postal Service Technology (C55340C1)

**Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma

**Cooperative Education Requirements/Opportunities:** Not authorized for this program.

**License or Certification Information:** None Required

**Program Information Contact:**

Curriculum Coordinator: Dennis Sheridan

Telephone Number: (910) 678-8292

Office Location: Cumberland Hall, Room 377Q

Email: sheridad@faytechcc.edu

Department Office: Cumberland Hall, Room 377

Telephone: (910) 678-8292

FTCC Web Site: www.faytechcc.edu

**Application Deadlines:** The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

**Child Care Financial Assistance Information:**

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

**Employment Statistics****Job Placement Rates:**

100% of 2004 graduates available for work were employed within four (4) months.

**ATTENTION:** If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 02/15/05

**POSTAL SERVICE TECHNOLOGY (A55340)**

Effective: Fall 2004

Revised: 03/07/03

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
BUS110	Introduction to Business	3	0		3
CIS111	Basic PC Literacy	1	2	0	2
ENG111	Expository Writing	3	0	0	3
MAT115	Mathematical Models	2	2	0	3
POS110	POS History & Organization	3	0	0	3
<b>Totals</b>		<b>12/13</b>	<b>4/6</b>	<b>0</b>	<b>15</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS121	Business Math	2	2		3
BUS135	Principles of Supervision	3	0	0	3
POS115	Processing and Distribution	3	0	0	3
POS120	Postal Operations Support	3	0	0	3
	Humanities/Fine Art Elec	3	0	0	3
	Major Elective	3	0	0	3
<b>Totals</b>		<b>17</b>	<b>2</b>	<b>0</b>	<b>18</b>

**SUMMER SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS-172	Intro to the Internet	2	3	0	3
	Free Elective	3	0	0	3
	Major Elective	3	0	0	3
<b>Totals</b>		<b>8</b>	<b>3</b>	<b>0</b>	<b>9</b>

**FALL SEMESTER 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC-120	Prin of Financial Accounting	3	2	0	4
BUS-115	Business Law I	3	0	0	3
ECO-251	Prin of Microeconomics	3	0	0	3
POS-125	Postal Delivery/Collection	3	0	0	3
POS-130	Postal Support & Finance	3	0	0	3
<b>Totals</b>		<b>15</b>	<b>2</b>	<b>0</b>	<b>16</b>

**SPRING SEMESTER 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS-116	Business Law II	3	0	0	3
BUS-137	Principles of Management	3	0	0	3
BUS-153	Human Resource Management	3	0	0	3
ECO-252	Prin of Macroeconomics	3	0	0	3
ENG-115	Oral Communication	3	0	0	3
POS-135	Officer-in-Charge Training	3	0	0	3
<b>Totals</b>		<b>18</b>	<b>0</b>	<b>0</b>	<b>18</b>

**TOTAL REQUIRED CREDITS.... 76**

**Co-op Option: N/A**

**POSTAL SERVICE TECHNOLOGY CERTIFICATE (C55340C1)**

Effective: Fall 2001

Revised: 10/25/04

The Postal Service Technology certificate is designed to provide opportunities for advancement for present and future employees of the US Postal Service.

This certificate program covers basic postal organization; mail processing, operations, employee and customer services, mail delivery and collection.

Upon completion of this program, students should be prepared to work in a variety of positions or transfer the course credits to the Postal Service Technology program for an Associate of Applied Science degree.

Length: 2 Semesters/Night Classes Sequence

Prerequisite: High School Diploma

Award: Certificate

**FALL SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
POS110	POS History & Organization	3	0	0	3
POS125	Postal Delivery/Collection	3	0	0	3
POS130	Postal Support & Finance	3	0	0	3
<b>Totals</b>		<b>9</b>	<b>0</b>	<b>0</b>	<b>9</b>

**SPRING SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
POS115	Processing and Distribution	3	0	0	3
POS120	Postal Operations Support	3	0	0	3
POS135	Officer-in-Charge Training	3	0	0	3
<b>Totals</b>		<b>9</b>	<b>0</b>	<b>0</b>	<b>9</b>

**TOTAL REQUIRED CREDITS...18**

**Co-op Option: NA**

**PRACTICAL NURSING****D45660**

The Practical Nursing curriculum prepares individuals with the knowledge and skills to provide nursing care to children and adults. Students will participate in assessment, planning, implementing, and evaluating nursing care.

Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN), which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/long term care/home health facilities, clinics, and physicians' offices.

**Awards****Associate Degree:** Not Applicable**Length of Program:**

Prerequisite:

**Diploma:** Practical Nursing (D45660)**Length of Program:** 3 semesters**Prerequisite:** 1 Unit of Biology

1 Unit of Algebra

1 Unit of Chemistry

**Certificate:** Not Applicable**Length of Program:**

Prerequisite:

**Cooperative Education Requirements/Opportunities:** Not Applicable

**License or Certification Information:** Graduates are eligible to take the National Council Licensure Examination. (NCLEX – PN)

**Programmatic Accreditation:**

Approved by: National League for Nursing

North Carolina Board of Nursing

61 Broadway

P.O. Box 2129

New York, NY 10006

or

Raleigh, NC 27602

1 (800) 669-1656 1 (919) 782-3211

**Program Information Contact:**

Program Coordinator: Sandra Monroe

Department Office: Health Technology Center, Room 169

Telephone Number: (910) 678-8355

Telephone: (910) 678-8392

Office Location: HTC, Room 169H

FTCC Web Site: www.faytechcc.edu

Email: monroes@faytechcc.edu

**Application Deadlines:** The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson. Students should apply by

January 30<sup>th</sup>. Specific health program admission requirements must be met before a student is eligible for admission.

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8448

**Child Care Financial Assistance Information:**

See Child Care Associate, Student Center, Room 142; Telephone (910) 678-8486/8387

**Employment Statistics****Job Placement Rates: \***

93% of 2004 graduates available for work were employed within three (3) months.

**Average Salary of Graduates:**

Graduates who graduated in 2004 earn an average salary of \$28,210.

100% pass rate on State Board Licensure Exam.

**ATTENTION:** If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

\*Graduates available to work as LPN upon successful completion of licensure examination.

Revised: 02/14/05

**PRACTICAL NURSING (DIPLOMA) (D45660)**

Effective: Fall 2002

Revised: 10/12/04

Length: 3 Semesters

Prerequisites: 1 Unit Biology, Algebra &amp; Chemistry

Award: Diploma

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO163	Basic Anat & Physiology	4	2	0	5
*NUR101	Practical Nursing I	7	6	6	11
*NUR102A	Practical Nursing II	2	0	0	2
<b>Totals</b>		<b>13</b>	<b>8</b>	<b>6</b>	<b>18</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS113	Computer Basics	0	2	0	1
*NUR102B	Practical Nursing II	6	0	12	10
*NUR103A	Practical Nursing II	2	0	3	3
PSY110	Life Span Development	3	0	0	3
<b>Totals</b>		<b>11</b>	<b>2</b>	<b>15</b>	<b>17</b>



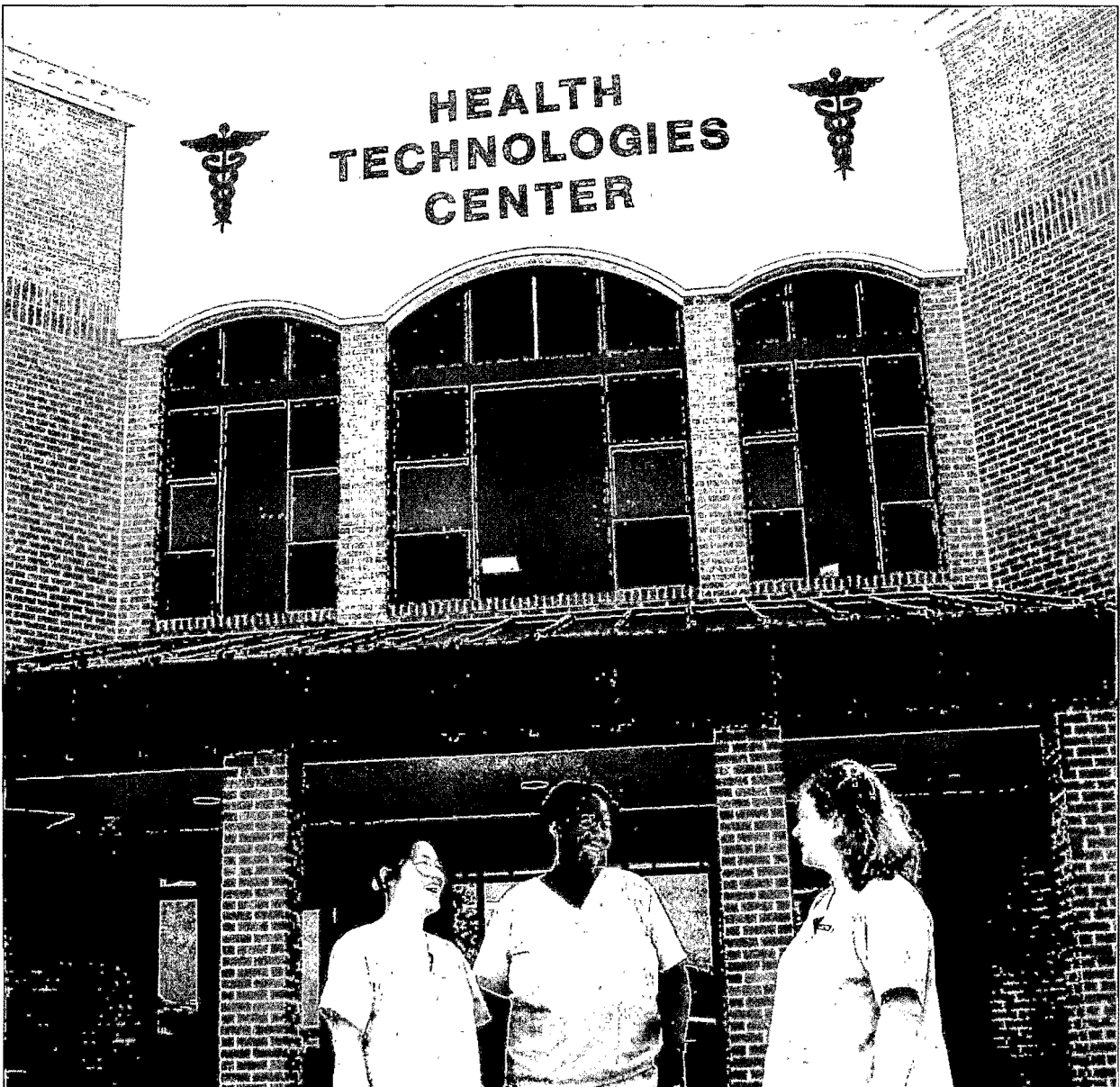
**SUMMER SEMESTER I**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ENG111	Expository Writing	3	0	0	3
*NUR103B	Practical Nursing III	4	0	9	7
<b>Totals</b>		<b>7</b>	<b>0</b>	<b>9</b>	<b>10</b>

**TOTAL REQUIRED CREDITS.... 45**

**\*NUR-101, NUR-102 and NUR-103 will not transfer to Associate Degree program.**

Students with a felony conviction may have limited licensure and employment opportunities.



**RADIOGRAPHY****A45700**

The Radiography curriculum prepares the graduate to be a radiographer, a skilled health care professional who uses radiation to produce images of the human body. Course work includes clinical rotations to area health care facilities, radiographic exposure, image processing, radiographic procedures, physics, pathology, patient care and management, radiation protection, quality assurance, anatomy and physiology, and radiobiology.

Graduates of accredited programs are eligible to apply to take the American Registry of Radiologic Technologists' national examination for certification and registration as medical radiographers. Graduates may be employed in hospitals, clinics, physicians' offices, medical laboratories, government agencies, and industry.

**Awards****Associate Degree:** Radiography (A45700)**Length of Program:** 5 Semesters**Prerequisite:** High School Diploma

2 Units of Algebra

1 Unit of Biology

1 Unit of Chemistry

**Diploma:** Not Applicable**Certificate:** Not Applicable

**Cooperative Education Requirements/Opportunities:** Not Applicable

**License or Certification Information:** 100% pass rate of graduates for the American Registry of Radiologic Technologists. Students with a felony conviction may have limited certification and employment opportunities.

**Programmatic Accreditation:** Joint Review Committee on Education in Radiologic Technology

**Program Information Contact:**

Curriculum Chairperson: Dr. Mary Jane Gentry

Telephone Number: (910) 678-8303

Office Location: Health Technology Center, Room 201-D

Email: gentrym@faytechcc.edu

Department Office: Health Technology Center, Room 169

Telephone: (910) 678-8264

FTCC Web Site: www.faytechcc.edu

**Application Deadlines:** The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson. Students should apply by January 30<sup>th</sup>. Specific health program admission requirements must be met before a student is eligible for admission.

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

**Child Care Financial Assistance Information:**

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

**Employment Statistics****Job Placement Rates:**

100% of 2004 graduates available for work were employed within four (4) months.

**Average Salary of Graduates:**

Graduates who graduated in 2004 earned an average salary of \$35,654.

**ATTENTION:** If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 02/14/05

**RADIOGRAPHY (A45700)**

Effective: Fall 2002

Revised: 05/06/03

Length: 5 Semesters

Prerequisites: 2 Units Algebra, 1 Unit Biology, and Chemistry

Award: Associate in Applied Science

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
BIO168	Anatomy and Physiology I	3	3	0	4
ENG111	Expository Writing	3	0	0	3
RAD110	RAD Intro & Patient Care	2	3	0	3
RAD111	RAD Procedures I	3	3	0	4
RAD151	RAD Clinical Ed I	0	0	6	2
<b>Totals</b>		<b>11/12</b>	<b>9/11</b>	<b>6</b>	<b>17</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO169	Anatomy and Physiology II	3	3	0	4
CIS113	Computer Basics	0	2	0	1
ENG115	Oral Communication	3	0	0	3
RAD112	RAD Procedures II	3	3	0	4
RAD121	Radiographic Imaging I	2	3	0	3
RAD161	RAD Clinical Ed II	0	0	15	5
<b>Totals</b>		<b>11</b>	<b>11</b>	<b>15</b>	<b>20</b>

**SUMMER SEMESTER 1**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
RAD122	Radiographic Imaging II	1	3	0	2
RAD131	Radiographic Physics I	1	3	0	2
RAD171	RAD Clinical Ed III	0	0	12	4
<b>Totals</b>		<b>2</b>	<b>6</b>	<b>12</b>	<b>8</b>

**FALL SEMESTER 2**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
PSY150	General Psychology	3	0	0	3
RAD211	RAD Procedures III	2	3	0	3
RAD231	Radiographic Physics II	1	3	0	2
RAD241	Radiation Protection	2	0	0	2
RAD251	RAD Clinical Ed IV	0	0	21	7
<b>Totals</b>		<b>8</b>	<b>6</b>	<b>21</b>	<b>17</b>

**SPRING SEMESTER 2**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
RAD245	Radiographic Analysis	2	3	0	3
RAD261	RAD Clinical Ed V	0	0	21	7
RAD281	RAD Clinical Elective	0	0	3	1
	Humanities/Fine Arts Elective	3	0	0	3
<b>Totals</b>		<b>5</b>	<b>3</b>	<b>24</b>	<b>14</b>

**TOTAL REQUIRED CREDITS.... 76**

Students with a felony conviction may have limited certification and employment opportunities.

**RESPIRATORY CARE****A45720**

The Respiratory Care curriculum prepares individuals to function as Respiratory Care Technicians and/or Respiratory Care Therapists. In these roles, individuals perform diagnostic testing, treatment, and management of patients with heart and lung diseases.

Students will master skills in patient assessment and treatment of cardiopulmonary diseases. These skills include life support, monitoring, drug administration, and treatment of patients of all ages in a variety of settings.

Graduates of accredited programs may be eligible to take entry-level examinations from the National Board of Respiratory Care. Therapy graduates may also take the Advanced Practitioner Examination.

Graduates may be employed in hospitals, clinics, nursing homes, education, industry, and home care.

**Awards**

**Associate Degree:** Respiratory Care (A45720)

**Length of Program:** 5 Semesters

**Prerequisites:** 1 Unit of Algebra

1 Unit of Biology

1 Unit of Chemistry

**Diploma:** None

**Length of Program:** N/A

**Prerequisite:**

**Certificate:** None

**Length of Program:** N/A

**Prerequisite:**

**Cooperative Education Requirements/Opportunities:** Not Applicable

**License or Certification Information Contact:**

NBRC Executive Office  
8310 Nieman Road  
Lenexa, KS 66214-1579  
NBRC-info@nbrc.org

NC Respiratory Care Board  
1100 Navaho Drive  
Suite 242  
Raleigh, NC 27609

**Program Information Contact:**

Curriculum Chairperson: Ruth Baldwin  
Department Office: Health Technology Center Room 169-F  
Telephone Number: (910) 678-8316  
Telephone: (910) 678-8264  
Office Location: Health Technologies Center, Room 201-H  
FTCC Web Site: www.faytechcc.edu  
Email: baldwinr@faytechcc.edu

**Application Deadlines:** The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson. Students should apply by January 30<sup>th</sup>. Specific health program admission requirements must be met before a student is eligible for admission.

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

**Child Care Financial Assistance Information:**

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

**Employment Statistics**

**Job Placement Rates:** 100% of 2004 graduates available for work were employed within four (4) months.

**Average Salary of Graduates:** Graduates who graduated in 2004 earn an average salary of \$31,054.

**ATTENTION:** If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 02/14/05

**RESPIRATORY CARE (A45720)**

Effective: Fall 2002

Revised: 05/06/03

Length: 5 Semesters

Prerequisites: 1 Unit Algebra, 1 Unit Biology, and Chemistry

Award: Associate in Applied Science

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
BIO163	Basic Anatomy and Physiology	4	2	0	5
CIS111	Basic PC Literacy	1	2	0	2
ENG111	Expository Writing	3	0	0	3
RCP110	Intro to Respiratory Care	3	3	0	4
RCP113	RCP Pharmacology	2	0	0	2
<b>Totals</b>		<b>13/14</b>	<b>7/9</b>	<b>0</b>	<b>17</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO175	General Microbiology	2	2	0	3
CHM135	Survey of Chemistry I	3	2	0	4
ENG115	Oral Communication	3	0	0	3
RCP111	Therapeutics/Diagnostics	4	3	0	5
RCP133	RCP Clinical Practice I	0	0	9	3
<b>Totals</b>		<b>12</b>	<b>7</b>	<b>9</b>	<b>18</b>

**SUMMER SEMESTER 1**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
RCP114	C-P Anatomy and Physiology	3	0	0	3
RCP142	RCP Clinical Practice II	0	0	6	2
RCP223	Special Practice Lab	0	3	0	1
<b>Totals</b>		<b>3</b>	<b>3</b>	<b>6</b>	<b>6</b>

**FALL SEMESTER 2**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
RCP156	RCP Clinical Practice III	0	0	18	6
RCP210	Critical Care Concepts	3	3	0	4
RCP214	Neonatal/Ped's RC	1	3	0	2
	Humanities/Fine Arts Elective	3	0	0	3
<b>Totals</b>		<b>7</b>	<b>6</b>	<b>18</b>	<b>15</b>

**SPRING SEMESTER 2**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
PSY150	General Psychology	3	0	0	3
RCP115	C-P Pathophysiology	2	0	0	2
RCP211	Adv. Monitoring/Procedures	3	3	0	4
RCP237	RCP Clinical Practice IV	0	0	21	7
<b>Totals</b>		<b>8</b>	<b>3</b>	<b>21</b>	<b>16</b>

**TOTAL REQUIRED CREDITS.... 72**

Students with a felony conviction may have limited certification and employment opportunities.

## SPEECH-LANGUAGE PATHOLOGY ASSISTANT A45730

The Speech-Language Pathology Assistant curriculum prepares graduates to work under the supervision of a licensed Speech-Language Pathologist, who evaluates, diagnosis, and treats individuals with various communication disorders.

Courses provide instruction in methods of screening for speech, language, and hearing disorders and in following written protocols designed to remediate individual communication problems. Supervised field experience includes working with patients of various ages and various disorders.

Graduates may be eligible for registration with the North Carolina Board of Examiners for Speech-Language Pathologist and Audiologist and must be supervised by a licensed Speech-Language Pathologist. They may be employed in healthcare or education settings.

### Awards

**Associate Degree:** Associate in Applied Science (A45730)

**Length of Program:** 5 Semesters

**Prerequisite:** Algebra I & 1 Unit of Biology

Diplomas: Not Applicable

**Length of Program:**

Prerequisite:

**Certificate:** Not Applicable

**Length of Program:**

Prerequisite:

**Cooperative Education Requirements/Opportunities:** Not Applicable

**License or Certification Information:** None Required

### Program Information Contact:

Curriculum Chairperson: Marti Christie

Telephone Number: (910) 678-8492

Office Location: Health Technology Center, Room 169-L  
Email: christim@faytechcc.edu

Department Office: Health Technology Center, Room 169

Telephone: (910) 678-8264

FTCC Web Site: www.faytechcc.edu

**Application Deadlines:** The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson. Students should apply by January 30<sup>th</sup>. Specific health program admission requirements must be met before a student is eligible for admission.

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

### Child Care Financial Assistance Information:

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

### Employment Statistics

#### Job Placement Rates:

100% of 2004 graduates available for work were employed within four (4) months.

#### Average Salary of Graduates:

Graduates who graduated in 2004 earn an average salary of \$31,286.

**ATTENTION:** If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 02/14/05

### SPEECH LANGUAGE PATHOLOGY ASSISTANT (A45730)

Effective: Fall 2002

Revised: 12/09/04

Length: 5 Semesters

Prerequisites: Algebra I & Biology

Award: Associate in Applied Science

#### Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
BIO163	Basic Anatomy & Physiology	4	2	0	5
CIS113	Computer Basics	0	2	0	1
ENG111	Expository Writing	3	0	0	3
PSY150	General Psychology	3	0	0	3
SLP111	Ethics and Standards for SLPAs3	0	0	0	3
<b>Totals</b>		<b>13/14</b>	<b>4/6</b>	<b>0</b>	<b>16</b>

#### Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
COM 120	Interpersonal Communication	3	0	0	3
ENG 114	Profess. Research & Reporting	3	0	0	3
or					
ENG 115	Oral Communication	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
PSY 241	Developmental Psychology	3	0	0	3
SLP 140	Normal Communication	3	0	0	3
<b>Totals</b>		<b>14</b>	<b>2</b>	<b>0</b>	<b>15</b>

#### Summer Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
SLP112	SLPA Anatomy and Physiology	3	0	0	3
SLP130	Phonetics & Speech Patterns	2	2	0	3
PSY265	Behavior Modification	3	0	0	3
<b>Totals</b>		<b>8</b>	<b>2</b>	<b>0</b>	<b>9</b>

**Fall Semester 2**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
SLP120	SLPA Administrative Procedures & Management				2
0 0	2				
SLP211	Developmental Disorders	3	2	0	4
SLP212	Acquired Disorders	3	2	3	5
ASL111	American Sign Language	3	0	0	3
<b>Totals</b>		<b>11</b>	<b>4</b>	<b>3</b>	<b>14</b>

**Spring Semester 2**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
SLP220	Assistive Technology	1	2	0	2
SLP230	SLPA Fieldwork	0	0	12	4
SLP231	SLPA Fieldwork Seminar	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
<b>Totals</b>		<b>7</b>	<b>2</b>	<b>12</b>	<b>12</b>

**TOTAL REQUIRED CREDITS.... 66**

Students with a felony conviction may have limited licensure and employment opportunities.



**SURGICAL TECHNOLOGY****A45740**

The Surgical Technology curriculum prepares individuals to assist in the care of the surgical patient in the operating room and to function as a member of the surgical team.

Students will apply theoretical knowledge to the care of patients undergoing surgery and develop skills necessary to prepare supplies, equipment, and instruments; maintain aseptic conditions; prepare patients for surgery; and assist surgeons during operations.

Graduates of this program will be eligible to apply to take the Liaison Council's Certification Examination for Surgical Technologists. Employment opportunities include labor/delivery/emergency departments, inpatient/outpatient surgery centers, dialysis units/facilities, physicians' offices, and central supply processing units. Completion of the degree is recommended since it prepares the graduate for advanced placement in the Surgical Environment.

**Awards**

**Associate Degree:** Associate in Applied Science (A45740)

**Length of Program:** 5 Semesters

**Prerequisite:** 1 Unit of Biology, 1 Unit of Algebra, Completion of Level I (Diploma), Certified Surgical Technologist (CST), CPR healthcare provider certification, and two references indicating acceptable character

**Diploma:** Surgical Technology (D45740)

**Length of Program:** 3 Semesters

**Prerequisite:** 1 Unit of Biology

**Diploma:** Surgical Technology (D45740B)

**Length of Program:** 2 Semesters

**Prerequisite:** 1 Unit of Biology and Algebra  
 Current Surgical Technologist  
 Documented 1000 hrs. or more working experience  
 Documentation of having independently scrubbed on 125 cases  
 2 letters of recommendation from former and/or current supervisors

**Programmatic Accreditation:**

Accredited by: Accreditation Review Committee on Education in Surgical Technology  
 7108-C South Alton Way  
 Englewood, CO 80112-2106

**Program Information Contact:**

Curriculum Chairperson: Terry Herring  
 Telephone Number: (910) 678-8358  
 Office Location: Health Technologies Center, Room 201B  
 Email: herringt@faytechcc.edu  
 Department Office: Health Technologies Center, Room 201B  
 Telephone: (910) 678-8574  
 FTCC Web Site: www.faytechcc.edu

**Application Deadlines:** The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson. Students should apply by January 30<sup>th</sup>. Specific health program admission requirements must be met before a student is eligible for admission.

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

**Child Care Financial Assistance Information:**

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

**Employment Statistics****Job Placement Rates:**

63% of 2004 graduates available for work were employed within four (4) months.

**Average Salary of Graduates:**

Graduates who graduated in 2004 earn an average salary of \$27,451.

**ATTENTION:** If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 02/14/05



**SURGICAL TECHNOLOGY (A45740)**

Effective: Fall 2004

Revised: 11/20/03

Length: 5 Semesters

Prerequisite: 1 Unit Biology and Algebra

Completion of Level I (Diploma)

Certified Surgical Technologist (CST)

CPR healthcare provider certification

Two references indicating acceptable character

Award: Associate Degree in Applied Science

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
BIO163	Basic Anatomy & Physiology	4	2	0	5
CIS113	Computer Basics	0	2	0	1
ENG111	Expository Writing	3	0	0	3
SUR110	Intro to Surg Tech	3	0	0	3
SUR111	Periop Patient Care	5	6	0	7
<b>Totals</b>		<b>15/16</b>	<b>10/12</b>	<b>0</b>	<b>20</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO175	General Microbiology	2	2	0	3
PSY150	General Psychology	3	0	0	3
SUR122	Surgical Procedures I	5	3	0	6
SUR123	SUR Clinical Practice I	0	0	21	7
<b>Totals</b>		<b>10</b>	<b>5</b>	<b>21</b>	<b>19</b>

**SUMMER SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
SUR134	Surgical Procedures II	5	0	0	5
SUR135	SUR Clinical Practice II	0	0	12	4
SUR137	Prof Success Prep	1	0	0	1
<b>Totals</b>		<b>6</b>	<b>0</b>	<b>12</b>	<b>10</b>

**FALL SEMESTER 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG114	Prof Research & Reporting	3	0	0	3
COM231	Public Speaking	3	0	0	3
	Humanities/Elective	3	0	0	3
	Math/Science/Elective	3	0	0	3
<b>Totals</b>		<b>12</b>	<b>0</b>	<b>0</b>	<b>12</b>

**SPRING SEMESTER 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS137	Principles of Management	3	0	0	3
ECO151	Survey of Economics	3	0	0	3
SUR210	Advanced SUR Clinical Practice	0	0	6	2
SUR211	Advanced Theoretical Concepts	2	0	0	2
<b>Totals</b>		<b>8</b>	<b>0</b>	<b>6</b>	<b>10</b>

**TOTAL REQUIRED CREDITS... 71**

Students with a felony conviction may have limited certification and employment opportunities.

**SURGICAL TECHNOLOGY (D45740)**

Effective: Fall 2004

Revised: 10/12/04

The Surgical Technology curriculum prepares individuals to assist in the care of the surgical patient in the operating room and to function as a member of the surgical team.

Students will apply theoretical knowledge to the care of patients undergoing surgery and develop skills necessary to prepare supplies, equipment, and instruments; maintain aseptic conditions; prepare patients for surgery; and assist surgeons during operations.

Graduates of this program will be eligible to apply to take the Liaison Council's Certification Examination for Surgical Technologists. Employment opportunities include labor/delivery/emergency departments, inpatient/outpatient surgery centers, dialysis units/facilities, physicians' offices, and central supply processing units.

Length: 3 Semesters

Prerequisite: 1 Unit Biology and Algebra

Award: Diploma

**FALL SEMESTER I**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
BIO163	Basic Anat & Physiology	4	2	0	5
*ENG101	Applied Communications I	3	0	0	3
SUR110	Intro to Surg Tech	3	0	0	3
SUR111	Periop Patient Care	5	6	0	7
<b>Totals</b>		<b>15</b>	<b>8</b>	<b>0</b>	<b>18</b>

**SPRING SEMESTER I**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
BIO175	General Microbiology	2	2	0	3
CIS113	Computer Basics	0	2	0	1
PSY150	General Psychology	3	0	0	3
SUR122	Surgical Procedures I	5	3	0	6
SUR123	SUR Clinical Practice I	0	0	21	7
<b>Totals</b>		<b>10</b>	<b>7</b>	<b>21</b>	<b>20</b>

**SUMMER SEMESTER I**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
SUR134	Surgical Procedures II	5	0	0	5
SUR135	SUR Clinical Practice II	0	0	12	4
SUR137	Prof Success Prep	1	0	0	1
<b>Totals</b>		<b>6</b>	<b>0</b>	<b>12</b>	<b>10</b>

**TOTAL REQUIRED CREDITS.... 48**

\*ENG-101 will not transfer to Associate Degree program.

Students with a felony conviction may have limited certification and employment opportunities.

**SURGICAL TECHNOLOGY (D45740B)**

Effective: Fall 2004

Revised: 10/12/04

The Surgical Technology AAD Bridge curriculum prepares individuals to assist in the care of the surgical patient in the operating room and to function as a member of the surgical team.

Current Surgical Technologists may enter the Diploma Surgical Technology Program through the Bridging Program (The Accelerated Alternate Delivery Program). A current Surgical Technologist may be required to take courses on line or applicant may obtain credit through proficiency examination with Department Chair approval.

Graduates of this program will be eligible to apply to take the Liaison Council's Certification Examination for Surgical Technologists. Employment opportunities include labor/delivery/emergency departments, inpatient/outpatient surgery centers, dialysis units/facilities, physicians' offices, and central supply processing units.

Length: 2 Semesters

Prerequisite: 1 Unit Biology and Algebra

Current Surgical Technologist

Documented 1000 hours working experience as a Surgical Technologist

Documentation of having independently scrubbed on 125 surgical cases

2 Letters of Recommendation from former and/or current supervisors

Award: Diploma

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO163	Basic Anat & Physiology	4	2	0	5
*ENG101	Applied Communications I	3	0	0	3
SUR110	**Intro to Surg 1 <sup>st</sup> 8 wks	3	0	0	3
SUR111	**Periop Patient Care 2 <sup>nd</sup> 8 wks	5	6	0	7
<b>Totals</b>		<b>15</b>	<b>8</b>	<b>0</b>	<b>18</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO175	General Microbiology	2	2	0	3
CIS113	Computer Basics	0	2	0	1
PSY150	General Psychology	3	0	0	3
SUR122	**Surgical Procedures 1 <sup>st</sup> 8 wks	5	3	0	6
SUR134	**Surgical Procedures II 2 <sup>nd</sup> 8 wks	5	0	0	5
<b>Totals</b>		<b>15</b>	<b>7</b>	<b>0</b>	<b>18</b>

**EXPERIENTIAL CREDIT**

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG111	Expository Writing (Recommended if student wishes AAS degree or higher)				
SUR123	Clinical Practice I	0	0	21	7
SUR135	Clinical Practice II	0	0	12	4
SUR137	Prof Success Prep	1	0	0	1
<b>Totals</b>		<b>1</b>	<b>0</b>	<b>33</b>	<b>12</b>

**TOTAL REQUIRED CREDITS.... 48**

\*ENG-101 will not transfer to Associate Degree program.

\*\*All surgical courses (SUR) are taught online.

Students with a felony conviction may have limited certification and employment opportunities.

**SURVEYING TECHNOLOGY****A40380**

The Surveying Technology curriculum provides training for technicians in the many areas of surveying. Surveyors are involved in land surveying, route surveying, construction surveying, photogrammetry, mapping, global positioning systems, geographical information systems, and other areas of property description and measurements.

Course work includes the communication and computational skills required for boundary, construction, route, and control surveying, photogrammetry, topography, drainage, surveying law, and subdivision design, with emphasis upon applications of electronic data collection and related software including CAD.

Graduates should qualify for jobs as survey party chief, instrument person, surveying technician, highway surveyor, mapper, GPS technician, and CAD operator. Graduates will be prepared to pursue the requirements necessary to become a Registered Land Surveyor in North Carolina.

**Awards**

**Associate Degree:** Surveying Technology (A40380)

**Length of Program:** 5 Semesters

**Prerequisite:** 2 Units of Algebra

**Diploma:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Certificate:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Cooperative Education Requirements/Opportunities:** Qualified students may take up to six (6) credit hours of Cooperative Education upon approval of the Department Chairperson and Co-op Director.

**License or Certification Information:** None Required

**Program Information Contact:**

Curriculum Chairperson: Tony P. Hayes

Telephone Number: (910) 678-8458

Office Location: Advanced Technology Center, Room 244C

Email: hayest@faytechcc.edu

Department Office: Advanced Technology Center, Room 244

Telephone: (910) 678-8458

FTCC Web Site: www.faytechcc.edu

**Application Deadlines:** The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

**Child Care Financial Assistance Information:**

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

**Employment Statistics****Job Placement Rates:**

100 % of 2004 graduates available for work were employed within four (4) months.

**Average Salary of Graduates:**

Graduates who graduated in 2004 earn an average salary of \$34,264.

**ATTENTION:** If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 02/18/05

**SURVEYING TECHNOLOGY (A40380)**

Effective: Fall 2002

Revised: 05/19/03

Length: 5 Semesters

Prerequisite: 2 Units of Algebra

Award: Associate in Applied Science

**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CIS111	Basic PC Literacy	1	2	0	2
EGR115	Intro to Technology	2	6	0	4
ENG111	Expository Writing	3	0	0	3
MAT121	Algebra/Trigonometry I	2	2	0	3
PSY118	Interpersonal Psychology	3	0	0	3
<b>Totals</b>		<b>11/12</b>	<b>10/12</b>	<b>0</b>	<b>16</b>

**Spring Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIV125	Civil/Surveying CAD	1	6	0	3
MAT122	Algebra/Trigonometry II	2	2	0	3
PHY131	Physics-Mechanics	3	2	0	4
SRV110	Surveying I	2	6	0	4
	Humanities/Fine Arts Elective	3	0	0	3
<b>Totals</b>		<b>11</b>	<b>16</b>	<b>0</b>	<b>17</b>

**Summer Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIV110	Statics/Strength of Materials	2	6	0	4
SRV111	Surveying II	2	6	0	4
<b>Totals</b>		<b>4</b>	<b>12</b>	<b>0</b>	<b>8</b>

**Fall Semester 2**

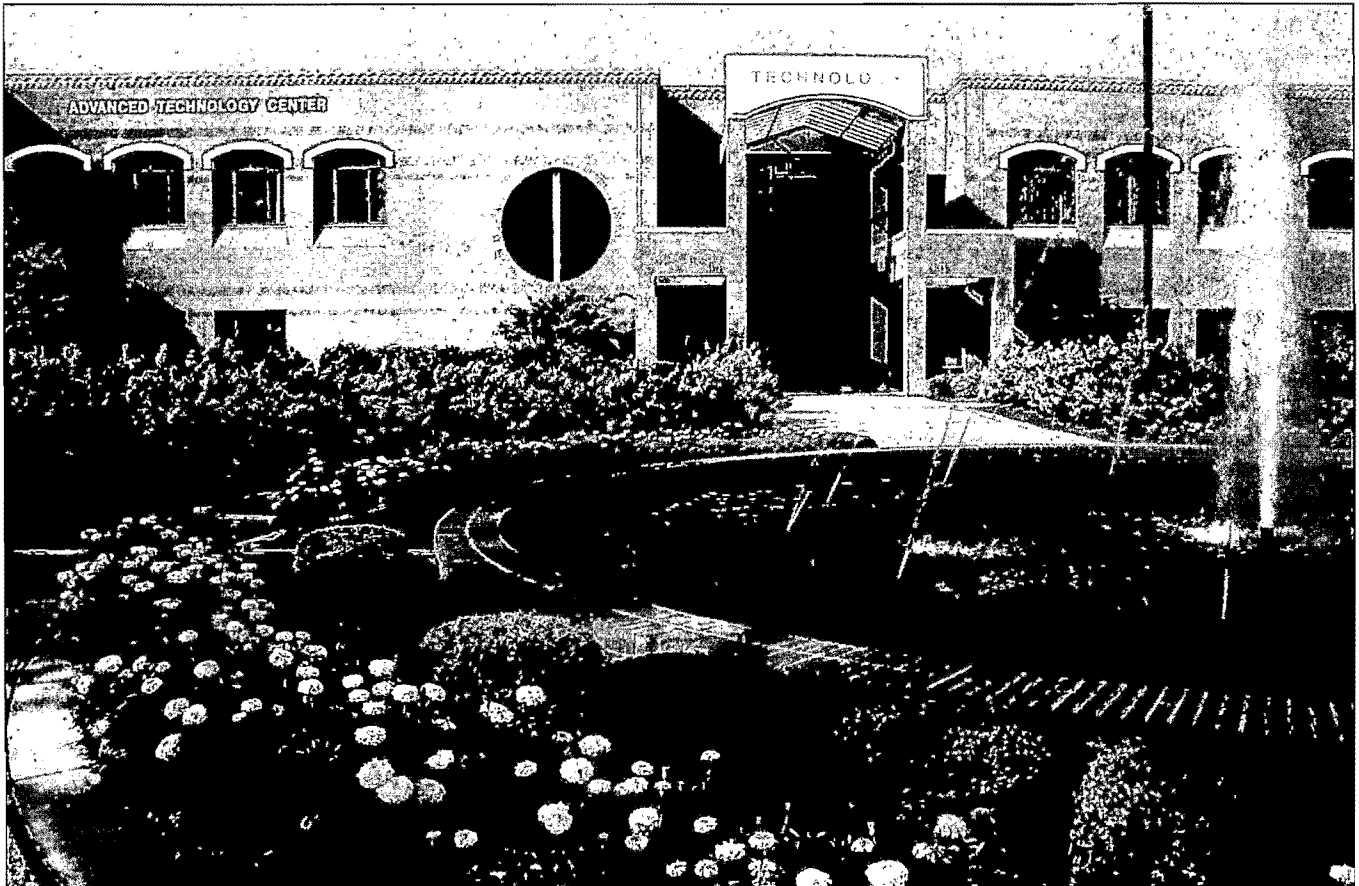
<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical Credit</i>	
CIV111	Soils and Foundations	2	3	0	3
CIV211	Hydraulics and Hydrology	2	3	0	3
CIV230	Construction Estimating	2	3	0	3
SRV210	Surveying III	2	6	0	4
SRV220	Surveying Law	2	2	0	3
<b>Totals</b>		<b>10</b>	<b>17</b>	<b>0</b>	<b>16</b>

**Spring Semester 2**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical Credit</i>	
ENG115	Oral Communication	3	0	0	3
CIV212	Environmental Planning	2	3	0	3
SRV230	Subdivision Planning	1	6	0	3
SRV240	Topo/Site Surveying	2	6	0	4
	Elective	3	0	0	3
<b>Totals</b>		<b>11</b>	<b>15</b>	<b>0</b>	<b>16</b>

**TOTAL REQUIRED CREDITS.... 73**

**Co-op Option:** Qualified students may elect to take up to six (6) credit hours of Cooperative Education in lieu of CIV 212 and/or 3 credit hours of electives provided they acquire approval from the Co-op Director and the Department Chairperson.





## COURSE DESCRIPTIONS

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS	
<b>ACA 111</b>	<b>College Student Success</b>	<b>01</b>	<b>00</b>	<b>00</b>	<b>01</b>	
Prerequisites: None						
Corequisites: None						
Component: None						
This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives.						
<b>ACA 115</b>	<b>Success &amp; Study Skills</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	
Prerequisites: None						
Corequisites: None						
Component: None						
This course provides an orientation to the campus resources and academic skills necessary to achieve educational objectives. Emphasis is placed on an exploration of facilities and services, study skills, library skills, self-assessment, wellness, goal-setting, and critical thinking. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals.						
<b>ACC 111</b>	<b>Financial Accounting</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	
Prerequisites: None						
Corequisites: None						
Component: None						
This course introduces the basic framework of accounting. Emphasis is placed on the accounting cycle and financial statement preparation and analysis. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.						
<b>ACC 115</b>	<b>College Accounting</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>	
Prerequisites: None						
Corequisites: None						
Component: None						
This course introduces basic accounting principles for a business. Topics include the complete accounting cycle with end-of-period statements, bank reconciliation, payrolls, and petty cash. Upon completion, students should be able to demonstrate an understanding of accounting principles and apply those skills to a business organization.						
<b>ACC 120</b>	<b>Prin of Financial Acct</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>	
Prerequisites: None						
Corequisites: None						
Component: ACC 120A, ACC 120B						
This course introduces business decision-making accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course						
						requirement. This course is also available through the Virtual Learning Community (VLC).
<b>ACC 121</b>	<b>Prin of Managerial Acct</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>	
Prerequisites: ACC 120						
Corequisites: None						
Component: ACC 121A, ACC 121B						
This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).						
<b>ACC 129</b>	<b>Individual Income Taxes</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>	
Prerequisites: None						
Corequisites: None						
Component: None						
This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms. This course is also available through the Virtual Learning Community (VLC).						
<b>ACC 130</b>	<b>Business Income Taxes</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>	
Prerequisites: None						
Corequisites: None						
Component: None						
This course introduces the relevant laws governing business and fiduciary income taxes. Topics include tax law relating to business organizations, electronic research and methodologies, and the use of technology for the preparation of business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various business tax forms.						
<b>ACC 131</b>	<b>Federal Income Taxes</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>	
Prerequisites: ACC 111 or ACC 120						
Corequisites: None						
Component: None						
This course provides an overview of federal income taxes for individuals, partnerships, and corporations. Topics include tax law, electronic research and methodologies and the use of technology for the preparation of individual and business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax laws, and complete federal tax returns for individuals, partnerships, and corporations.						
<b>ACC 140</b>	<b>Payroll Accounting</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>	
Prerequisites: ACC 115 or ACC 120						
Corequisites: None						
Component: None						
This course covers federal and state laws pertaining to wages, payroll						

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS	
taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology. This course is also available through the Virtual Learning Community (VLC).						<b>ACC 225</b>	<b>Cost Accounting</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
						Prerequisites: ACC 121					
						Corequisites: None					
						Component: None					
						This course introduces the nature and purposes of cost accounting as an information system for planning and control. Topics include direct materials, direct labor, factory overhead, process, job order, and standard cost systems. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.					
<b>ACC 150</b>	<b>Acct Software Appl</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>	<b>ACC 226</b>	<b>Adv Managerial Acct</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: ACC 115 or ACC 120						Prerequisites: ACC 121					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems. This course is also available through the Virtual Learning Community (VLC).						This course is designed to develop an appreciation for the uses of cost information in the administration and control of business organizations. Emphasis is placed on how accounting data can be interpreted and used by management in planning and controlling business activities. Upon completion, students should be able to analyze and interpret cost information and present this information in a form that is usable by management.					
<b>ACC 175</b>	<b>Hotel and Restaurant Accounting</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>	<b>ACC 227</b>	<b>Practices in Accounting</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: None						Prerequisites: ACC 220					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course covers generally accepted accounting principles and the uniform system of accounts for small hotels and motels of the American Hotel and Motel Association. Emphasis is placed on the accounting cycle, analysis of financial statements, and payroll procedures including treatment of tips. Upon completion, students should be able to demonstrate competence in the accounting principles and procedures used in hotels and restaurants.						This course provides an advanced in-depth study of selected topics in accounting using case studies and individual and group problem solving. Topics include cash flow, financial statement analysis, individual and group problem solving, practical approaches to dealing with clients, ethics, and critical thinking. Upon completion, students should be able to demonstrate competent analytical skills and effective communication of their analysis in written and/or oral presentations.					
<b>ACC 220</b>	<b>Intermediate Accounting I</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>	<b>ACC 240</b>	<b>Governmental &amp; Not-for-Profit Accounting</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: ACC 121						Prerequisites: ACC 121					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and an extensive analyses of financial statements. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.						This course introduces principles and procedures applicable to governmental and not-for-profit organizations. Emphasis is placed on various budgetary accounting procedures and fund accounting. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.					
<b>ACC 221</b>	<b>Intermediate Accounting II</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>	<b>ACC 250</b>	<b>Advanced Accounting</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: ACC 220						Prerequisites: ACC 220					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.						This course is designed to analyze special accounting issues, which may include business combinations, partnerships, international accounting, estates, and trusts. Emphasis is placed on analyzing transactions and preparing working papers and financial statements. Upon completion, students should be able to solve a wide variety of problems by advanced application of accounting principles and procedures.					



		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ACC 269</b>	<b>Audit &amp; Assurance Servcs</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>

Prerequisites: ACC 220

Corequisites: None

Component: None

This course introduces selected topics pertaining to the objectives, theory and practices in engagements providing auditing and other assurance services. Topics will include planning, conducting and reporting, with emphasis on the related professional ethics and standards. Upon completion, students should be able to demonstrate an understanding of the types of professional services, the related professional standards, and engagement methodology.

<b>AHR 110</b>	<b>Introduction to Refrigeration</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>05</b>
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Prerequisites: None

Corequisites: None

Component: None

This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade.

<b>AHR 111</b>	<b>HVACR Electricity</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
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Prerequisites: None

Corequisites: None

Component: None

This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits, and the use of electrical test equipment. Upon completion, students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams.

<b>AHR 112</b>	<b>Heating Technology</b>	<b>02</b>	<b>04</b>	<b>00</b>	<b>04</b>
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Prerequisites: AHR 110

Corequisites: None

Component: None

This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system.

<b>AHR 113</b>	<b>Comfort Cooling</b>	<b>02</b>	<b>04</b>	<b>00</b>	<b>04</b>
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Prerequisites: None

Corequisites: None

Component: None

This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychometrics, manufacturer specifications, and test instruments to determine proper system operation.

<b>AHR 114</b>	<b>Heat Pump Technology</b>	<b>02</b>	<b>04</b>	<b>00</b>	<b>04</b>
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Prerequisites: AHR 110 or AHR 113

Corequisites: None

Component: None

This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures.

<b>AHR 115</b>	<b>Refrigeration Systems</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
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Prerequisites: All courses required: AHR 110, AHR 130

Corequisites: None

Component: None

This course introduces refrigeration systems and applications. Topics include defrost methods, safety and operational control, refrigerant piping, refrigerant recovery and charging, and leak testing. Upon completion, students should be able to assist in installing and testing refrigeration systems and perform simple repairs.

<b>AHR 120</b>	<b>HVACR Maintenance</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
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Prerequisites: None

Corequisites: None

Component: None

This course introduces the basic principles of industrial air conditioning and heating systems. Emphasis is placed on preventive maintenance procedures for heating and cooling equipment and related components. Upon completion, students should be able to perform routine preventive maintenance tasks, maintain records, and assist in routine equipment repairs.

<b>AHR 130</b>	<b>HVAC Controls</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
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Prerequisites: AHR 111 or ELC 111

Corequisites: None

Component: None

This course covers the types of controls found in residential and commercial comfort systems. Topics include electrical and electronic controls, control schematics and diagrams, test instruments, and analysis and troubleshooting of electrical systems. Upon completion, students should be able to diagnose and repair common residential and commercial comfort system controls.

<b>AHR 133</b>	<b>HVAC Servicing</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>
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Prerequisites: AHR 112 or AHR 113

Corequisites: None

Component: None

The course covers the maintenance and servicing of HVAC equipment. Topics include testing, adjusting, maintaining, and troubleshooting HVAC equipment and record keeping. Upon completion, students should be able to adjust, maintain, and service HVAC equipment.

<b>AHR 151</b>	<b>HVAC Duct Systems I</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
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Prerequisites: AHR 112

Corequisites: None

Component: None

This course introduces the techniques used to lay out and fabricate duct work commonly found in HVAC systems. Emphasis is placed on

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
the skills required to fabricate duct work. Upon completion, students should be able to lay out and fabricate simple duct work.				

**AHR 160 Refrigerant Certification 01 00 00 01**

Prerequisites: None

Corequisites: None

Component: None

This course covers the requirements for the EPA certification examinations. Topics include small appliances, high pressure systems, and low pressure systems. Upon completion, students should be able to demonstrate knowledge of refrigerants and be prepared for the EPA certification examinations.

**AHR 180 HVACR Customer Relations 01 00 00 01**

Prerequisites: AHR 114

Corequisites: None

Component: None

This course introduces common business and customer relation practices that may be encountered in HVACR. Topics include business practices, appearance of self and vehicle, ways of handling customer complaints, invoices, telephone communications, and warranties. Upon completion, students should be able to present themselves to customers in a professional manner, understand how the business operates, complete invoices, and handle complaints.

**AHR 210 Residential Building Code 01 02 00 02**

Prerequisites: AHR 151

Corequisites: None

Component: None

This course covers the residential building codes that are applicable to the design and installation of HVAC systems. Topics include current residential codes as applied to HVAC design, service, and installation. Upon completion, students should be able to demonstrate the correct usage of residential building codes that apply to specific areas of the HVAC trade.

**AHR 211 Residential System Design 02 02 00 03**

Prerequisites: AHR 151

Corequisites: None

Component: None

This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.

**AHR 212 Advanced Comfort Systems 02 06 00 04**

Prerequisites: All courses required: AHR 114, AHR 115

Corequisites: None

Component: None

This course covers water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pump systems including variable speed drives and controls. Emphasis is placed on the application, installation, and servicing of water-source systems and the mechanical and electronic control components of advanced comfort systems. Upon completion, students should be able to test, analyze,

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
and troubleshoot water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pumps.				

**AHR 215 Commercial HVAC Controls 01 03 00 02**

Prerequisites: AHR 111

Corequisites: None

Component: None

This course introduces HVAC control systems used in commercial applications. Topics include electric/electronic control systems, pneumatic control systems, DDC temperature sensors, humidity sensors, pressure sensors, wiring, controllers, actuators, and controlled devices. Upon completion, students should be able to verify or correct the performance of common control systems with regard to sequence of operation and safety.

**AHR 240 Hydronic Heating 01 03 00 02**

Prerequisites: AHR 112

Corequisites: None

Component: None

This course covers the accepted procedures for proper design, installation, and balance of hydronic heating systems for residential or commercial buildings. Topics include heating equipment; pump, terminal unit, and accessory selection; piping system selection and design; and pipe sizing and troubleshooting. Upon completion, students should be able to assist with the proper design, installation, and balance of typical hydronic systems

**AHR 245 Chiller Systems 01 03 00 02**

Prerequisites: AHR 110

Corequisites: None

Component: None

This course introduces the fundamentals of liquid chilling equipment. Topics include characteristics of water, principles of water chilling, the chiller, the refrigerant, water and piping circuits, freeze prevention, purging, and equipment flexibility. Upon completion, students should be able to describe the components, controls, and overall operation of liquid chilling equipment and perform basic maintenance tasks.

**AHR 250 HVAC System Diagnostics 00 04 00 02**

Prerequisites: AHR 112

Corequisites: AHR 212

Component: None

This course is a comprehensive study of air conditioning, heating, and refrigeration system diagnostics and corrective measures. Topics include advanced system analysis, measurement of operating efficiency, and inspection and correction of all major system components. Upon completion, students should be able to restore a residential or commercial AHR system so that it operates at or near manufacturers' specifications.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS	
<b>ANT 210</b>	<b>General Anthropology</b>	03	00	00	03		<b>ANT 230A Physical Anthropology Lab</b>	00	02	00	01
Prerequisites: None						Prerequisites: None					
Corequisites: None						Corequisites: ANT 230					
Component: None						Component: None					
This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.						This course provides laboratory work that reinforces the material presented in ANT 230. Emphasis is placed on laboratory exercises which may include fossil identification, genetic analysis, skeletal comparisons, forensics, computer simulations, and field observations. Upon completion, students should be able to demonstrate an understanding of the analytical skills employed by anthropologists in the study of primate evolution and variation. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.					
<b>ANT 220</b>	<b>Cultural Anthropology</b>	03	00	00	03		<b>ANT 240 Archaeology</b>	03	00	00	03
Prerequisites: None						Prerequisites: None					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course introduces the nature of human culture. Emphasis is placed on cultural theory, methods of fieldwork, and cross-cultural comparisons in the areas of ethnology, language, and the cultural past. Upon completion, students should be able to demonstrate an understanding of basic cultural processes and how cultural data are collected and analyzed. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.						This course introduces the scientific study of the unwritten record of the human past. Emphasis is placed on the process of human cultural evolution as revealed through archaeological methods of excavation and interpretation. Upon completion, students should be able to demonstrate an understanding of how archaeologists reconstruct the past and describe the variety of past human cultures. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.					
<b>ANT 221</b>	<b>Comparative Cultures</b>	03	00	00	03		<b>ARC 111 Introduction to Architectural Technology</b>	01	06	00	03
Prerequisites: None						Prerequisites: None					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course provides an ethnographic survey of societies around the world covering their distinctive cultural characteristics and how these relate to cultural change. Emphasis is placed on the similarities and differences in social institutions such as family, economics, politics, education, and religion. Upon completion, students should be able to demonstrate knowledge of a variety of cultural adaptive strategies. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.						This course introduces basic architectural drafting techniques, lettering, use of architectural and engineer scales, and sketching. Topics include orthographic, axonometric, and oblique drawing techniques using architectural plans, elevations, sections, and details; reprographic techniques; and other related topics. Upon completion, students should be able to prepare and print scaled drawings within minimum architectural standards.					
<b>ANT 230</b>	<b>Physical Anthropology</b>	03	00	00	03		<b>ARC 112 Construction Materials &amp; Methods</b>	03	02	00	04
Prerequisites: None						Prerequisites: None					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course introduces the scientific study of human evolution and adaptation. Emphasis is placed on evolutionary theory, population genetics, biocultural adaptation and human variation, as well as non-human primate evolution, morphology, and behavior. Upon completion, students should be able to demonstrate an understanding of the biological and cultural processes which have resulted in the formation of the human species. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.						This course introduces construction materials and their methodologies. Topics include construction terminology, materials and their properties, manufacturing processes, construction techniques, and other related topics. Upon completion, students should be able to detail construction assemblies and identify construction materials and properties.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS	
<b>ARC 113</b>	<b>Residential Architectural Tech</b>	<b>01</b>	<b>06</b>	<b>00</b>	<b>03</b>	other related topics. Upon completion, students should be able to prepare a set of commercial contract documents.					
Prerequisites: ARC 111											
Corequisites: ARC 112											
Component: None											
This course covers intermediate residential working drawings. Topics include residential plans, elevations, sections, details, schedules, and other related topics. Upon completion, students should be able to prepare a set of residential working drawings that are within accepted architectural standards.											
<b>ARC 114</b>	<b>Architectural CAD</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>	<b>ARC 220</b>	<b>Advanced Architect CAD</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites: ARC 111						Prerequisites: ARC 114					
Corequisites: ARC 114A						Corequisites: None					
Component: None						Component: None					
This course introduces basic architectural CAD techniques. Topics include basic commands and system hardware and software. Upon completion, students should be able to prepare and plot architectural drawings to scale within accepted architectural standards.						This course provides file management, productivity, and CAD customization skills. Emphasis is placed on developing advanced proficiency techniques. Upon completion, students should be able to create prototype drawings and symbol libraries, compose sheets with multiple details, and use advanced drawing and editing commands.					
<b>ARC 114A</b>	<b>Architectural CAD Lab</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>	<b>ARC 221</b>	<b>Architectural 3-D CAD</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>
Prerequisites: None						Prerequisites: ARC 114					
Corequisites: ARC 114						Corequisites: None					
Component: None						Component: None					
This course provides a laboratory setting to enhance architectural CAD skills. Emphasis is placed on further development of commands and system operation. Upon completion, students should be able to prepare and plot scaled architectural drawings.						This course introduces architectural three-dimensional CAD applications. Topics include three-dimensional drawing, coordinate systems, viewing, rendering, modeling, and output options. Upon completion, students should be able to prepare architectural three-dimensional drawings and renderings.					
<b>ARC 131</b>	<b>Building Codes</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>	<b>ARC 230</b>	<b>Environmental Systems</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
Prerequisites: ARC 112 or CAR 111						Prerequisites: ARC 111 and MAT 121					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course covers the methods of researching building codes for specific projects. Topics include residential and commercial building codes. Upon completion, students should be able to determine the code constraints governing residential and commercial projects.						This course introduces plumbing, mechanical (HVAC), and electrical systems for the architectural environment. Topics include basic plumbing, mechanical, and electrical systems for residential and/or commercial buildings with an introduction to selected code requirements. Upon completion, students should be able to develop schematic drawings for plumbing, mechanical, and electrical systems and perform related calculations.					
<b>ARC 211</b>	<b>Light Construction Technology</b>	<b>01</b>	<b>06</b>	<b>00</b>	<b>03</b>	<b>ARC 231</b>	<b>Architectural Presentations</b>	<b>02</b>	<b>04</b>	<b>00</b>	<b>04</b>
Prerequisites: ARC 111						Prerequisites: ARC 111					
Corequisites: ARC 112						Corequisites: None					
Component: None						Component: None					
This course covers working drawings for light construction. Topics include plans, elevations, sections, and details; schedules; and other related topics. Upon completion, students should be able to prepare a set of working drawings which are within accepted architectural standards.						This course introduces architectural presentation techniques. Topics include perspective drawing, shadow projection, texturization, rendered plans, elevations, and other related topics. Upon completion, students should be able to present ideas graphically and do rendered presentation drawings.					
<b>ARC 213</b>	<b>Design Project</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>	<b>ARC 235</b>	<b>Architectural Portfolio</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites: All courses required: ARC 111, ARC 112 and ARC 114						Prerequisites: ARC 221					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course provides the opportunity to design and prepare a set of contract documents within an architectural setting. Topics include schematic design, design development, construction documents, and						This course covers the methodology for the creation of an architectural portfolio. Topics include preparation of marketing materials and a presentation strategy using conventional and/or digital design media. Upon completion, students should be able to produce an architectural portfolio of selected projects.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		
<b>ARC 240</b>	<b>Site Planning</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>		<b>ART 114</b>	<b>Art History Survey I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: ARC 111						Prerequisites: None						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course introduces the principles of site planning, grading plans, and earthwork calculations. Topics include site analysis, site work, site utilities, cut and fill, soil erosion control, and other related topics. Upon completion, students should be able to prepare site development plans and details and perform cut and fill calculations.						This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.						
<b>ARC 241</b>	<b>Contract Administration</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>		<b>ART 115</b>	<b>Art History Survey II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: ARC 111 or ARC 112						Prerequisites: None						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course covers the techniques for reviewing the progress of construction projects. Topics include site observations, field reports, applications for payment, change orders, and other related topics. Upon completion, students should be able to review construction progress and produce appropriate documentation.						This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).						
<b>ARC 250</b>	<b>Survey of Architecture</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>		<b>ART 116</b>	<b>Survey of American Art</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: None						Prerequisites: None						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course introduces the historical trends in architectural form. Topics include historical and current trends in architecture. Upon completion, students should be able to demonstrate an understanding of significant historical and current architectural styles.						This course covers the development of American art forms from colonial times to the present. Emphasis is placed on architecture, painting, sculpture, graphics, and the decorative arts. Upon completion, students should be able to demonstrate understanding of the history of the American creative experience. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.						
<b>ARC 264</b>	<b>Digital Architecture</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>		<b>ART 117</b>	<b>Non-Western Art History</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: ARC 114						Prerequisites: None						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course covers multiple digital architectural techniques. Topics include spreadsheets and word processing procedures, on-line resources, modems, e-mail, image capture, multimedia, and other related topics. Upon completion, students should be able to transmit/receive electronic data, create multimedia presentations, and produce a desktop publishing document.						This course introduces non-Western cultural perspectives. Emphasis is placed on, but not limited to, African, Oriental, and Oceanic art forms throughout history. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of non-Western social and cultural development. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.						
<b>ART 111</b>	<b>Art Appreciation</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>		<b>ART 121</b>	<b>Design I</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>
Prerequisites: None						Prerequisites: None						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.						This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be						

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		
<b>ASL 211</b>	<b>Intermediate ASL I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>		<b>AST 111</b>	<b>Descriptive Astronomy</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: ASL 112						Prerequisites: None						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course provides a review and expansion of the essential skills of American Sign Language. Emphasis is placed on the progressive development of expressive and receptive skills, study of authentic and representative literacy and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively using American Sign Language about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.						This course introduces an overall view of modern astronomy. Topics include an overview of the solar system, the sun, stars, galaxies, and the larger universe. Upon completion, students should be able to demonstrate an understanding of the universe around them. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.						
<b>ASL 212</b>	<b>Intermediate ASL II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>		<b>AST 111A Descriptive Astronomy Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	
Prerequisites: ASL 211						Prerequisites: None						
Corequisites: None						Corequisites: AST 111						
Component: None						Component: None						
This course provides a continuation of ASL 211. Emphasis is placed on the continuing development of expressive and receptive skills study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.						The course is a laboratory to accompany AST 111. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 111 and which provide practical experience. Upon completion, students should be able to demonstrate an understanding of the universe around them. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.						
<b>ASL 281</b>	<b>ASL Lab 3</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>		<b>AST 151</b>	<b>General Astronomy I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: ASL 182						Prerequisites: None						
Corequisites: None						Corequisites: AST 151A						
Component: None						Component: None						
This course provides an opportunity to enhance the review and the expansion of the essential skills of American Sign Language. Emphasis is placed on the progressive development of expressive and receptive skills study of and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.						This course introduces the science of modern astronomy with a concentration on the solar system. Emphasis is placed on the history and physics of astronomy and an introduction to the solar system, including the planets, comets, and meteors. Upon completion, students should be able to demonstrate a general understanding of the solar system. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.						
<b>ASL 282</b>	<b>ASL Lab 4</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>		<b>AST 151A General Astronomy I Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	
Prerequisites: ASL 281						Prerequisites: None						
Corequisites: None						Corequisites: AST 151						
Component: None						Component: None						
This course provides an opportunity to enhance the review and the expansion of the essential skills of American Sign Language. Emphasis is placed on the continuing development of expressive and receptive skills study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.						The course is a laboratory to accompany AST 151. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 151 and which provide practical experience. Upon completion, students should be able to demonstrate a general understanding of the solar system. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.						
<b>AST 152</b>	<b>General Astronomy II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>		<b>AST 152</b>	<b>General Astronomy II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: AST 151						Prerequisites: AST 151						
Corequisites: AST 152A						Corequisites: AST 152A						
Component: None						Component: None						
This course is a continuation of AST 151 with primary emphasis beyond the solar system. Topics include the sun, stars, galaxies, and the larger universe, including cosmology. Upon completion, students should be able to demonstrate a working knowledge of astronomy.						This course is a continuation of AST 151 with primary emphasis beyond the solar system. Topics include the sun, stars, galaxies, and the larger universe, including cosmology. Upon completion, students should be able to demonstrate a working knowledge of astronomy.						



		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>AUB 134</b>	<b>Autobody MIG Welding</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>					
Prerequisites: None										
Corequisites: None										
Component: None										
This course covers the terms and procedures for welding the various metals found in today's autobody repair industry with an emphasis on personal/environmental safety. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, and other related topics. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standards.										
<b>AUB 136</b>	<b>Plastics &amp; Adhesives</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>					
Prerequisites: None										
Corequisites: None										
Component: None										
This course covers safety, plastic and adhesive identification, and the various repair methods of automotive plastic components. Topics include safety, identification, preparation, material selection, and the various repair procedures including refinishing. Upon completion, students should be able to identify, remove, repair, and/or replace automotive plastic components in accordance with industry standards.										
<b>AUB 141</b>	<b>Mech &amp; Elec Components I</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>					
Prerequisites: None										
Corequisites: None										
Component: None										
This course covers the basic principles of automotive mechanical and electrical components. Topics include personal and environmental safety and suspension and steering, electrical, brake, heating and air-conditioning, cooling, drive train, and restraint systems. Upon completion, students should be able to identify system components and perform basic system diagnostic checks and/or repairs according to industry standards.										
<b>AUB 162</b>	<b>Autobody Estimating</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>					
Prerequisites: None										
Corequisites: None										
Component: None										
This course provides a comprehensive study of autobody estimating. Topics include collision damage analysis, industry regulations, flat-rate and estimated time, and collision estimating manuals. Upon completion, students should be able to prepare and interpret a damage report.										
<b>AUT 113</b>	<b>Automotive Servicing</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>					
Prerequisites: None										
Corequisites: None										
Component: None										
This course covers diagnostic procedures necessary to determine the nature and cause of auto service problems and the procedures used to repair/replace components. Emphasis is placed on troubleshooting, testing, adjusting, repairing, and replacing components using appropriate test equipment and service information. Upon completion, students should be able to perform a variety of automotive repairs using proper service procedures and operate appropriate										
						equipment.				
<b>AUT 115</b>	<b>Engine Fundamentals</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>					
Prerequisites: None										
Corequisites: AUT 116										
Component: None										
This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis/repair of automotive engines using appropriate tools, equipment, procedures, and service information.										
<b>AUT 116</b>	<b>Engine Repair</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>					
Prerequisites: None										
Corequisites: AUT 115										
Component: None										
This course covers service/repair/rebuilding of block, head, and internal engine components. Topics include engine repair/reconditioning using service specifications. Upon completion, students should be able to rebuild/recondition an automobile engine to service specifications.										
<b>AUT 141</b>	<b>Suspension &amp; Steering Systems</b>	<b>02</b>	<b>04</b>	<b>00</b>	<b>04</b>					
Prerequisites: None										
Corequisites: None										
Component: None										
This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair various steering and suspension components, check and adjust various alignment angles, and balance wheels.										
<b>AUT 151</b>	<b>Brake Systems</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>					
Prerequisites: None										
Corequisites: AUT 152										
Component: None										
This course covers principles of operation and types, diagnosis, service, and repair of brake systems. Topics include drum and disc brakes involving hydraulic, vacuum boost, hydra-boost, electrically powered boost, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.										
<b>AUT 152</b>	<b>Brake Systems Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>					
Prerequisites: None										
Corequisites: AUT 151										
Component: None										
This course provides a laboratory setting to enhance brake system skills. Emphasis is placed on practical experiences that enhance the topics presented in AUT 151. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 151.										



		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>AUT 161</b>	<b>Electrical Systems</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>
Prerequisites: None					
Corequisites: None					
Component: None					
This course covers basic electrical theory and wiring diagrams, test equipment, and diagnosis/repair/replacement of batteries, starters, alternators, and basic electrical accessories. Topics include diagnosis and repair of battery, starting, charging, lighting, and basic accessory systems problems. Upon completion, students should be able to diagnose, test, and repair the basic electrical components of an automobile.					
<b>AUT 162</b>	<b>Chassis Electrical &amp; Electronics</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites: None					
Corequisites: One course required: AUT 163, COE 111 or COE 212					
Component: None					
This course covers electrical/electronic diagnosis/repair, including wiring diagrams, instrumentation, and electronic/computer-controlled devices and accessories. Topics include interpreting wiring diagrams and diagnosis and repair of chassis electrical and electronic systems. Upon completion, students should be able to read and interpret wiring diagrams and determine/perform needed repairs on chassis electrical and electronic systems.					
<b>AUT 163</b>	<b>Chassis Electrical &amp; Electronics Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: None					
Corequisites: AUT 162					
Component: None					
This course provides a laboratory setting to enhance chassis electrical and electronic system skills. Emphasis is placed on practical experiences that enhance the topics presented in AUT 162. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 162.					
<b>AUT 164</b>	<b>Automotive Electronics</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites: AUT 161					
Corequisites: None					
Component: None					
This course covers fundamentals of electrical/electronic circuitry, semi-conductors, and microprocessors. Topics include Ohm's law, circuits, AC/DC current, solid state components, digital applications, and the use of digital multimeters. Upon completion, students should be able to apply Ohm's law to diagnose and repair electrical/electronic circuits using digital multimeters and appropriate service information.					
<b>AUT 171</b>	<b>Heating &amp; Air Conditioning</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites: None					
Corequisites: None					
Component: None					
This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis/repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to describe the operation, diagnose, and safely service					

climate control systems using appropriate tools, equipment, and service information.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>AUT 181</b>	<b>Engine Performance-Electrical</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites: None					
Corequisites: AUT 182					
Component: None					
This course covers the principles, systems, and procedures required for diagnosing and restoring engine performance using electrical/electronics test equipment. Topics include procedures for diagnosis and repair of ignition, emission control, and related electronic systems. Upon completion, students should be able to describe operation of and diagnose/repair ignition/emission control systems using appropriate test equipment and service information.					
<b>AUT 182</b>	<b>Engine Performance-Electrical Lab</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>
Prerequisites: None					
Corequisites: One course required: AUT 181, COE 111 or COE 112					
Component: None					
This course provides a laboratory setting to enhance the skills for diagnosing and restoring engine performance using electrical/electronics test equipment. Emphasis is placed on practical experiences that enhance the topics presented in AUT 181. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 181.					
<b>AUT 183</b>	<b>Engine Performance-Fuels</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites: None					
Corequisites: AUT 184					
Component: None					
This course covers the principles of fuel delivery/management, exhaust/emission systems, and procedures for diagnosing and restoring engine performance using appropriate test equipment. Topics include procedures for diagnosis/repair of fuel delivery/management and exhaust/emission systems using appropriate service information. Upon completion, students should be able to describe, diagnose, and repair engine fuel delivery/management and emission control systems using appropriate service information and diagnostic equipment.					
<b>AUT 184</b>	<b>Engine Performance-Fuels Lab</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>
Prerequisites: None					
Corequisites: AUT 183					
Component: None					
This course provides a laboratory setting to enhance the skills for diagnosing and repairing fuel delivery/management and emission systems. Emphasis is placed on practical experiences that enhance the topics presented in AUT 183. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 183.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS			CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>AUT 211</b>	<b>Automotive Machining</b>	02	06	00	04	<b>BAF 110</b>	<b>Principles of Banking</b>	03	00	00	03
Prerequisites: AUT 115						Prerequisites: None					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course covers engine machining processes for remanufacturing automotive engines. Emphasis is placed on cylinder head service, machining block surfaces, reconditioning connecting rod assemblies, camshafts, flywheels, and precision measurement. Upon completion, students should be able to explain the operation and proper use of automotive machining equipment.						This course covers the fundamentals of bank functions in a descriptive fashion. Topics include banks and the monetary system, the relationship of banks to depositors, the payment functions, bank loans and accounting, regulations, and examinations. Upon completion, students should be able to demonstrate an understanding of the business of banking from a broad perspective.					
<b>AUT 221</b>	<b>Automatic Transmissions</b>	02	06	00	04	<b>BAF 111</b>	<b>Teller Training</b>	03	00	00	03
Prerequisites: None						Prerequisites: None					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course covers operation, diagnosis, service, and repair of automatic transmissions/transaxles. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to explain operational theory and diagnose and repair automatic drive trains.						This course provides an overview of banking teller operations, bank security, and customer relations in preparation for work as a bank teller. Topics include bank profitability, cash and cash handling, checks and other transactions, balancing and setting, and security threats and their detection. Upon completion, students should be able to discuss the components of teller performance and perform effectively as a teller after minimal on-the-job training.					
<b>AUT 231</b>	<b>Manual Drive Trains/Axles</b>	02	03	00	03	<b>BAF 115</b>	<b>Marketing for Bankers</b>	03	00	00	03
Prerequisites: None						Prerequisites: None					
Corequisites: One course required: AUT 232, COE 111 or COE 112						Corequisites: None					
Component: None						Component: None					
This course covers the operation, diagnosis, and repair of manual transmissions/transaxles, clutches, driveshafts, axles, and final drives. Topics include theory of torque, power flow, and manual drive train service and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to explain operational theory and diagnose and repair manual drive trains.						This course is designed to provide a practical understanding of marketing in the financial services organization. Topics include consumer motivation and buying, marketing information and research, the marketing management process, public relations, and communications. Upon completion, students should be able to develop a marketing plan integrating public relations, advertising, sales promotion, selling, and service distribution.					
<b>AUT 232</b>	<b>Manual Drive Trains/ Axles Lab</b>	00	03	00	01	<b>BAF 116</b>	<b>Supervision for Bankers</b>	03	00	00	03
Prerequisites: None						Prerequisites: None					
Corequisites: AUT 231						Corequisites: None					
Component: None						Component: None					
This course provides a laboratory setting to enhance the skills for diagnosing and repairing manual transmissions/transaxles, clutches, driveshafts, axles, and final drives. Emphasis is placed on practical experiences that enhance the topics presented in AUT 231. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 231.						This course is designed to provide an overview of basic supervision considerations. Topics include supervisory management fundamentals, problem solving, and decision making. Upon completion, students should be able to demonstrate an understanding of basic managerial functions of supervision, including planning, organizing, staffing, directing, budgeting, and labor relations.					
<b>AUT 281</b>	<b>Adv Engine Performance</b>	02	02	00	03	<b>BAF 131</b>	<b>Fund of Bank Lending</b>	03	00	00	03
Prerequisites: None						Prerequisites: ACC 120					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course utilizes service information and specialized test equipment to diagnose/repair power train control systems. Topics include computerized ignition, fuel and emission systems, related diagnostic tools and equipment, data communication networks, and service information. Upon completion, students should be able to perform advanced engine performance diagnosis and repair.						This course introduces the basic knowledge and skills needed to be an effective lender. Topics include the functions of the loan interview and credit investigation, the "C"s of credit, elements of loan documentation, and warning signs of problem loans. Upon completion, students should be able to demonstrate an understanding of the credit functions and regulatory issues affecting this key banking function. This course is a unique concentration requirement of					



		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS			CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		
<b>BAF 244</b>	<b>Bank Management</b>	03	00	00	03			<b>BIO 094</b>	<b>Concepts of Human Biology</b>	03	02	00	04
Prerequisites: None						Prerequisites: None							
Corequisites: None						Corequisites: RED 090 or COMPASS Reading Score of 68							
Component: None						Component: BIO 094C, BIO 094L							
This course introduces the handling of day-to-day bank activities. Emphasis is placed on the objectives, planning, structure, control, and interrelationship of various bank departments. Upon completion, students should be able to demonstrate an understanding of bank objectives and policies and the administration of deposits, loans, and other investments.						This course focuses on fundamental concepts of human biology. Topics include terminology, biochemistry, cell biology, tissues, body systems, and other related topics. Upon completion, students should be able to demonstrate preparedness for college-level anatomy and physiology courses.							
<b>BAF 245</b>	<b>Bank Investments</b>	03	00	00	03			<b>BIO 106</b>	<b>Introduction to Anat/ Phys/Micro</b>	02	02	00	03
Prerequisites: None						Prerequisites: None							
Corequisites: None						Corequisites: None							
Component: None						Component: BIO 106C, BIO 106L							
This course introduces the factors that affect investment strategies and decisions grounded in a framework of fundamental investment concepts such as risk, liquidity, and yield. Topics include profit and risk analysis, characteristics of specific investment instruments, funds strategies, and investment risks and returns. Upon completion, students should be able to identify and describe bank securities, identify tax factors in bank investments, and define investment accounts and maturity strategies.						This course covers the fundamental and principle concepts of human anatomy and physiology and microbiology. Topics include an introduction to the structure and function of cells, tissues, and human organ systems, and an overview of microbiology, epidemiology, and control of microorganisms. Upon completion, students should be able to identify structures and functions of the human body and describe microorganisms and their significance in health and disease. This course is intended for certificate and diploma programs.							
<b>BAF 253</b>	<b>Trust Operations</b>	03	00	00	03			<b>BIO 110</b>	<b>Principles of Biology</b>	03	03	00	04
Prerequisites: None						Prerequisites: None							
Corequisites: None						Corequisites: None							
Component: None						Component: None							
This course covers basic trust terminology and the concepts that comprise the various trust functions. Topics include securities funds, special investments, types of trust accounts and services, and cash and asset/liability transactions. Upon completion, students should be able to explain the management and operations of trust services and apply the fundamentals of trust accounting.						This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.							
<b>BIO 090</b>	<b>Foundations of Biology</b>	03	02	00	04			<b>BIO 111</b>	<b>General Biology I</b>	03	03	00	04
Prerequisites: None						Prerequisites: None							
Corequisites: RED 090						Corequisites: None							
Component: None						Component: BIO 111C, BIO 111L							
This course introduces basic biological concepts. Topics include basic biochemistry, cell structure and function, interrelationships among organisms, scientific methodology, and other related topics. Upon completion, students should be able to demonstrate preparedness for college-level biology courses.						This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.							
<b>BIO 092</b>	<b>Basics of Cell Biology</b>	03	02	00	04			<b>BIO 112</b>	<b>General Biology II</b>	03	03	00	04
Prerequisites: None						Prerequisites: BIO 111							
Corequisites: RED 090 or COMPASS Reading Score of 68						Corequisites: None							
Component: BIO 092C, BIO 092L						Component: BIO 112C, BIO 112L							
This course covers basic cell biology. Emphasis is placed on biological chemistry, cell structure and function, cellular metabolism, genetics, and other related topics. Upon completion, students should be able to demonstrate preparedness for college-level biology courses.						This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demon-							

strate comprehension of life at the organismal and ecological levels. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

**BIO 120 Introductory Botany** 03 03 00 04

Prerequisites: BIO 111

Corequisites: None

Component: BIO 120C, BIO 120L

This course provides an introduction to the classification, relationships, structure, and function of plants. Topics include reproduction and development of seed and non-seed plants, levels of organization, form and function of systems, and a survey of major taxa. Upon completion, students should be able to demonstrate comprehension of plant form and function, including selected taxa of both seed and non-seed plants. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

**BIO 130 Introductory Zoology** 03 03 00 04

Prerequisites: BIO 111

Corequisites: None

Component: BIO 130C, BIO 130L

This course provides an introduction to the classification, relationships, structure, and function of major animal phyla. Emphasis is placed on levels of organization, reproduction and development, comparative systems, and a survey of selected phyla. Upon completion, students should be able to demonstrate comprehension of animal form and function including comparative systems of selected groups. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

**BIO 140 Environmental Biology** 03 00 00 03

Prerequisites: None

Corequisites: BIO 140A

Component: None

This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This course is also available through the Virtual Learning Community (VLC).

**BIO 140A Environmental Biology Lab** 00 03 00 01

Prerequisites: None

Corequisites: BIO 140

Component: None

This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contem-

porary environmental issues. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

**BIO 161 Intro to Human Biology** 03 00 00 03

Prerequisites: OST 141 and OST 142

Corequisites: None

Component: None

This course provides a basic survey of human biology. Emphasis is placed on the basic structure and function of body systems and the medical terminology used to describe normal and pathological states. Upon completion, students should be able to demonstrate an understanding of normal anatomy and physiology and the appropriate use of medical terminology.

**BIO 163 Basic Anatomy and Physiology** 04 02 00 05

Prerequisites: None

Corequisites: None

Component: BIO 163C, BIO 163L

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**BIO 165 Anatomy and Physiology I** 03 03 00 04

Prerequisites: None

Corequisites: None

Component: None

This course is the first of a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).

**BIO 166 Anatomy and Physiology II** 03 03 00 04

Prerequisites: BIO 165

Corequisites: None

Component: None

This course is the second in a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and the interrelationships of all body systems. This course has been Approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>BIO 168</b>	<b>Anatomy and Physiology I</b>	03	03	00	04					
Prerequisites: None										
Corequisites: None										
Component: BIO 168C, BIO 168L										
This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.										
<b>BIO 169</b>	<b>Anatomy and Physiology II</b>	03	03	00	04					
Prerequisites: BIO 168										
Corequisites: None										
Component: BIO 169C, BIO 169L										
This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.										
<b>BIO 175</b>	<b>General Microbiology</b>	02	02	00	03					
Prerequisites: One course required: BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168										
Corequisites: None										
Component: BIO 175C, BIO 175L										
This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.										
<b>BIO 180</b>	<b>Biological Chemistry</b>	02	02	00	03					
Prerequisites: None										
Corequisites: None										
Component: BIO 180C, BIO 180L										
This course provides an introduction to basic biochemical processes in living systems. Topics include properties of carbohydrates, lipids, proteins, nucleic acids, vitamins, and buffers, with emphasis on biosynthesis, degradation, function, and equilibrium. Upon completion, students should be able to demonstrate an understanding of fundamental biochemical concepts. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.										
<b>BIO 221</b>	<b>Botany I</b>					03	03	00	04	
Prerequisites: BIO 112										
Corequisites: None										
Component: None										
This course provides an introduction to the higher vascular plants. Topics include the structure, function, growth, life cycles, reproduction, and economic importance. Upon completion, students should be able to describe the biology and value of the higher vascular plants. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.										
<b>BIO 222</b>	<b>Botany II</b>					03	03	00	04	
Prerequisites: BIO 112										
Corequisites: None										
Component: None										
This course includes a survey of the plant kingdom complete with a plant collection and field work. Emphasis is placed on ecology and the taxonomy of higher plants. Upon completion, students should be able to classify common plants. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.										
<b>BIO 223</b>	<b>Field Botany</b>					02	03	00	03	
Prerequisites: BIO 112										
Corequisites: None										
Component: None										
This course provides a field and laboratory study of local flora. Emphasis is placed on local flora classification, identification, and ecology by the use of keys and field studies. Upon completion, students should be able to use keys for the classification and identification of local flora and to demonstrate an understanding of plant ecology. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.										
<b>BIO 230</b>	<b>Entomology</b>					03	03	00	04	
Prerequisites: BIO 112										
Corequisites: None										
Component: None										
This course covers the biology of insects. Topics include harmful and beneficial insects, their identification, classification, life cycles, behavior, distribution, economic importance, and the methods involved in collection and preservation. Upon completion, students should be able to identify common insects and describe their biology and ecology. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.										
<b>BIO 232</b>	<b>Vertebrate Zoology</b>					03	03	00	04	
Prerequisites: BIO 112										
Corequisites: None										
Component: None										
This course introduces the principles of animal biology of the chordate phylum. Emphasis is placed on the diversity, morphology, reproduction, development, behavior, ecology, evolution, and importance of the chordates. Upon completion, students should be able to										

demonstrate increased knowledge and comprehension of zoology as it applies to life. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**BIO 240 Waste Management** 03 00 00 03

Prerequisites: One course required: BIO 110 or BIO 111

Corequisites: None

Component: None

This course is a study of human use of and impact on the environment. Topics include how human activities can negatively affect the land and water and how to avoid and cope with waste problems. Upon completion, students should be able to identify both hazardous and nonhazardous waste products and solutions for their management. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**BIO 250 Genetics** 03 03 00 04

Prerequisites: BIO 112

Corequisites: None

Component: None

This course covers principles of prokaryotic and eukaryotic cell genetics. Emphasis is placed on the molecular basis of heredity, chromosome structure, patterns of Mendelian and non-Mendelian inheritance, evolution, and biotechnological applications. Upon completion, students should be able to recognize and describe genetic phenomena and demonstrate knowledge of important genetic principles. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

**BIO 275 Microbiology** 03 03 00 04

Prerequisites: One course required: BIO 112, BIO 163 or BIO 168

Corequisites: None

Component: BIO 275C, BIO 275L

This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**BIO 280 Biotechnology** 02 03 00 03

Prerequisites: BIO 111 or CHM 151

Corequisites: None

Component: None

This course provides experience in selected laboratory procedures. Topics include proper laboratory techniques in biology and chemistry. Upon completion, students should be able to identify laboratory techniques and instrumentation in basic biotechnology. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**BIO 285 Research & Measurement** 02 04 00 04

Prerequisites: BIO 112 and CHM 132

Corequisites: None

Component: None

This course provides an intensive laboratory experience with an investigative approach. Emphasis is placed on the use of various laboratory equipment and field techniques to enhance research and measurement competencies in ecology, natural resources, and other related topics. Upon completion, students should be able to demonstrate competencies with laboratory equipment and prepare a presentation of a selected research topic. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**BPR 111 Blueprint Reading** 01 02 00 02

Prerequisites: None

Corequisites: None

Component: None

This course introduces the basic principles of blueprint reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic blueprints and visualize the features of a part.

**BPR 121 Blueprint Reading: Mechanical** 01 02 00 02

Prerequisites: BPR 111

Corequisites: None

Component: None

This course covers the interpretation of intermediate blueprints. Topics include tolerancing, auxiliary views, sectional views, and assembly drawings. Upon completion, students should be able to read and interpret a mechanical working drawing.

**BPR 130 Blueprint Reading: Construction** 01 02 00 02

Prerequisites: None

Corequisites: None

Component: None

This course covers the interpretation of blueprints and specifications that are associated with the construction trades. Emphasis is placed on interpretation of details for foundations, floor plans, elevations, and schedules. Upon completion, students should be able to read and interpret a set of construction blueprints.

**BTC 181 Basic Lab Techniques** 03 03 00 04

Prerequisites: None

Corequisites: None

Component: None

This course introduces the basic skills and knowledge necessary in a biological or chemical laboratory. Emphasis is placed on good manufacturing practices, safety, solution preparation, and equipment operation and maintenance following standard operating procedures. Upon completion, students should be able to prepare and perform basic laboratory procedures using labware, solutions, and equipment according to prescribed protocols.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		
<b>BTC 191</b>	<b>Selected Topics in Biotechnology</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>01</b>		<b>BTC 286</b>	<b>Immunological Techniques</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
Prerequisites: None						Prerequisites: BTC 285						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study. Colleges may use the fourth sentence to specify other college requirements.						This course covers the principles and practices of modern immunology, including the interactions between the various cellular and chemical components of the immune response. Topics include antigens, humoral immunity, cellular immunity, complement, immunological assays, and hybridoma use and production. Upon completion, students should be able to discuss the immune response, perform immunological assays, and make monoclonal antibody-producing hybridomas.						
<b>BTC 250</b>	<b>Molecular Genetics</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>		<b>BTC 288</b>	<b>Biotech Lab Experience</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>02</b>
Prerequisites: BIO 112						Prerequisites: BIO 250, BTC 281, and BTC 285 or 286						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course covers the basic principles of molecular genetics. Topics will include Mendelian inheritance, DNA replication, RNA transcription, translation of proteins, chromosome structure, and evolution. Upon completion, students should be able to demonstrate knowledge of molecular genetics and principles of heredity.						This course provides an opportunity to pursue an individual laboratory project in biotechnology. Emphasis is placed on developing, performing, and maintaining records of a project in a specific area of interest. Upon completion, students should be able to complete the project with accurate records and demonstrate an understanding of the process.						
<b>BTC 270</b>	<b>Recombinant DNA Tech</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>		<b>BUS 110</b>	<b>Introduction to Business</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: BTC 250 and BTC 181						Prerequisites: None						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course covers basic methods in biotechnology for the manipulation of nucleic acids. Emphasis is placed on topics concerning techniques used in recombinant DNA technology, including PCR, restriction digests, mapping, cloning, and forensics. Upon completion, students should have an understanding of the theory, practice, and application of recombinant DNA techniques.						This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.						
<b>BTC 281</b>	<b>Bioprocess Techniques</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>		<b>BUS 115</b>	<b>Business Law I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: BTC 181						Prerequisites: None						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course covers processes used in the production of biomolecules. Emphasis is placed on the production, characterization, and purification of biological products using fermentation, centrifugation, filtration, electrophoresis, and other techniques used in industry. Upon completion, students should be able to produce biological products using the various methods of bioprocessing.						This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.						
<b>BTC 285</b>	<b>Cell Culture</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>		<b>BUS 116</b>	<b>Business Law II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: BIO 275						Prerequisites: BUS 115						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course introduces the theory and practices required to successfully initiate and maintain plant and animal cell cultures. Topics include aseptic techniques, the growth environment, routine maintenance of cell cultures, specialized culture techniques, and various applications. Upon completion, students should be able to demonstrate the knowledge and skills required to grow, maintain, and manipulate cells in culture.						This course continues the study of ethics and business law. Emphasis is placed on bailments, sales, risk-bearing, forms of business ownership, and copyrights. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations.						



		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS			CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		
<b>BUS 121</b>	<b>Business Math</b>	02	02	00	03			<b>BUS 152</b>	<b>Human Relations</b>	03	00	00	03
Prerequisites: None						Prerequisites: None							
Corequisites: None						Corequisites: None							
Component: None						Component: None							
This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.						This course introduces the concepts of effective human interaction in the business work environment. Topics include effective communication techniques, motivation, ego states, stress, and conflict. Upon completion, students should be able to explain the importance of human relations, apply motivational techniques, and implement strategies for resolving work-related conflicts.							
<b>BUS 125</b>	<b>Personal Finance</b>	03	00	00	03			<b>BUS 153</b>	<b>Human Resource Management</b>	03	00	00	03
Prerequisites: None						Prerequisites: None							
Corequisites: None						Corequisites: None							
Component: None						Component: None							
This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.						This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.							
<b>BUS 135</b>	<b>Principles of Supervision</b>	03	00	00	03			<b>BUS 217</b>	<b>Employment Law and Regulations</b>	03	00	00	03
Prerequisites: None						Prerequisites: None							
Corequisites: None						Corequisites: None							
Component: None						Component: None							
This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher-level supervisors, subordinates, and associates. Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon completion, students should be able to apply supervisory principles in the work place. This course is also available through the Virtual Learning Community (VLC).						This course introduces the principle laws and regulations affecting public and private organizations and their employees or prospective employees. Topics include fair employment practices, EEO, affirmative action, and employee rights and protections. Upon completion, students should be able to evaluate organization policy for compliance and assure that decisions are not contrary to law. This course is also available through the Virtual Learning Community (VLC).							
<b>BUS 137</b>	<b>Principles of Management</b>	03	00	00	03			<b>BUS 225</b>	<b>Business Finance</b>	02	02	00	03
Prerequisites: None						Prerequisites: ACC 120							
Corequisites: None						Corequisites: None							
Component: None						Component: None							
This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management.						This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.							
<b>BUS 147</b>	<b>Business Insurance</b>	03	00	00	03			<b>BUS 228</b>	<b>Business Statistics</b>	02	02	00	03
Prerequisites: None						Prerequisites: One course required: MAT 115, MAT 140 or MAT 161							
Corequisites: None						Corequisites: None							
Component: None						Component: None							
This course surveys the basic concepts of risk management. Topics include principles and applications of health property, life, and casualty insurance. Upon completion, students should be able to evaluate different insurance needs and assist an organization in acquiring adequate insurance coverage.						This course introduces the use of statistical methods and tools in evaluating research data for business applications. Emphasis is placed on basic probability, measures of spread and dispersion, central tendency, sampling, regression analysis, and inductive inference. Upon completion, students should be able to apply statistical problem solving to business. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.							

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS			CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>BUS 230</b>	<b>Small Business Management</b>	03	00	00	03	<b>BUS 240</b>	<b>Business Ethics</b>	03	00	00	03
Prerequisites: None						Prerequisites: None					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan.						This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society.					
<b>BUS 234</b>	<b>Training and Development</b>	03	00	00	03	<b>BUS 252</b>	<b>Labor Relations</b>	03	00	00	03
Prerequisites: None						Prerequisites: None					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course covers developing, conducting, and evaluating employee training with attention to adult learning principles. Emphasis is placed on conducting a needs assessment, using various instructional approaches, designing the learning environment, and locating learning resources. Upon completion, students should be able to design, conduct, and evaluate a training program.						This course covers the history of the organized labor movement and the contractual relationship between corporate management and employees represented by a union. Topics include labor laws and unfair labor practices, the role of the NLRB, organizational campaigns, certification/decertification elections, and grievance procedures. Upon completion, students should be able to act in a proactive and collaborative manner in an environment where union representation exists. This course is also available through the Virtual Learning Community (VLC).					
<b>BUS 235</b>	<b>Performance Management</b>	03	00	00	03	<b>BUS 253</b>	<b>Leadership and Management Skills</b>	03	00	00	03
Prerequisites: None						Prerequisites: None					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course includes the legal background for performance management and the basic methodology used in developing and validating a performance management system. Emphasis is placed on job analysis, job descriptions, appraisal instruments, and action plans. Upon completion, students should be able to develop, implement, and maintain a performance management system.						This course includes a study of the qualities, behaviors, and personal styles exhibited by leaders. Emphasis is placed on coaching, counseling, team building, and employee involvement. Upon completion, students should be able to identify and exhibit the behaviors needed for organizational effectiveness.					
<b>BUS 237</b>	<b>Current Management Issues</b>	02	00	00	02	<b>BUS 256</b>	<b>Recruit Select &amp; Personnel Planning</b>	03	00	00	03
Prerequisites: None						Prerequisites: None					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course introduces current management issues and problems. Emphasis is placed on the management topics and challenges faced by all employees in an organization. Upon completion, students should be able to critically analyze alternative solutions within a team environment.						This course introduces the basic principles involved in managing the employment process. Topics include personnel planning, recruiting, interviewing and screening techniques, maintaining employee records; and voluntary and involuntary separations. Upon completion, students should be able to acquire and retain employees who match position requirements and fulfill organizational objectives. This course is a unique concentration requirement of the Human Resource Management concentration in the Business Administration program. This course is also available through the Virtual Learning Community (VLC).					
<b>BUS 239</b>	<b>Business Applications Seminar</b>	01	02	00	02						
Prerequisites: A course from each set required: ACC 120 and BUS 115 and BUS 137 and MKT 120 and ECO 151 or ECO 251 or ECO 252											
Corequisites: None											
Component: None											
This course is designed as a capstone course for Business Administration majors. Emphasis is placed on decision making in the areas of management, marketing, production, purchasing, and finance. Upon completion, students should be able to apply the techniques, processes, and vital professional skills needed in the work place.											



tion, students should be able to plan and construct an item of furniture and/or set of cabinets.

**CAR 110 Introduction to Carpentry** 02 00 00 02

Prerequisites: None

Corequisites: None

Component: None

This course introduces the student to the carpentry trade. Topics include duties of a carpenter, hand and power tools, building materials, construction methods, and safety. Upon completion, students should be able to identify hand and power tools, common building materials, and basic construction methods.

**CAR 111 Carpentry I** 03 15 00 08

Prerequisites: None

Corequisites: None

Component: CAR 111A, CAR 111B

This course introduces the theory and construction methods associated with the building industry, including framing, materials, tools, and equipment. Topics include safety, hand/power tool use, site preparation, measurement and layout, footings and foundations, construction framing, and other related topics. Upon completion, students should be able to safely lay out and perform basic framing skills with supervision.

**CAR 112 Carpentry II** 03 15 00 08

Prerequisites: A set of courses is required: CAR 111 or CAR 111A and CAR 111B

Corequisites: None

Component: CAR 112A, CAR 112B

This course covers the advanced theory and construction methods associated with the building industry including framing and exterior finishes. Topics include safety, hand/power tool use, measurement and layout, construction framing, exterior trim and finish, and other related topics. Upon completion, students should be able to safely frame and apply exterior finishes to a residential building with supervision.

**CAR 113 Carpentry III** 03 09 00 06

Prerequisites: A set of courses is required: CAR 111 or CAR 111A and CAR 111B

Corequisites: None

Component: None

This course covers interior trim and finishes. Topics include safety, hand/power tool use, measurement and layout, specialty framing, interior trim and finishes, cabinetry, and other related topics. Upon completion, students should be able to safely install various interior trim and finishes in a residential building with supervision.

**CAR 114 Residential Building Codes** 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course covers building codes and the requirements of state and local construction regulations. Emphasis is placed on the minimum requirements of the North Carolina building codes related to residential structures. Upon completion, students should be able to

determine if a structure is in compliance with North Carolina building codes.

**CAR 115 Residential Planning/Estimating** 03 00 00 03

Prerequisites: All Courses required: BPR 130

Corequisites: None

Component: None

This course covers project planning, management, and estimating for residential or light commercial buildings. Topics include planning and scheduling, interpretation of working drawings and specifications, estimating practices, and other related topics. Upon completion, students should be able to perform quantity take-offs and cost estimates.

**CET 245 Internet Servers** 02 03 00 03

Prerequisites: CSC 134 or CSC 148

Corequisites: None

Component: None

This course covers the setup and management of Internet server hardware and software. Topics include TCP/IP, FTP, SMTP, and SNMP; installation and configuration of server software for WWW, FTP, DNS, news, mail, and listserve services; and other topics. Upon completion, students should be able to set up and maintain Internet servers.

**CHM 081 Basic Chemistry I** 03 02 00 04

Prerequisites: None

Corequisites: MAT 070

Component: CHM 081C, CHM 081L

This course covers basic fundamental principles and laws of chemistry. Topics include matter, energy, atomic structure, periodic classification, nomenclature, bonding, molecular geometry, measurement, chemical reactions, stoichiometry, and gas laws. Upon completion, students should be able to explain and apply the chemical concepts and laboratory skills as needed in CHM 082.

**CHM 082 Basic Chemistry II** 03 02 00 04

Prerequisites: A set of courses is required: CHM 081 or CHM 081C and CHM 081L

Corequisites: None

Component: CHM 082C, CHM 082L

This course provides a continuation of the study of basic fundamental principles and laws of chemistry. Topics include intermolecular forces, solutions, acids and bases, redox reactions, chemical equilibrium, with elements of organic and nuclear chemistry. Upon completion, students should be able to explain and apply basic chemical concepts and laboratory skills needed for success in college-level chemistry courses.

**CHM 090 Chemistry Concepts** 04 00 00 04

Prerequisites: None

Corequisites: None

Component: None

This course provides a non-laboratory based introduction to basic concepts of chemistry. Topics include measurements, matter, energy, atomic theory, bonding, molecular structure, nomenclature, balanc-



		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS			CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>CHM 132</b>	<b>Organic and Biochemistry</b>	03	03	00	04	<b>CHM 152</b>	<b>General Chemistry II</b>	03	03	00	04
Prerequisites: CHM 131 and CHM 131A or CHM 151						Prerequisites: CHM 151					
Corequisites: None						Corequisites: None					
Component: None						Component: CHM 152C, CHM 152L					
This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.						This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.					
<b>CHM 135</b>	<b>Survey of Chemistry I</b>	03	02	00	04	<b>CHM 251</b>	<b>Organic Chemistry I</b>	03	03	00	04
Prerequisites: MAT 070						Prerequisites: CHM 152					
Corequisites: None						Corequisites: None					
Component: CHM 135C, CHM 135L						Component: CHM 251C, CHM 251L					
This course provides an introduction to inorganic chemistry. Emphasis is placed on measurement, atomic structure, bonding, molecular geometry, nomenclature, reactions, the mole concept, stoichiometric calculations, states of matter, and the gas laws. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.						This course provides a systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of hydrocarbons, alkyl halides, alcohols, and ethers; further topics include isomerization, stereochemistry, and spectroscopy. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of covered organic topics as needed in CHM 252. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					
<b>CHM 136</b>	<b>Survey of Chemistry II</b>	03	02	00	04	<b>CHM 252</b>	<b>Organic Chemistry II</b>	03	03	00	04
Prerequisites: CHM 135						Prerequisites: CHM 251					
Corequisites: None						Corequisites: None					
Component: CHM 136C, CHM 136L						Component: CHM 252C, CHM 252L					
This course is a continuation of CHM 135 with further study of inorganic reactions and an introduction to organic, biological, and nuclear chemistry. Topics include solutions, acid-base theory, redox reactions, chemical kinetics, organic chemistry, biochemistry, and nuclear chemistry. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.						This course provides continuation of the systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of aromatics, aldehydes, ketones, carboxylic acids and derivatives, amines and heterocyclics; multi-step synthesis will be emphasized. Upon completion, students should be able to demonstrate an understanding of organic concepts as needed to pursue further study in chemistry and related professional fields. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					
<b>CHM 151</b>	<b>General Chemistry I</b>	03	03	00	04	<b>CIS 110</b>	<b>Introduction to Computers</b>	02	02	00	03
Prerequisites: MAT 161						Prerequisites: None					
Corequisites: None						Corequisites: None					
Component: CHM 151C, CHM 151L						Component: None					
This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.						This course provides an introduction to computers and computing. Topics include the impact of computers on society, ethical issues, and hardware/software applications, including spreadsheets, databases, word processors, graphics, the Internet, and operating systems. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>CIS 111</b>	<b>Basic PC Literacy</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>					
Prerequisites: None										
Corequisites: None										
Component: None										
This course provides a brief overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and workplace use. Upon completion, students should be able to demonstrate basic personal computer skills.										
<b>CIS 112</b>	<b>Windows (tm)</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>					
Prerequisites: None										
Corequisites: None										
Component: None										
This course includes the fundamentals of the Windows (tm) software. Topics include graphical user interface, icons, directories, file management, accessories, and other applications. Upon completion, students should be able to use Windows(tm) software in an office environment.										
<b>CIS 113</b>	<b>Computer Basics</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>					
Prerequisites: None										
Corequisites: None										
Component: None										
This course introduces basic computer usage for non-computer majors. Emphasis is placed on developing basic personal computer skills. Upon completion, students should be able to demonstrate competence in basic computer applications sufficient to use computer-assisted instructional software. This course is also available through the Virtual Learning Community (VLC).										
<b>CIS 115</b>	<b>Introduction to Programming &amp; Logic</b>	<b>02</b>	<b>00</b>	<b>03</b>	<b>02</b>					
Prerequisites: MAT 070										
Corequisites: None										
Component: None										
This course introduces computer programming and problem solving in a programming environment, including an introduction to operating systems, text editor, and a language translator. Topics include language syntax, data types, program organization, problem-solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. Problem solutions will be developed in COBOL using flowcharting software. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.										
<b>CIS 120</b>	<b>Spreadsheet I</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>					
Prerequisites: One course required: CIS 110, CIS 111 or OST 137										
Corequisites: None										
Component: None										
This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.										
<b>CIS 122</b>	<b>Introduction to Business Computers</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>					
Prerequisites: CIS 110 or CIS 111										
Corequisites: None										
Component: None										
This course provides preparation in solving business problems using computers. Topics include hardware and software concepts, the DOS operating system, Windows(tm), spreadsheets, and communications. Upon completion, students should be able to use DOS commands, navigate a Windows(tm) environment, use spreadsheet capabilities, and access information in a business environment.										
<b>CIS 124</b>	<b>DTP Graphics Software</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>					
Prerequisites: CIS 110 or CIS 111.										
Corequisites: None										
Component: None										
This course introduces graphic design software using a variety of software packages. Emphasis is placed on efficient utilization of software capabilities. Upon completion, students should be able to incorporate appropriate graphic designs into desktop publishing publications.										
<b>CIS 126</b>	<b>Graphics Software Intro</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>					
Prerequisites: None										
Corequisites: None										
Component: None										
This course provides an introduction to graphic design and execution of pictorial graphics using a variety of software packages. Emphasis is placed on creation and manipulation of images using graphic design software. Upon completion, students should be able to create graphic designs and incorporate these designs into printed publications.										
<b>CIS 128</b>	<b>Computer Language Survey</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: None										
Corequisites: None										
Component: None										
This course provides an opportunity to compare various computer languages. Emphasis is placed on appropriate uses, syntax, and comparative programming. Upon completion, students should be able to select the appropriate language for problem solving.										
<b>CIS 130</b>	<b>Survey of Operating Systems</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>					
Prerequisites: CIS 110 or CIS 111										
Corequisites: None										
Component: None										
The course covers operating system concepts which are necessary for maintaining and using computer systems. Topics include disk, file, and directory structures; installation and setup; resource allocation, optimization, and configuration; system security; and other related topics. Upon completion, students should be able to install and configure operating systems and optimize performance.										

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>CIS 148</b>	<b>Operating Sys – Windows NT</b>	02	02	00	03					
Prerequisites: None										
Corequisites: CIS 130										
Component: None										
This course introduces operating systems concepts for the Windows NT operating system. Topics include hardware management, file and memory management, system configuration/optimization, networking options, and utilities. Upon completion, students should be able to perform operating system functions at the single/multi-user support level in a Windows NT environment.										
<b>CIS 152</b>	<b>Database Concepts &amp; Apps</b>	02	02	00	03					
Prerequisites: One course required: CIS 110, CIS 111 or CIS 115										
Corequisites: None										
Component: None										
This course introduces database design and creation using a DBMS product. Topics include database terminology, usage in industry, design theory, types of DBMS models, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to create simple database tables, queries, reports, and forms which follow acceptable design practices.										
<b>CIS 154</b>	<b>Database Utilization</b>	01	02	00	02					
Prerequisites: CIS 110 or CIS 111 or OST 137										
Corequisites: None										
Component: None										
This course introduces basic database functions and uses. Emphasis is placed on database manipulation with queries, reports, forms, and some table creation. Upon completion, students should be able to enter and manipulate data from the end-user mode.										
<b>CIS 157</b>	<b>Database Programming I</b>	02	02	00	03					
Prerequisites: All courses required: CIS 152										
Corequisites: None										
Component: None										
This course is designed to develop programming proficiency in a selected DBMS. Emphasis is placed on the Data Definition Language (DDL) and Data Manipulation Language (DML) of the DBMS as well as on report generation. Upon completion, students should be able to write programs which create, update, and produce reports representative of industry requirements.										
<b>CIS 162</b>	<b>Multimedia Presentation Software</b>	02	02	00	03					
Prerequisites: CIS 110 or CIS 111										
Corequisites: None										
Component: None										
This course is designed to integrate visual and audio resources using presentation software in a simple interactive multimedia project. Emphasis is placed upon design and audience considerations, general prototyping, and handling of media resources. Upon completion, students should be able to demonstrate an original interactive multimedia presentation implementing all of these resources in a professional manner.										
<b>CIS 163</b>	<b>Prog Interfaces Internet</b>	02	02	00	03					
Prerequisites: CIS 110 or CIS 111										
Corequisites: None										
Component: None										
This course creates interactive multimedia applications and applets for the Internet using web-specific languages. Emphasis is placed on audio, video, graphic, and network resources and various file formats. Upon completion, students should be able create an interactive multimedia application or applet for the Internet.										
<b>CIS 169</b>	<b>Business Presentations</b>	01	02	00	02					
Prerequisites: CIS 110 or CIS 111										
Corequisites: None										
Component: None										
This course provides hands-on experience with a graphics presentation package. Topics include terminology, effective chart usage, design and layout, integrating hardware components, and enhancing presentations with text and graphics. Upon completion, students should be able to design and demonstrate an effective presentation.										
<b>CIS 172</b>	<b>Introduction to the Internet</b>	02	03	00	03					
Prerequisites: None										
Corequisites: None										
Component: None										
This course introduces the various navigational tools and services of the Internet. Topics include using Internet protocols, search engines, file compression/decompression, FTP, e-mail, listservers, and other related topics. Upon completion, students should be able to use Internet resources, retrieve/decompress files, and use e-mail, FTP, and other Internet tools.										
<b>CIS 174</b>	<b>Network System Manager I</b>	02	02	00	03					
Prerequisites: None										
Corequisites: None										
Component: None										
This course covers effective network management. Topics include Network file system design and security, login scripts and user menus, printing services, e-mail and backup. Upon completion, students should be able to administer an office network system. This course is also available through the Virtual Learning Community (VLC).										
<b>CIS 175</b>	<b>Network Management I</b>	02	02	00	03					
Prerequisites: None										
Corequisites: None										
Component: None										
This course covers fundamental network administration and system management. Topics include accessing and configuring basic network services, managing directory services, and using network management software. Upon completion, students should be able to apply system administrator skills in developing a network management strategy.										



	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>CIS 215     Hardware Installation/ Maintenance</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>

Prerequisites: One course required: CIS 110, CIS 111 or CIS 115  
 Corequisites: None  
 Component: None

This course covers the basic hardware of a personal computer, including operations and interactions with software. Topics include component identification, the memory system, peripheral installation and configuration, preventive maintenance, and diagnostics and repair. Upon completion, students should be able to select appropriate computer equipment, upgrade and maintain existing equipment, and troubleshoot and repair non-functioning personal computers.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>CIS 216     Software Installation/ Maintenance</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>

Prerequisites: CIS 130  
 Corequisites: None  
 Component: None

This course introduces the installation and troubleshooting aspects of personal computer software. Emphasis is placed on initial installation and optimization of system software, commercial programs, system configuration files, and device drivers. Upon completion, students should be able to install, upgrade, uninstall, optimize, and troubleshoot personal computer software.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>CIS 220     Spreadsheets II</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>

Prerequisites: CIS 120  
 Corequisites: None  
 Component: None

This course covers advanced spreadsheet design and development. Topics include advanced functions, charting, macros, databases, and linking. Upon completion, students should be able to demonstrate competence in designing complex spreadsheets.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>CIS 226     Trends in Technology</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>

Prerequisites: None  
 Corequisites: None  
 Component: None

This course introduces emerging information systems technologies. Emphasis is placed on evolving technologies and trends in business and industry. Upon completion, students should be able to articulate an understanding of the current trends and issues in emerging technologies for information systems.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>CIS 245     Operating System – Multi-User</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>

Prerequisites: CIS 130  
 Corequisites: None  
 Component: None

This course includes operating systems concepts for multi-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating system functions in a multi-user environment.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>CIS 246     Operating System – UNIX</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>

Prerequisites: None  
 Corequisites: None  
 Component: None

This course includes operating systems concepts for UNIX operating systems. Topics include hardware management, file and memory management, system configuration/optimization, utilities, and other related topics. Upon completion, students should be able to effectively use the UNIX operating system and its utilities. This course is also available through the Virtual Learning Community (VLC).

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>CIS 257     Database Programming II</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>

Prerequisites: CIS 157  
 Corequisites: None  
 Component: None

This course is designed to enhance programming skills developed in CIS 157. Topics include application development with GUI front ends and embedded programming. Upon completion, students should be able to develop a DBMS application which includes a GUI front end and report generation.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>CIS 274     Network System Manager II</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>

Prerequisites: CIS 174  
 Corequisites: None  
 Component: None

This course is a continuation of CIS 174 focusing on advanced network management, configuration, and installation. Emphasis is placed on server configuration files, startup procedures, server protocol support, memory and performance concepts, and management and maintenance. Upon completion, students should be able to install and upgrade networks and servers for optimal performance. This course has a unique concentration requirement in the Network Administration and Support concentration in the Information Systems program.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>CIS 275     Network Management II</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>

Prerequisites: CIS 175  
 Corequisites: None  
 Component: None

This course is a continuation of CIS 175 focusing on advanced enterprise networks. Topics include directory service tree planning, management distribution and protection, improving network security, auditing the network, printing, networking, and system administration of an Internet node. Upon completion, students should be able to manage client services and network features and optimize network performance.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>CIS 286     Systems Analysis &amp; Design</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>

Prerequisites: All courses required: CIS 115, CIS 152 and CIS 235  
 Corequisites: None  
 Component: None

This course examines established and evolving methodologies for the analysis, design, and development of a business information system. Emphasis is placed on business systems characteristics, managing information systems projects, prototyping, CASE tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
DEN 102	Dental Materials	03	04	00	05

Prerequisites: Department Approval

Corequisites: DEN 101

Component: DEN 102C, DEN 102L

This course provides instruction in identification, properties, evaluation of quality, principles, and procedures related to manipulation and storage of operative and specialty dental materials. Emphasis is placed on the understanding and safe application of materials used in the dental office and laboratory. Upon completion, students should be able to demonstrate proficiency in the laboratory and clinical application of routinely used dental materials. This course is intended for certificate and diploma programs.

DEN 103	Dental Sciences	02	00	00	02
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Prerequisites: None

Corequisites: None

Component: None

This course is a study of oral pathology, pharmacology, and dental office emergencies. Topics include oral pathological conditions, dental therapeutics, and management of emergency situations. Upon completion, students should be able to recognize abnormal oral conditions, identify classifications, describe actions and effects of commonly prescribed drugs, and respond to medical emergencies. This course is intended for certificate and diploma programs.

DEN 104	Dental Health Education	02	02	00	03
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Prerequisites: A set of courses is required: DEN 101 and DEN 111 or DEN 101C and DEN 101L and DEN 111

Corequisites: DEN 106

Component: DEN 104C, DEN 104L

This course covers the study of preventive dentistry to prepare dental assisting students for the role of dental health educator. Topics include etiology of dental diseases, preventive procedures, and patient education theory and practice. Upon completion, students should be able to demonstrate proficiency in patient counseling and oral health instruction in private practice or public health settings. This course is intended for certificate and diploma programs.

DEN 105	Practice Management	02	00	00	02
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Prerequisites: None

Corequisites: DEN 106

Component: None

This course provides a study of principles and procedures related to management of the dental practice. Emphasis is placed on maintaining clinical and financial records, patient scheduling, and supply and inventory control. Upon completion, students should be able to demonstrate fundamental skills in dental practice management. This course is intended for certificate and diploma programs.

DEN 106	Clinical Practice I	01	00	12	05
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Prerequisites: All courses required: DEN 101, DEN 102 and DEN 111

Corequisites: All courses required: DEN 102, DEN 104, DEN 105 and DEN 112

Component: DEN 106C, DEN 106L

This course is designed to provide experience assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support

functions. Upon completion, students should be able to utilize classroom theory and laboratory and clinical skills in a dental setting. This course is intended for certificate and diploma programs.

DEN 107	Clinical Practice II	01	00	12	05
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Prerequisites: All Courses Required and DEN 106

Corequisites: None

Component: None

This course is designed to increase the level of proficiency in assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to combine theoretical and ethical principles necessary to perform entry-level skills including functions delegable to a DA II.

This course is intended for certificate and diploma programs.

DEN 110	Orofacial Anatomy	02	02	00	03
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Prerequisites: None

Corequisites: BIO-163C and BIO-163L

Component: DEN 110C, DEN 110L

This course introduces the structures of the head, neck, and oral cavity. Topics include tooth morphology, head and neck anatomy, histology, and embryology. Upon completion, students should be able to relate the identification of normal structures and development to the practice of dental assisting and dental hygiene.

DEN 111	Infection/Hazard Control	02	00	00	02
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Prerequisites: None

Corequisites: None

Component: None

This course introduces the infection and hazard control procedures necessary for the safe practice of dentistry. Topics include microbiology, practical infection control, sterilization and monitoring, chemical disinfectants, aseptic technique, infectious diseases, OSHA standards, and applicable North Carolina laws. Upon completion, students should be able to understand infectious diseases, disease transmission, infection control procedures, biohazard management, OSHA standards, and applicable North Carolina laws.

DEN 112	Dental Radiography	02	03	00	03
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Prerequisites: Enrollment in Dental Assisting or Dental Hygiene Program

Corequisites: DEN 100 or DEN 110 and DEN 111

Component: DEN 112C and DEN 112L

This course provides a comprehensive view of the principles and procedures of radiology as they apply to dentistry. Topics include techniques in exposing, processing, and evaluating radiographs, as well as radiation safety, quality assurance, and legal issues. Upon completion, students should be able to demonstrate proficiency in the production of diagnostically acceptable radiographs using appropriate safety precautions.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS			CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		
<b>DEN 120</b>	<b>Dental Hygiene Preclinical Lecture</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>			<b>DEN 130</b>	<b>Dental Hygiene Theory I</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites: Enrollment in Dental Hygiene Program						Prerequisites: Enrollment in Dental Hygiene and DEN 120							
Corequisites: DEN 121						Corequisites: DEN 131							
Component: None						Component: None							
This course introduces preoperative and clinical dental hygiene concepts. Emphasis is placed on the assessment phase of patient care as well as the theory of basic dental hygiene instrumentation. Upon completion, students should be able to collect and evaluate patient data at a basic level and demonstrate knowledge of dental hygiene instrumentation.						This course is a continuation of the didactic dental hygiene concepts necessary for providing an oral prophylaxis. Topics include deposits/removal, instrument sharpening, patient education, fluorides, planning for dental hygiene treatment, charting, and clinical records and procedures. Upon completion, students should be able to demonstrate knowledge needed to complete a thorough oral prophylaxis.							
<b>DEN 121</b>	<b>Dental Hygiene Preclinical Lab</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>02</b>			<b>DEN 131</b>	<b>Dental Hygiene Clinic I</b>	<b>00</b>	<b>00</b>	<b>09</b>	<b>03</b>
Prerequisites: Enrollment in Dental Hygiene Program						Prerequisites: Enrollment in Dental Hygiene Program and DEN 121							
Corequisites: DEN 120						Corequisites: DEN 130							
Component: None						Component: None							
This course provides the opportunity to perform clinical dental hygiene procedures discussed in DEN 120. Emphasis is placed on clinical skills in patient assessment and instrumentation techniques. Upon completion, students should be able to demonstrate the ability to perform specific preclinical procedures.						This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of the recall patients with gingivitis or light deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.							
<b>DEN 123</b>	<b>Nutrition/Dental Health</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>			<b>DEN 140</b>	<b>Dental Hygiene Theory II</b>	<b>01</b>	<b>00</b>	<b>00</b>	<b>01</b>
Prerequisites: Enrollment in Dental Hygiene Program						Prerequisites: Enrollment in Dental Hygiene and DEN 130							
Corequisites: DEN 220						Corequisites: DEN 141							
Component: None						Component: None							
This course introduces basic principles of nutrition with emphasis on nutritional requirements and their application to individual patient needs. Topics include the study of the food pyramid, nutrient functions, Recommended Daily Allowances, and related psychological principles. Upon completion, students should be able to recommend and counsel individuals on their food intake as related to their dental health.						This course provides a continuation of the development, theory, and practice of patient care. Topics include modification of treatment for special needs patients, advanced radiographic interpretation, and ergonomics. Upon completion, students should be able to differentiate necessary treatment modifications, effective ergonomic principles, and radiographic abnormalities.							
<b>DEN 124</b>	<b>Periodontology</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>			<b>DEN 141</b>	<b>Dental Hygiene Clinic II</b>	<b>00</b>	<b>00</b>	<b>06</b>	<b>02</b>
Prerequisites: Enrollment in Dental Hygiene Program and DEN 110						Prerequisites: Enrollment in Dental Hygiene and DEN 131							
Corequisites: DEN 130						Corequisites: DEN 140							
Component: None						Component: None							
This course provides an in-depth study of the periodontium, periodontal pathology, periodontal monitoring, and the principles of periodontal therapy. Topics include periodontal anatomy and a study of the etiology, classification, and treatment modalities of periodontal diseases. Upon completion, students should be able to describe, compare, and contrast techniques involved in periodontal/maintenance therapy, as well as patient care management.						This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of patients with early periodontal disease and subgingival deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.							
<b>DEN 125</b>	<b>Dental Office Emergencies</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>			<b>DEN 220</b>	<b>Dental Hygiene Theory III</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites: Enrollment in Dental Hygiene Program						Prerequisites: Enrollment in Dental Hygiene and DEN 140							
Corequisites: DEN 140						Corequisites: DEN 221							
Component: None						Component: None							
This course provides a study of the management of dental office emergencies. Topics include methods of prevention, necessary equipment/drugs, medicolegal considerations, recognition and effective initial management of a variety of emergencies. Upon completion, the student should be able to recognize, assess and manage various dental office emergencies and activate advanced medical support when indicated.						This course provides a continuation in developing the theories and practices of patient care. Topics include periodontal debridement, pain control, subgingival irrigation, air polishing, and case presentations. Upon completion, students should be able to demonstrate knowledge of methods of treatment and management of periodontally compromised patients.							

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS			CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		
<b>DEN 221</b>	<b>Dental Hygiene Clinic III</b>	00	00	12	04			<b>DEN 231</b>	<b>Dental Hygiene Clinic IV</b>	00	00	12	04
Prerequisites: Enrollment in Dental Hygiene Program and DEN 141						Prerequisites: Enrollment in Dental Hygiene Program and DEN 221							
Corequisites: DEN 220						Corequisites: DEN 230							
Component: None						Component: None							
This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of patients with moderate to advanced periodontal involvement and moderate deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.						This course continues skill development in providing an oral prophylaxis. Emphasis is placed on periodontal maintenance and on treating patients with moderate to advanced/refractory periodontal disease. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.							
<b>DEN 222</b>	<b>General &amp; Oral Pathology</b>	02	00	00	02			<b>DEN 232</b>	<b>Community Dental Health</b>	02	00	03	03
Prerequisites: Enrollment in Dental Hygiene Program and BIO 163 or BIO 163C and BIO 163L						Prerequisites: Enrollment in Dental Hygiene Program							
Corequisites: DEN 130						Corequisites: DEN 220							
Component: None						Component: DEN 232C and Den 232L							
This course provides a general knowledge of oral pathological manifestations associated with selected systemic and oral diseases. Topics include developmental and degenerative diseases, selected microbial diseases, specific and nonspecific immune and inflammatory responses with emphasis on recognizing abnormalities. Upon completion, students should be able to differentiate between normal and abnormal tissues and refer unusual findings to the dentist for diagnosis.						This course provides a study of the principles and methods used in assessing, planning, implementing, and evaluating community dental health programs. Topics include epidemiology, research methodology, biostatistics, preventive dental care, dental health education, program planning, and financing and utilization of dental services. Upon completion, students should be able to assess, plan, implement, and evaluate a community dental health program.							
<b>DEN 223</b>	<b>Dental Pharmacology</b>	02	00	00	02			<b>DEN 233</b>	<b>Professional Development</b>	02	00	00	02
Prerequisites: Enrollment in Dental Hygiene Program						Prerequisites: Enrollment in Dental Hygiene Program							
Corequisites: A set of courses is required: DEN 220 and BIO 163 or BIO 163C and BIO 163L						Corequisites: DEN 230							
Component: None						Component: None							
This course provides basic drug terminology, general principles of drug actions, dosages, routes of administration, adverse reactions, and basic principles of anesthesiology. Emphasis is placed on knowledge of drugs in overall understanding of patient histories and health status. Upon completion, students should be able to recognize that each patient's general health or drug usage may require modification of the treatment procedures.						This course includes professional development, ethics, and jurisprudence with applications to practice management. Topics include conflict management, state laws, resumes, interviews, and legal liabilities as health care professionals. Upon completion, students should be able to demonstrate the ability to practice dental hygiene within established ethical standards and state laws.							
<b>DEN 224</b>	<b>Materials and Procedures</b>	01	03	00	02			<b>DFT 111</b>	<b>Technical Drafting I</b>	01	03	00	02
Prerequisites: Enrollment in Dental Hygiene Program and DEN 111						Prerequisites: None							
Corequisites: DEN 231						Corequisites: None							
Component: DEN 224C and Den 224L						Component: None							
This course introduces the physical properties of materials and related procedures used in dentistry. Topics include restorative and preventive materials, fabrication of casts and appliances, and chairside functions of the dental hygienist. Upon completion, students should be able to demonstrate proficiency in the laboratory and/or clinical application of routinely used dental materials and chairside functions.						This course introduces basic drafting skills, equipment, and applications. Topics include sketching, measurements, lettering, dimensioning, geometric construction, orthographic projections and pictorials drawings, sections, and auxiliary views. Upon completion, students should be able to understand and apply basic drawing principles and practices.							
<b>DEN 230</b>	<b>Dental Hygiene Theory IV</b>	01	00	00	01			<b>DFT 111A</b>	<b>Technical Drafting Lab</b>	00	03	00	01
Prerequisites: Enrollment in Dental Hygiene Program and DEN 220						Prerequisites: None							
Corequisites: DEN 231						Corequisites: DFT 111							
Component: None						Component: None							
This course provides an opportunity to increase knowledge of the profession. Emphasis is placed on dental specialties and completion of a case presentation. Upon completion, students should be able to demonstrate knowledge of various disciplines of dentistry and principles of case presentations.						This course provides a laboratory setting to enhance basic drafting skills. Emphasis is placed on practical experiences that enhance the topics presented in DFT 111. Upon completion, students should be able to apply the laboratory experience to the concepts presented in DFT 111.							

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS			CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>DFT 112</b>	<b>Technical Drafting II</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>	<b>DFT 152</b>	<b>CAD II</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites: DFT 111						Prerequisites: DFT 151					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course introduces basic drafting skills, equipment, and applications. Topics include sketching, measurements, lettering, dimensioning, geometric construction, orthographic projections and pictorials drawings, sections, and auxiliary views. Upon completion, students should be able to understand and apply basic drafting principles and practices.						This course is a continuation of DFT 151. Topics include advanced two-dimensional, three-dimensional, and solid modeling and extended CAD applications. Upon completion, students should be able to generate and manage CAD drawings and models to produce engineering documents.					
<b>DFT 112A</b>	<b>Technical Drafting II Lab</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>	<b>DFT 153</b>	<b>CAD III</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites: None						Prerequisites: DFT 151					
Corequisites: DFT 112						Corequisites: None					
Component: None						Component: None					
This course provides a laboratory setting to enhance basic drafting skills. Emphasis is placed on practical experiences that enhance the topics Presented in DFT 112. Upon completion, students should be able to apply The laboratory experience to the concepts presented in DFT 112.						This course covers basic principles of three-dimensional CAD wire-frame and surface models. Topics include user coordinate systems, three-dimensional viewpoints, three-dimensional wireframes, and surface components and viewpoints. Upon completion, students should be able to create and manipulate three-dimensional wire-frame and surface models.					
<b>DFT 117</b>	<b>Technical Drafting</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>	<b>DFT 214</b>	<b>Descriptive Geometry</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites: None						Prerequisites: DFT 111					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course introduces basic drafting practices for non-drafting majors. Emphasis is placed on instrument use and care, shape and size description, sketching, and pictorials. Upon completion, students should be able to produce drawings of assigned parts.						This course includes a graphic analysis of space problems. Topics include points, lines, planes, connectors, and combinations of these. Upon completion, students should be able to solve real world spatial problems using descriptive geometry techniques.					
<b>DFT 119</b>	<b>Basic CAD</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>	<b>DRA 111</b>	<b>Theater Appreciation</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: None						Prerequisites: None					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course introduces computer-aided drafting software for specific technologies to non-drafting majors. Emphasis is placed on understanding the software command structure and drafting standards for specific technical fields. Upon completion, students should be able to create and plot basic drawings.						This course provides a study of the art, craft, and business of the theater. Emphasis is placed on the audiences appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theater terms and to recognize the contributions of various theater artists. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.					
<b>DFT 121</b>	<b>Intro to GD &amp; T</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>	<b>DRA 112</b>	<b>Literature of the Theater</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: None						Prerequisites: None					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course introduces basic geometric dimensioning and tolerancing principles. Topics include symbols, annotation, theory, and applications. Upon completion, students should be able to interpret and apply basic geometric dimensioning and tolerancing principles to drawings.						This course provides a survey of dramatic works from the classical Greek through the present. Emphasis is placed on the language of drama, critical theory, and background as well as on play reading and analysis. Upon completion, students should be able to articulate, orally and in writing, their appreciation and understanding of dramatic works. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.					
<b>DFT 151</b>	<b>CAD I</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>						
Prerequisites: None											
Corequisites: None											
Component: None											
This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing.											

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>DRA 115</b>	<b>Theater Criticism</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>

Prerequisites: DRA 111

Corequisites: None

Component: None

This course is designed to develop a critical appreciation of the theater from the viewpoint of the audience/consumer. Emphasis is placed on viewing, discussing, and evaluating selected theater performance, either live or on film/video. Upon completion, students should be able to express their critical judgments both orally and in writing. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>DRA 122</b>	<b>Oral Interpretation</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
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Prerequisites: None

Corequisites: None

Component: None

This course introduces the dramatic study of literature through performance. Emphasis is placed on analysis and performance of poetry, drama, and prose fiction. Upon completion, students should be able to embody and discuss critically the speakers inherent in literature. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>DRA 126</b>	<b>Storytelling</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
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Prerequisites: None

Corequisites: None

Component: None

This course introduces the art of storytelling and the oral traditions of folk literature. Topics include the history of storytelling, its value and purpose, and methods of collecting verbal art. Upon completion, students should be able to present and discuss critically stories from the world's repertory of traditional lore. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>DRA 211</b>	<b>Theatre History I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
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Prerequisites: None

Corequisites: None

Component: None

This course covers the development of theater from its origin to the closing of the British theater in 1642. Topics include the history, aesthetics, and representative dramatic literature of the period. Upon completion, students should be able to trace the evolution of theater and recognize the styles and types of world drama. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>DRA 212</b>	<b>Theatre History II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
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Prerequisites: None

Corequisites: None

Component: None

This course covers the development of theater from 1660 through the diverse influences which shaped the theater of the twentieth century. Topics include the history, aesthetics, and representative dramatic literature of the period. Upon completion, students should be able to

trace the evolution of theater and recognize the styles and types of world drama. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>ECM 168</b>	<b>Electronic Business</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
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Prerequisites: None

Corequisites: None

Component: None

This course provides a survey of the world of electronic business. Topics include the definition of electronic business, current practices as they evolve using Internet strategy in business, and application of basic business principles to the world of e-commerce. Upon completion, students should be able to define electronic business and demonstrate an understanding of the benefits of e-commerce as a foundation for developing plans leading to electronic business implementation. <NULL>

<b>ECM 210</b>	<b>Intro. to E-Commerce</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
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Prerequisites: None

Corequisites: None

Component: None

This course introduces the concepts and tools to implement electronic commerce via the Internet. Topics include application and server software selection, securing transactions, use and verification of credit cards, publishing of catalogs, and site administration. Upon completion, students should be able to setup a working e-commerce Internet web site.

<b>ECM 220</b>	<b>E-Commerce Plan. &amp; Implem.</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
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Prerequisites: None

Corequisites: None

Component: None

This course builds on currently accepted business practices to develop a business plan and implementation model for e-commerce. Topics include analysis and synthesis of the planning cycle, cost/benefit analysis, technical systems, marketing, security, financial support, Internet strategies, website design, customer support and feedback and assessment. Upon completion, students should be able to develop a plan for e-commerce in a small to medium size business.

<b>ECM 230</b>	<b>Capstone Project</b>	<b>01</b>	<b>06</b>	<b>00</b>	<b>03</b>
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Prerequisites: ECM 220

Corequisites: None

Component: None

This course provides experience in Electronic Commerce. Emphasis is placed on the implementation of an e-commerce model for an existing business. Upon completion, students should be able to successfully develop and implement a plan for e-commerce in a small to medium size business.

<b>ECO 151</b>	<b>Survey of Economics</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
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Prerequisites: None

Corequisites: None

Component: None

This course, for those who have not received credit for ECO 251 or 252, introduces basic concepts of micro- and macroeconomics. Top-

ics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

**ECO 251 Principles of Microeconomics** 03 00 00 03

Prerequisites: None  
Corequisites: None  
Component: None

This course introduces economic analysis of individual, business, and industry in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

**ECO 252 Principles of Macroeconomics** 03 00 00 03

Prerequisites: None  
Corequisites: None  
Component: None

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

**EDU 111 Early Childhood Credentials I** 02 00 00 02

Prerequisites: None  
Corequisites: None  
Component: None

This course introduces developmentally appropriate practices, positive guidance, and standards of health, safety, and nutrition. Topics include the learning environment, planning developmentally appropriate activities, positive guidance techniques, and health, safety, and nutrition standards. Upon completion, students should be able to demonstrate developmentally appropriate activities and positive guidance techniques and describe health/sanitation/nutrition practices that promote healthy environments for children.

**EDU 112 Early Childhood Credentials II** 02 00 00 02

Prerequisites: EDU 111  
Corequisites: None  
Component: None

This course introduces developmentally appropriate practices, positive guidance, and standards of health, safety, and nutrition. Topics include the learning environment, planning developmentally appropriate activities, positive guidance techniques, and health, safety, and nutrition standards. Upon completion, students should be able to demonstrate developmentally appropriate activities and positive guidance techniques and describe health/sanitation/nutrition practices that promote healthy environments for children.

**EDU 113 Family/Early Childhood Credentials** 02 00 00 02

Prerequisites: EDU 111  
Corequisites: None  
Component: None

This course covers business/professional practices for family early childhood providers, developmentally appropriate practices, positive guidance, and methods of providing a safe and healthy environment. Topics include developmentally appropriate practices; health, safety and nutrition; and business and professionalism. Upon completion, students should be able to develop a handbook of policies, procedures, and practices for a family child care home.

**EDU 118 Teach Assoc Princ & Prac** 03 00 00 03

Prerequisites: None  
Corequisites: None  
Component: None

This course covers the teacher associate's role in the educational system. Topics include history of education, professional responsibilities and ethics, cultural diversity, communication skills, and identification of the optimal learning environment. Upon completion, students should be able to describe the supporting professional role of the teacher associate, demonstrate positive communication, and discuss educational philosophy. This course is a unique concentration requirement in the Teacher Associate concentration in the Early Childhood Associate program.

**EDU 119 Intro to Early Childhood Education** 04 00 00 04

Prerequisites: None  
Corequisites: None  
Component: None

This course covers the foundations of the education profession, types of programs, professionalism, and planning quality programs for children. Topics include historical foundations, career options, types of programs, professionalism, observational skills, and planning developmentally appropriate schedules, environments, and activities for children. Upon completion, students should be able to demonstrate observational skills, identify appropriate schedules and environments, develop activity plans, and describe influences on the profession. This course is also available through the Virtual Learning Community (VLC).

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS			CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS	
<b>EDU 131</b>	<b>Child, Family, &amp; Communications</b>	03	00	00	03		<b>EDU 146</b>	<b>Child Guidance</b>	03	00	00	03
Prerequisites:	None					Prerequisites:	None					
Corequisites:	None					Corequisites:	None					
Component:	None					Component:	None					
This course covers the development of partnerships between families, inclusive programs for children/schools that serve young children with and without disabilities, and the community. Emphasis is placed on requisite skills and benefits for successfully establishing, supporting, and maintaining respectful collaborative relationships between today's diverse families, centers/schools, and community resources. Upon completion, students should be able to describe appropriate relationships with parents/caretakers, center/school colleagues, and community agencies that enhance the educational experiences/well-being of all children. <i>This course is also available through the Virtual Learning Community (VLC).</i>						This course introduces practical principles and techniques for developmentally appropriate guidance. Emphasis is placed on encouraging self-esteem and cultural awareness, effective communication skills, and direct and indirect guidance techniques and strategies. Upon completion, students should be able to demonstrate strategies which encourage positive social interactions, promote conflict resolution, and develop self-control, self-motivation, and self-esteem in children. This course is also available through the Virtual Learning Community (VLC).						
<b>EDU 144</b>	<b>Child Development I</b>	03	00	00	03	<b>EDU 147</b>	<b>Behavior Disorders</b>	03	00	00	03	
Prerequisites:	None					Prerequisites:	None					
Corequisites:	None					Corequisites:	None					
Component:	None					Component:	None					
This course covers the theories of child development, developmental sequences, and factors that influence children's development, from conception through pre-school for all children. Emphasis is placed on sequences in physical/motor, social, emotional, cognitive, and language development and the multiple influences on development and learning of the whole child. Upon completion, students should be able to identify typical and atypical developmental characteristics, plan experiences to enhance development, and describe appropriate interaction techniques and environments. <i>This course is also available through the Virtual Learning Community (VLC).</i>						This course is a comprehensive study of behavior disorders encompassing characteristics, assessments, and placement alternatives. Topics include legislation, appropriate management interventions, and placement options for children with behavior disorders. Upon completion, students should be able to identify, develop, and utilize appropriate behavior management applications. This course is a unique concentration requirement in the Special Education concentration in the Early Childhood Associate program.						
<b>EDU 145</b>	<b>Child Development II</b>	03	00	00	03	<b>EDU 148</b>	<b>Learning Disabilities</b>	04	02	00	05	
Prerequisites:	EDU 144					Prerequisites:	None					
Corequisites:	None					Corequisites:	None					
Component:	None					Component:	None					
This course covers the theories of child development, developmental sequences, and factors that influence children's development, from pre-school through middle childhood for all children. Emphasis is placed on sequences in physical/motor, social, emotional, cognitive, and language development multiple influences on development and learning of the whole child. Upon completion, students should be able to identify typical and atypical developmental characteristics, plan experiences to enhance development, and describe appropriate interaction techniques and environments. <i>This course is also available through the Virtual Learning Community (VLC).</i>						This course is a comprehensive study of the characteristics, teaching strategies, assessment tools, and placement alternatives for children with learning disabilities. Topics include characteristics, causes, assessment instruments, learning strategies, and collaborative methods for children with learning disabilities. Upon completion, students should be able to assist in identifying, assessing, and providing educational interventions for children with learning disabilities. This course is a unique concentration requirement in the Special Education concentration in the Early Childhood Associate program.						
<b>EDU 151</b>	<b>Creative Activities</b>					03	00	00	03			
Prerequisites:	None					Prerequisites:	None					
Corequisites:	None					Corequisites:	None					
Component:	None					Component:	None					
						This course covers planning, creation and adaptation of developmentally supportive learning environments with attention to curriculum, interactions, teaching practices and learning materials. Emphasis is placed on creating and adapting integrated, meaningful, challenging and engaging developmentally supportive learning experiences in art, music, movement and physical skills, and dramatics. Upon completion, students should be able to create, manage, adapt and evaluate developmentally supportive learning materials, experiences and environments.						



		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>EDU 153</b>	<b>Health, Safety, &amp; Nutrition</b>	03	00	00	03	Prerequisites: None Corequisites: None Component: None This course focuses on promoting and maintaining the health and well-being of children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, and recognition and reporting of abuse and neglect and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, implement safe learning environments, and adhere to state regulations.				
<b>EDU 157</b>	<b>Active Play</b>	02	02	00	03	Prerequisites: None Corequisites: None Component: None This course introduces the use of indoor and outdoor physical activities to promote the physical, cognitive, and social/emotional development of children. Topics include the role of active play, development of play skills, playground design, selection of safe equipment, and materials and surfacing for active play. Upon completion, students should be able to discuss the stages of play, the role of teachers in play, and the design of appropriate active play areas and activities.				
<b>EDU 161</b>	<b>Introduction to Exceptional Children</b>	03	03	00	04	Prerequisites: None Corequisites: None Component: None This course covers exceptional children as learners within the context of the community, school, and family. Emphasis is placed on the legal, social, physical, political, and cultural issues relating to the analysis and teaching of exceptional children. Upon completion, students should be able to demonstrate knowledge of identification processes, mainstreaming techniques, and professional practices and attitudes.				
<b>EDU 162</b>	<b>Early Exp/Prosp Teachers</b>	01	02	00	02	Prerequisites: None Corequisites: None Component: None This course provides an opportunity to observe teachers and pupils in a natural classroom environment. Emphasis is placed on observation methods, planning, teaching, evaluation, personal goal assessment, and curriculum. Upon completion, students should be able to demonstrate an understanding of their own personal teaching goals, teaching methods, planning methods, and student performance evaluation.				
<b>EDU 171</b>	<b>Instructional Media</b>	01	02	00	02	Prerequisites: None Corequisites: None Component: None This courses covers the development and maintenance of effective teaching materials and the operation of selected pieces of equipment.				
						Topics include available community resources, various types of instructional materials and bulletin boards, and audiovisual and computer use with children. Upon completion, students should be able to construct and identify resources for instructional materials and bulletin boards and use audiovisual and computer equipment.				
<b>EDU 172</b>	<b>Education Tools</b>	02	02	00	03	Prerequisites: None Corequisites: None Component: None This course covers practical applications of technology in educational settings. Topics include software selection for classroom usage, record keeping, and adaptive technology for children with special needs. Upon completion, students should be able to demonstrate appropriate computer skills for the educational environment.				
<b>EDU 186</b>	<b>Reading &amp; Writing Methods</b>	03	00	00	03	Prerequisites: None Corequisites: None Component: None This course covers concepts, resources, and methods for teaching reading and writing to school-age children. Topics include the importance of literacy, learning styles, skills assessment, various reading and writing approaches, and instructional strategies. Upon completion, students should be able to assess, plan, implement, and evaluate developmentally appropriate reading and writing experiences. This course is a unique concentration requirement in the Teacher Associate concentration in the Early Childhood Associate program.				
<b>EDU 188</b>	<b>Issues in Early Childhood Education</b>	02	00	00	02	Prerequisites: None Corequisites: None Component: None This course covers topics and issues in early childhood education. Emphasis is placed on current advocacy issues, emerging technology, professional growth experiences, and other related topics. Upon completion, students should be able to list, discuss, and explain current topics and issues in early childhood education.				
<b>EDU 216</b>	<b>Foundations of Education</b>	03	02	00	04	Prerequisites: None Corequisites: None Component: None This course introduces the American educational system and the teaching profession. Topics include historical and philosophical foundations of education, contemporary educational, structural, legal, and financial issues, PRAXIS I preparation and observation and participation in public school classrooms. Upon completion, students should be able to relate classroom observations to the roles of teachers and schools and the process of teacher education. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).				

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>EDU 221</b>	<b>Children with Exceptional</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: EDU 144 and EDU 145						intervention strategies for specific disabilities and service delivery options for those disabilities. This course is a unique concentration requirement in the Special Education concentration in the Early Childhood Associate program.				
Corequisites: None										
Component: None										
This course, based on the foundation of typical development, introduces working with children with exceptionalities. Emphasis is placed on the characteristics and assessment of children and strategies for adapting the learning environment. Upon completion, students should be able to recognize atypical development, make appropriate referrals, collaborate with families and professionals to plan, implement, and evaluate inclusion strategies. <i>This course is also available through the Virtual Learning Community (VLC).</i>										
<b>EDU 234</b>	<b>Infants, Toddlers, &amp; Twos</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>EDU 248</b>	<b>Mental Retardation</b>	<b>02</b>	<b>02</b>	<b>00 03</b>
Prerequisites: None						Prerequisites: None				
Corequisites: None						Corequisites: EDU 221				
Component: None						Component: None				
This course covers the skills needed to effectively implement group care for infants, toddlers, and two-year olds. Emphasis is placed on child development and developmentally appropriate practices. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate a developmentally appropriate curriculum.						This course covers the causes and assessment of mental retardation and individualized instruction and curriculum for children with mental retardation. Emphasis is placed on definition, characteristics, assessment, and educational strategies for children with mental retardation. Upon completion, students should be able to identify, assess, and plan educational intervention strategies for children with mental retardation. This course is a unique concentration requirement in the Special Education concentration in the Early Childhood Associate program.				
<b>EDU 235</b>	<b>School-Age Development &amp; Program</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>	<b>EDU 250</b>	<b>PRAXIS I Preparation</b>	<b>01</b>	<b>00</b>	<b>00 01</b>
Prerequisites: None						Prerequisites: None				
Corequisites: None						Corequisites: None				
Component: None						Component: None				
This course presents developmentally appropriate practices in group care for school-age children. Topics include principles of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for children five to twelve years of age and plan and implement age-appropriate activities.						This course is designed to prepare potential teachers for the PRAXIS I exam that is necessary to enter the field of education. Emphasis is placed on content specifications of the PRAXIS I exam, study skills and simulated examinations. Upon completion, students should be able demonstrate an understanding of the content necessary for successful completion of the PRAXIS I exam.				
<b>EDU 241</b>	<b>Adult-Child Relations</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>	<b>EDU 251</b>	<b>Exploration Activities</b>	<b>03</b>	<b>00</b>	<b>00 03</b>
Prerequisites: None						Prerequisites: None				
Corequisites: None						Corequisites: None				
Component: None						Component: None				
This course covers self-concept and effective and active listening skills in positive one-to-one interactions with individuals and groups of children. Emphasis is placed on self-concept development and effective communication techniques used with children. Upon completion, students should be able to identify principles underlying self-concept and demonstrate effective listening and communication skills used by adults with children.						This course covers discovery experiences in science, math, and social studies. Emphasis is placed on developing concepts for each area and encouraging young children to explore, discover, and construct concepts. Upon completion, students should be able to discuss the discovery approach to teaching, explain major concepts in each area, and plan appropriate experiences for children.				
<b>EDU 247</b>	<b>Physical Disabilities</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>EDU 252</b>	<b>Math &amp; Science Activities</b>	<b>03</b>	<b>00</b>	<b>00 03</b>
Prerequisites: EDU 144 or PSY 244						Prerequisites: None				
Corequisites: None						Corequisites: None				
Component: None						Component: None				
This course covers characteristics, intervention strategies, adaptive procedures, and technologies for children with physical disabilities. Topics include intervention strategies, inclusive placement options, and utilization of support services for children with physical disabilities. Upon completion, students should be able to identify and utilize						This course introduces discovery experiences in math and science. Topics include concepts, facts, phenomena, and skills in each area. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate developmentally appropriate curriculum materials.				
<b>EDU 248</b>	<b>Mental Retardation</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>	<b>EDU 254</b>	<b>Music &amp; Movement for Children</b>	<b>01</b>	<b>02</b>	<b>00 02</b>
Prerequisites: None						Prerequisites: None				
Corequisites: EDU 221						Corequisites: None				
Component: None						Component: None				
This course covers the causes and assessment of mental retardation and individualized instruction and curriculum for children with mental retardation. Emphasis is placed on definition, characteristics, assessment, and educational strategies for children with mental retardation. Upon completion, students should be able to identify, assess, and plan educational intervention strategies for children with mental retardation. This course is a unique concentration requirement in the Special Education concentration in the Early Childhood Associate program.						This course covers the use of music and creative movement for children. Topics include a general survey of the basic elements of music				

and planning, designing, and implementing music and movement experiences for creative learning. Upon completion, students should be able to use voice and various musical instruments to provide musical and movement activities for children.

**EDU 256 Science & Social Studies Methods** 03 02 00 04

Prerequisites: None

Corequisites: None

Component: None

This course covers objectives, content, materials, and instructional approaches to natural sciences and social studies. Topics include classroom and laboratory science experiences; integration of history, geography, economics, and government materials; research/study techniques; and critical thinking. Upon completion, students should be able to assess, plan, implement, and evaluate developmentally appropriate learning experiences in science and social studies.

**EDU 257 Math Methods & Materials** 02 02 00 03

Prerequisites: None

Corequisites: None

Component: None

This course covers concepts, activities, methods, and materials for teaching mathematics in elementary through middle school grades. Topics include individual instruction, developmental skill building, manipulatives, problem solving, critical thinking, and numerical concepts. Upon completion, students should be able to assess, plan, implement, and evaluate developmentally appropriate math experiences.

**EDU 259 Curriculum Planning** 03 00 00 03

Prerequisites: One course required: EDU 112, EDU 113 or EDU 119

Corequisites: None

Component: None

This course covers early childhood curriculum planning. Topics include philosophy, curriculum, indoor and outdoor environmental design, scheduling, observation and assessment, and instructional planning and evaluation. Upon completion, students should be able to assess children and curriculum; plan for daily, weekly, and long-range instruction; and design environments with appropriate equipment and supplies.

**EDU 261 Early Childhood Administration I** 02 00 00 02

Prerequisites: None

Corequisites: None

Component: None

This course covers the policies, procedures, and responsibilities for the management of early childhood education programs. Topics include implementation of goals, principles of supervision, budgeting and financial management, and meeting the standards for a NC Child Day Care license. Upon completion, students should be able to develop program goals, explain licensing standards, determine budgeting needs, and describe effective methods of personnel supervision. This course is also available through the Virtual Learning Community (VLC).

**EDU 262 Early Childhood Administration II** 03 00 00 03

Prerequisites: EDU 261

Corequisites: None

Component: None

This course provides a foundation for budgetary, financial, and personnel management of the child care center. Topics include budgeting, financial management, marketing, hiring, supervision, and professional development of a child care center. Upon completion, students should be able to formulate marketing, financial management, and fund development plans and develop personnel policies, including supervision and staff development plans. This course is also available through the Virtual Learning Community (VLC).

**EDU 263 Developing a School-Age Program** 02 00 00 02

Prerequisites: None

Corequisites: None

Component: None

This course introduces the methods and procedures for operating a school-age program in either the public or proprietary setting. Emphasis is placed on constructing and organizing the physical environment as well as planning and developing a school-age program. Upon completion, students should be able to plan and develop a quality school-age program.

**EDU 271 Educational Technology** 02 02 00 03

Prerequisites: None

Corequisites: None

Component: None

This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. Upon completion, students should be able to apply technology enhanced instructional strategies, use a variety of technology resources and demonstrate appropriate technology skills in educational environments.

**EDU 275 Effective Teacher Training** 02 00 00 02

Prerequisites: None

Corequisites: None

Component: None

This course provides specialized training using an experienced-based approach to learning. Topics include instructional preparation and presentation, student interaction, time management, learning expectations, evaluation, and curriculum principles and planning. Upon completion, students should be able to prepare and present a six-step lesson plan and demonstrate ways to improve students' time-on-task.

**EDU 280 Language & Literacy Exp** 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course explores the continuum of children's communication development, including verbal and written language acquisition and

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
other forms of communication. Topics include selection of literature and other media, the interaction of literacy concepts throughout the classroom environment, inclusive practices and appropriate assessments. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate literacy experiences. <i>This course is also available through the Virtual Learning Community (VLC).</i>						<b>EFL 084</b>				
	<b>Early Childhood Literature</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>Grammar IV</b>	<b>05</b>	<b>00</b>	<b>00</b>	<b>05</b>
Prerequisites: None						Prerequisites: EFL 083				
Corequisites: None						Corequisites: None				
Component: None						Component: None				
This course covers the history, selection, and integration of literature and language in the early childhood curriculum. Topics include the history and selection of developmentally appropriate children's literature and the use of books and other media to enhance language and literacy in the classroom. Upon completion, students should be able to select appropriate books for storytelling, reading aloud, puppetry, flannel board use, and other techniques.						This course is designed to give non-native speakers of English a full understanding of advanced grammatical structures and techniques. Emphasis is placed on oral and written communicative fluency through the study of advanced grammatical forms. Upon completion, students should be able to incorporate the structures covered in both spoken and written form, demonstrating improved proficiency, comprehension, and grammatical accuracy.				
	<b>EDU 282</b>					<b>EFL 091</b>	<b>05</b>	<b>00</b>	<b>00</b>	<b>05</b>
	<b>Early Childhood Literature</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>Composition I</b>				
Prerequisites: None						Prerequisites: None				
Corequisites: None						Corequisites: None				
Component: None						Component: None				
This course covers the history, selection, and integration of literature and language in the early childhood curriculum. Topics include the history and selection of developmentally appropriate children's literature and the use of books and other media to enhance language and literacy in the classroom. Upon completion, students should be able to select appropriate books for storytelling, reading aloud, puppetry, flannel board use, and other techniques.						This course introduces basic sentence structure and writing paragraphs. Emphasis is placed on word order, verb tense-aspect system, auxiliaries, word forms, and simple organization and basic transitions in writing paragraphs. Upon completion, students should be able to demonstrate a basic understanding of grammar and ability to write English paragraphs using appropriate vocabulary, organization, and transitions.				
	<b>EDU 285</b>					<b>EFL 092</b>	<b>05</b>	<b>00</b>	<b>00</b>	<b>05</b>
	<b>Internship Exp-School Age</b>	<b>01</b>	<b>00</b>	<b>00</b>	<b>01</b>	<b>Composition II</b>				
Prerequisites: ENG 111						Prerequisites: EFL 091				
Corequisites: COE 121 or COE 122						Corequisites: None				
Component: None						Component: None				
This course provides an opportunity to discuss internship experiences with peers and faculty. Emphasis is placed on evaluating and integrating practicum experiences. Upon completion, students should be able to demonstrate competence in early childhood education. This course is a unique concentration requirement in the Teacher Associate concentration in the Early Childhood Associate program.						This course provides preparation in low-intermediate academic and general-purpose writing. Emphasis is placed on writing as a process, paragraph development, and basic essay organization. Upon completion, students should be able to write and independently edit and understand the major elements of the writing process, sentence, paragraph, and essay.				
	<b>EDU 298</b>					<b>EFL 093</b>	<b>05</b>	<b>00</b>	<b>00</b>	<b>05</b>
	<b>Seminar in Early Childhood</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>Composition III</b>				
Prerequisites: Enrollment in program						Prerequisites: EFL 092				
Corequisites: None						Corequisites: None				
Component: None						Component: None				
This course provides an opportunity to explore topics of current interest. Emphasis is placed on the development of critical listening skills and the presentation of seminar topics. Upon completion, students should be able to critically analyze issues and establish informed opinions.						This course covers intermediate-level academic and general-purpose writing. Emphasis is placed on the writing process, content, organization, and language use in formal academic compositions in differing rhetorical modes. Upon completion, students should be able to effectively use the writing process in a variety of rhetorical modes.				
	<b>EFL 083</b>					<b>EFL 094</b>	<b>05</b>	<b>00</b>	<b>00</b>	<b>05</b>
	<b>Grammar III</b>	<b>05</b>	<b>00</b>	<b>00</b>	<b>05</b>	<b>Composition IV</b>				
Prerequisites: EFL 082						Prerequisites: EFL 093				
Corequisites: None						Corequisites: None				
Component: None						Component: None				
This course is designed to provide high-intermediate non-native speakers of English with a knowledge of grammatical structures that improves academic communication. Emphasis is placed on using high-intermediate grammatical structures in meaningful contexts through exercised integrating the use of newly acquired structures with previously learned structures. Upon completion, students should be able to demonstrate improved proficiency, comprehension, and grammatical accuracy.						This course prepares low-advanced non-native speakers of English to determine the purpose of their writing and to write paragraphs and essays to fulfill that purpose. Emphasis is placed on unity, coherence, completeness, audience, and the writing process; and the grammatical forms and punctuation appropriate for each kind of writing. Upon completion, students should be able to write unified, coherent, and complete paragraphs and essays which are grammatical and appropriate for the intended audience.				

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		
<b>EFL 095</b>	<b>Composition V</b>	<b>05</b>	<b>00</b>	<b>00</b>	<b>05</b>		<b>ELC 114</b>	<b>Basic Wiring II</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>
Prerequisites: EFL 094						Prerequisites: ELC 113						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course is designed to prepare advanced non-native speakers of English for college-level composition courses. Emphasis is placed on the study and process of writing formal essays and research papers and the analysis of literary, expository, and descriptive writings. Upon completion, students should be able to write and analyze professional and peer compositions and apply basic research principles.						This course provides additional instruction in the application of electrical tools, materials, and test equipment associated with electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with electrical installations.						
<b>EGR 115</b>	<b>Introduction to Technology</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>		<b>ELC 115</b>	<b>Industrial Wiring</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>
Prerequisites: None						Prerequisites: ELC 113						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course introduces the basic skills and career fields for technicians. Topics include career options, technical vocabulary, dimensional analysis, measurement systems, engineering graphics, calculator applications, professional ethics, safety practices, and other related topics. Upon completion, students should be able to demonstrate an understanding of the basic technologies, prepare drawings and sketches, and perform computations using a scientific calculator.						This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.						
<b>ELC 111</b>	<b>Introduction to Electricity</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>		<b>ELC 117</b>	<b>Motors and Controls</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>
Prerequisites: None						Prerequisites: ELC 111, ELC 112, or ELC 131						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course introduces the fundamental concepts of electricity and test equipment to non-electrical/electronics majors. Topics include basic DC and AC principles (voltage, resistance, current, impedance); components (resistors, inductors, and capacitors); power; and operation of test equipment. Upon completion, students should be able to construct and analyze simple DC and AC circuits using electrical test equipment.						This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.						
<b>ELC 112</b>	<b>DC/AC Electricity</b>	<b>03</b>	<b>06</b>	<b>00</b>	<b>05</b>		<b>ELC 118</b>	<b>National Electrical Code</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites: None						Prerequisites: None						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, and analyze simple DC/AC circuits.						This course covers the use of the current National Electrical Code. Topics include the NEC history, wiring methods, overcurrent protection, materials, and other related topics. Upon completion, students should be able to effectively use the NEC.						
<b>ELC 113</b>	<b>Basic Wiring I</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>		<b>ELC 119</b>	<b>NEC Calculations</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites: None						Prerequisites: None						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical blueprint reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with basic electrical installations.						This course covers branch circuit, feeder, and service calculations. Emphasis is placed on sections of the National Electrical Code related to calculations. Upon completion, students should be able to use appropriate code sections to size wire, conduit, and overcurrent devices for branch circuits, feeders, and service.						
							<b>ELC 121</b>	<b>Electrical Estimating</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
						Prerequisites: ELC 113						
						Corequisites: None						
						Component: None						
						This course covers the principles involved in estimating electrical projects. Topics include take-offs of materials and equipment, labor, overhead, and profit. Upon completion, students should be able to estimate simple electrical projects.						

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ELC 127</b>	<b>Software for Technicians</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>					
Prerequisites: None						be able to interpret, construct, verify, analyze, and troubleshoot DC/AC circuits in a safe manner.				
Corequisites: None										
Component: None										
This course introduces computer software which can be used to solve electrical/electronics problems. Topics include electrical/electronics calculations, applications, and controls. Upon completion, students should be able to utilize a personal computer for electrical/electronics-related applications.										
<b>ELC 128</b>	<b>Introduction to PLC</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>					
Prerequisites: None										
Corequisites: None										
Component: None										
This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to install PLCs and create simple programs. This course is also available through the Virtual Learning Community (VLC).										
<b>ELC 131</b>	<b>DC/AC Circuit Analysis</b>	<b>04</b>	<b>03</b>	<b>00</b>	<b>05</b>					
Prerequisites: None										
Corequisites: MAT 121										
Component: None										
This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation software, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.										
<b>ELC 131A</b>	<b>DC/AC Circuit Analysis Lab</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>					
Prerequisites: None										
Corequisites: ELC 131										
Component: None										
This course introduces provides laboratory assignments as applied to fundamental principles of DC/AC electricity. Emphasis is placed on measurements and evaluation of electrical components, devices and circuits. Upon completion, students should have gained hands-on experience by measuring voltage, current, and opposition to current flow utilizing various meters and test equipment. An introduction to soldering/desoldering, printed circuit boards and safety practices will also be provided.										
<b>ELC 140</b>	<b>Fundamentals of DC/AC Circuit</b>	<b>05</b>	<b>06</b>	<b>00</b>	<b>07</b>					
Prerequisites: None										
Corequisites: None										
Component: ELC 140A, ELC 140B										
This course covers the principles of DC/AC circuit analysis as applied to electronics. Topics include atomic theory, circuit analysis, components, test equipment, troubleshooting techniques, schematics, diagrams, and other related topics. Upon completion, students should										
<b>ELC 213</b>	<b>Instrumentation</b>		<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>				
Prerequisites: ELC 111 or ELC 112 or ELC 131										
Corequisites: None										
Component: None										
This course covers the fundamentals of instrumentation used in industry. Emphasis is placed on electric, electronic, and pneumatic instruments. Upon completion, students should be able to design, install, maintain, and calibrate instrumentation.										
<b>ELC 215</b>	<b>Electrical Maintenance</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>					
Prerequisites: ELC 117										
Corequisites: None										
Component: None										
This course introduces the theory of maintenance and the skills necessary to maintain electrical equipment found in industrial and commercial facilities. Topics include maintenance theory, predictive and preventive maintenance, electrical equipment operation and maintenance, and maintenance documentation. Upon completion, students should be able to perform maintenance on electrical equipment in industrial and commercial facilities.										
<b>ELC 228</b>	<b>PLC Applications</b>		<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>				
Prerequisites: ELC128										
Corequisites: None										
Component: None										
This course continues the study of the programming and applications of programmable logic controllers. Emphasis is placed on advanced programming, networking, advanced I/O modules, reading and interpreting error codes, and troubleshooting. Upon completion, students should be able to program and troubleshoot programmable logic controllers.										
<b>ELC 229</b>	<b>Applications Project</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>					
Prerequisites: ELC 112, ELC 113, or ELC 140										
Corequisites: None										
Component: None										
This course provides an individual and/or integrated team approach to a practical project as approved by the instructor. Topics include project selection and planning, implementation and testing, and a final presentation. Upon completion, students should be able to plan and implement an applications-oriented project.										
<b>ELN 131</b>	<b>Electronic Devices</b>		<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>				
Prerequisites: ELC 112, ELC 131, or ELC 140										
Corequisites: None										
Component: None										
This course includes semiconductor-based devices such as diodes, bipolar transistors, FETs, thermistors, and related components. Emphasis is placed on analysis, selection, biasing, and applications in power supplies, small signal amplifiers, and switching and control circuits. Upon completion, students should be able to construct, analyze, verify, and troubleshoot discrete component circuits using appropriate techniques and test equipment.										

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS			CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ELN 132</b>	<b>Linear IC Applications</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>						
Prerequisites: ELN 131											
Corequisites: None											
Component: ELN 132C, ELN 132L											
This course introduces the characteristics and applications of linear integrated circuits. Topics include op-amp circuits, differential amplifiers, instrumentation amplifiers, waveform generators, active filters, PLLs, and IC voltage regulators. Upon completion, students should be able to construct, analyze, verify, and troubleshoot linear integrated circuits using appropriate techniques and test equipment.											
<b>ELN 133</b>	<b>Digital Electronics</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>						
Prerequisites: ELC 131											
Corequisites: None											
Component: None											
This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, MSI and LSI circuits, AD/DA conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment. This course is also available through the Virtual Learning Community (VLC).											
<b>ELN 140</b>	<b>Semiconductor Devices</b>	<b>04</b>	<b>06</b>	<b>00</b>	<b>06</b>						
Prerequisites: None											
Corequisites: ELC 140											
Component: ELN 140A, ELN 140B											
This course covers semiconductor devices and circuits as they apply to the area of electronic servicing. Topics include semiconductor theory, diodes, transistors, linear integrated circuits, biasing, amplifiers, power supplies, and other related topics. Upon completion, students should be able to construct, verify, analyze, and troubleshoot semiconductor circuits.											
<b>ELN 141</b>	<b>Digital Fundamentals</b>	<b>04</b>	<b>06</b>	<b>00</b>	<b>06</b>						
Prerequisites: All courses required: ELN 140 or ELN 140A and ELN 140B											
Corequisites: None											
Component: ELN 141A, ELN 141B											
This course covers combinational and sequential logic circuits. Topics include number systems, logic elements, Boolean algebra, Demorgan's theorem, logic families, flip flops, registers, counters, and other related topics. Upon completion, students should be able to analyze, verify, and troubleshoot digital circuits.											
<b>ELN 150</b>	<b>CAD for Electronics</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>						
Prerequisites: CIS 110, CIS 111, or ELC 127											
Corequisites: None											
Component: None											
This course introduces computer-aided drafting (CAD) with an emphasis on applications in the electronics field. Topics include electronics industry standards (symbols, schematic diagrams, layouts); drawing electronic circuit diagrams; and specialized electronic drafting practices and components such as resistors, capacitors, and ICs. Upon completion, students should be able to prepare electronic drawings with CAD software. Additional topics include schematic capture using MultiSIM and PCB layout using Ulti BOARD.											
<b>ELN 229</b>	<b>Industrial Electronics</b>	<b>02</b>	<b>04</b>	<b>00</b>	<b>04</b>						
Prerequisites: ELC 112, ELC 131, or ELC 140											
Corequisites: None											
Component: None											
This course covers semiconductor devices used in industrial applications. Topics include the basic theory, application, and operating characteristics of semiconductor devices (filters, rectifiers, FET, SCR, Diac, Triac, Op-amps, etc). Upon completion, students should be able to install and/or troubleshoot these devices for proper operation in an industrial electronic circuit.											
<b>ELN 231</b>	<b>Industrial Controls</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>						
Prerequisites: A set of courses required: ELC 112 or ELC 131 or ELC 140 or ELN 132 or ELN 132C and ELN 132L											
Corequisites: None											
Component: None											
This course introduces the fundamental concepts of solid-state control of rotating machinery and associated peripheral devices. Topics include rotating machine theory, ladder logic, electromechanical and solid state relays, motor controls, pilot devices, three-phase power systems, and other related topics. Upon completion, students should be able to interpret ladder diagrams and demonstrate an understanding of electromechanical and electronic control of rotating machinery.											
<b>ELN 232</b>	<b>Introduction to Microprocessors</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>						
Prerequisites: ELN 133											
Corequisites: None											
Component: ELN 232C, ELN 232L											
This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include assembly language programming, bus architecture, bus cycle types, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment.											
<b>ELN 233</b>	<b>Microprocessor Systems</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>						
Prerequisites: ELN 232											
Corequisites: None											
Component: None											
This course covers the application and design of microprocessor control systems. Topics include control and interfacing of systems using AD/DA, serial/parallel I/O, communication protocols, and other related applications. Upon completion, students should be able to design, construct, program, verify, analyze, and troubleshoot fundamental microprocessor interface and control circuits using related equipment.											
<b>ELN 234</b>	<b>Communication Systems</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>						
Prerequisites: ELN 132 or ELN 140											
Corequisites: None											
Component: None											
This course introduces the fundamentals of electronic communication systems. Topics include the frequency spectrum, electrical noise,											

modulation techniques, characteristics of transmitters and receivers, and digital communications. Upon completion, students should be able to interpret analog and digital communication circuit diagrams, analyze transmitter and receiver circuits, and use appropriate communication test

**ELN 240 Microprocessor Fundamentals**      03   03   00   04

Prerequisites: ELN 141

Corequisites: None

Component: None

This course introduces microprocessor architecture and microcomputer systems. Topics include use of technical documentation, bus architecture, I/O and memory systems, and other related topics. Upon completion, students should be able to analyze and troubleshoot basic microprocessor circuits.

**ELN 243 Communication Electronics**      02   03   00   03

Prerequisites: A set of courses required: ELC 140 or ELN 140 or ELN 140A and ELN 140B

Corequisites: None

Component: None

This course covers the installation, maintenance, troubleshooting, and repair of electronic communications equipment. Topics include the theory, operation, and maintenance of electronic communications equipment. Upon completion, students should be able to maintain, troubleshoot, and repair electronic communications equipment.

**ELN 244 Computer Repair**      03   06   00   05

Prerequisites: ELN 133 or ELN 141

Corequisites: None

Component: None

This course covers the assembly, upgrading, and repair of microcomputers. Topics include logic test equipment, computer motherboards, storage devices, I/O devices, power supplies, and other peripherals. Upon completion, students should be able to assemble, upgrade, maintain, troubleshoot, and repair microcomputers.

**ELN 247 Electronic App Project**      01   03   00   02

Prerequisites: ELN 131 or ELN 140

Corequisites: None

Component: None

This course provides a structured approach to an application-oriented electronics project. Emphasis is placed on selecting, planning, implementing, testing, and presenting an application-oriented project. Upon completion, students should be able to present and demonstrate an electronics application-oriented project.

**ELN 249 Digital Communication**      02   03   00   03

Prerequisites: ELN 133 and ELN 234

Corequisites: None

Component: None

This course covers the core processes and applications associated with digital communication techniques. Topics include the characteristics of RF circuits, modulation, transmitters and receivers, electromagnetic transmission, antennas, and related applications. Upon

completion, students should be able to demonstrate knowledge of the concepts associated with digital communication systems.

**ELN 275 Troubleshooting**      01   02   00   02

Prerequisites: None

Corequisites: ELN 133 or ELN 141

Component: None

This course covers techniques of analyzing and repairing failures in electronic equipment. Topics include safety, signal tracing, use of service manuals, and specific troubleshooting methods for analog, digital, and other electronics-based circuits and systems. Upon completion, students should be able to logically diagnose and isolate faults and perform necessary repairs to meet manufacturers' specifications.

**EMS 110 EMT-Basic**      05   06   00   07

Prerequisites: Departmental Approval

Corequisites: None

Component: None

This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children, and operations. Upon completion, students should be able to demonstrate the knowledge and skills necessary to achieve North Carolina State or National Registry EMT-Basic certification.

**EMS 115 Defense Tactics for EMS**      01   03   00   02

Prerequisites: Department Approval

Corequisites: None

Component: None

This course is designed to provide tactics that can be used for self-protection in dangerous and violent situations. Emphasis is placed on prediction, recognition, and response to dangerous and violent situations. Upon completion, students should be able to recognize potentially hostile situations and protect themselves during a confrontation.

**EMS 120 Intermediate Interventions**      02   03   00   03

Prerequisites: EMS 110

Corequisites: EMS 121, EMS 130 and EMS 131

Component: None

This course is designed to provide the necessary information for interventions appropriate to the EMT-Intermediate and is required for intermediate certification. Topics include automated external defibrillation, basic cardiac electrophysiology, intravenous therapy, venipuncture, acid-base balance, and fluids and electrolytes. Upon completion, students should be able to properly establish an IV line, obtain venous blood, utilize AEDs, and correctly interpret arterial blood gases.

**EMS 121 EMS Clinical Practicum I**      00   00   06   02

Prerequisites: EMS 110

Corequisites: EMS 120, EMS 130 and EMS 131

Component: None

This course is the initial hospital and field internship and is required for intermediate and paramedic certification. Emphasis is placed on intermediate-level care. Upon completion, students should be able to demonstrate competence with intermediate-level skills.



		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS	
<b>EMS 125</b>	<b>EMS Instructor Methodology</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>						
Prerequisites: None						defensive driving, collision avoidance techniques, communication systems, and information management systems. Upon completion, students should have a basic knowledge of emergency vehicles, maintenance, and communication needs.					
Corequisites: None											
Component: None											
This course covers the information needed to develop and instruct EMS courses. Topics include instructional methods, lesson plan development, time management skills, and theories of adult learning. Upon completion, students should be able to teach EMS courses and meet the North Carolina EMS requirements for instructor methodology.											
<b>EMS 130</b>	<b>Pharmacology I for EMS</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>						
Prerequisites: EMS 110						<b>EMS 210</b> <b>Advanced Patient Assessment</b>					
Corequisites: EMS 120 and EMS 131							<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>	
Component: None						Prerequisites: EMS 120, EMS 121, EMS 130 and EMS 131					
This course introduces the fundamental principles of pharmacology and medication administration and is required for intermediate and paramedic certification. Topics include terminology, pharmacokinetics, pharmacodynamics, weights, measures, drug calculations, legislation, and administration routes. Upon completion, students should be able to accurately calculate drug dosages, properly administer medications, and demonstrate general knowledge of pharmacology.						Corequisites: None					
Component: None						Component: None					
This course covers advanced patient assessment techniques and is required for paramedic certification. Topics include initial assessment, medical-trauma history, field impression, complete physical exam process, on-going assessment, and documentation skills. Upon completion, students should be able to utilize basic communication skills and record and report collected patient data.											
<b>EMS 131</b>	<b>Advanced Airway Management</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>	<b>EMS 220</b>	<b>Cardiology</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>
Prerequisites: EMS 110						Prerequisites: All courses required: EMS 120, EMS 121, EMS 130 and EMS 131					
Corequisites: EMS 120 and EMS 130						Corequisites: None					
Component: None						Component: None					
This course is designed to provide advanced airway management techniques and is required for intermediate and paramedic certification. Topics include respiratory anatomy and physiology, airway, ventilation, adjuncts, surgical intervention, and rapid sequence intubation. Upon completion, students should be able to properly utilize all airway adjuncts and pharmacology associated with airway control and maintenance.						This course provides an in-depth study of cardiovascular emergencies and is required for paramedic certification. Topics include anatomy and physiology, pathophysiology, rhythm interpretation, cardiac pharmacology, and patient treatment. Upon completion, students should be able to certify at the Advanced Cardiac Life Support Provider level utilizing American Heart Association guidelines.					
<b>EMS 140</b>	<b>Rescue Scene Management</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>	<b>EMS 221</b>	<b>EMS Clinical Practicum II</b>	<b>00</b>	<b>00</b>	<b>09</b>	<b>03</b>
Prerequisites: Departmental Approval						Prerequisites: EMS 121 or EMS 122 and COE 121					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course introduces rescue scene management and is required for paramedic certification. Topics include response to hazardous material conditions, medical incident command, and extrication of patients from a variety of situations. Upon completion, students should be able to recognize and manage rescue operations based upon initial and follow-up scene assessment.						This course is a continuation of the hospital and field internship required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.					
<b>EMS 150</b>	<b>Emergency Vehicles &amp; EMS Communication</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>	<b>EMS 230</b>	<b>Pharmacology II for EMS</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites: None						Prerequisites: EMS 130					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course examines the principles governing emergency vehicles, maintenance of emergency vehicles, and EMS communication equipment and is required for paramedic certification. Topics include applicable motor vehicle laws affecting emergency vehicle operation,						This course explores the fundamental classification and action of common pharmacologic agents. Emphasis is placed on the action and use of compounds most commonly encountered in the treatment of chronic and acutely ill patients. Upon completion, students should be able to demonstrate general knowledge of drugs covered during the course.					
<b>EMS 231</b>	<b>EMS Clinical Practicum III</b>	<b>00</b>	<b>00</b>	<b>09</b>	<b>03</b>						
Prerequisites: None											
Corequisites: None											
Component: None											
This course is a continuation of the hospital and field internship required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.											

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS	
EMS 235	<b>EMS Management</b>	02	00	00	02						
Prerequisites: Departmental Approval						prehospital setting and is required for paramedic certification. Topics include hemorrhage control, shock, burns, and trauma to head, spine, soft tissue, thoracic, abdominal, and musculoskeletal areas with case presentations utilized for special problems situations. Upon completion, students should be able to recognize and manage trauma situations based upon patient impressions and should meet requirements of BTLS or PHTLS courses.					
Corequisites: None											
Component: None											
This course stresses the principles of managing a modern emergency medical service system. Topics include structure and function of municipal governments, EMS grantsmanship, finance, regulatory agencies, system management, legal issues, and other topics relevant to the EMS manager. Upon completion, students should be able to understand the principles of managing emergency medical service delivery systems.											
EMS 240	<b>Special Needs Patients</b>	01	02	00	02	EMS 270	<b>Life Span Emergencies</b>	02	02	00	03
Prerequisites: All courses required: EMS 120, EMS 121, EMS 130 and EMS 131						Prerequisites: All courses required: EMS 120, EMS 121, EMS 130 and EMS 131					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course includes concepts of crisis intervention and techniques of dealing with special needs patients and is required for paramedic certification. Topics include behavioral emergencies, abuse, assault, challenged patients, personal well-being, home care, and psychotherapeutic pharmacology. Upon completion, students should be able to recognize and manage frequently encountered special needs patients.						This course, required for paramedic certification, covers medical/ethical/legal issues and the spectrum of age-specific emergencies from conception through death. Topics include gynecological, obstetrical, neonatal, pediatric, and geriatric emergencies and pharmacological therapeutics. Upon completion, students should be able to recognize and treat age-specific emergencies and certify at the Pediatric Advanced Life Support Provider level.					
EMS 241	<b>EMS Clinical Practicum IV</b>	00	00	09	03	EMS 280	<b>EMS Bridging Course</b>	02	02	00	03
Prerequisites: EMS 231						Prerequisites: Departmental Approval					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course is a continuation of the hospital and field internship required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to provide advanced-level patient care as an entry-level paramedic.						This course is designed to bridge the knowledge gained in a continuing education paramedic program with the knowledge gained in an EMS curriculum program. Topics include patient assessment, documentation, twelve-lead ECG analysis, thrombolytic agents, cardiac pacing, and advanced pharmacology. Upon completion, students should be able to perform advanced patient assessment documentation using the problem-oriented medical record format and manage complicated patients.					
EMS 250	<b>Advanced Medical Emergency</b>	02	03	00	03	EMS 285	<b>EMS Capstone</b>	01	03	00	02
Prerequisites: All courses required: EMS 120, EMS 121, EMS 130 and EMS 131						Prerequisites: All courses required: EMS 220, EMS 250 and EMS 260					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course provides an in-depth study of medical conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include pulmonology, neurology, endocrinology, anaphylaxis, gastroenterology, toxicology, and environmental emergencies integrating case presentation and emphasizing pharmacotherapeutics. Upon completion, students should be able to recognize and manage frequently encountered medical conditions based upon initial patient impression.						This course provides an opportunity to demonstrate problem-solving skills as a team leader in simulated patient scenarios and is required for paramedic certification. Emphasis is placed on critical thinking, integration of didactic and psychomotor skills, and effective performance in simulated emergency situations. Upon completion, students should be able to recognize and appropriately respond to a variety of EMS-related events.					
EMS 260	<b>Advanced Trauma Emergencies</b>	01	03	00	02	ENG 070	<b>Basic Language Skills</b>	02	02	00	03
Prerequisites: All courses required: EMS 120, EMS 121, EMS 130 and EMS 131						Prerequisites: Placement					
Corequisites: None						Corequisites: No Corequisites					
Component: EMS 260C, EMS 260L						Component: None					
This course provides in-depth study of trauma including pharmacological interventions for conditions frequently encountered in the						This course introduces the fundamentals of standard written English. Emphasis is placed on effective word choice, recognition of sentences and sentence parts, and basic usage. Upon completion, students should be able to generate a variety of sentence types that clearly express ideas. This course does not satisfy the developmental reading and writing prerequisite for ENG 111 or ENG 111A.					

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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<b>ENG 080 Writing Foundations</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
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Prerequisites: ENG 070 or ACCUPLACER Writing Score of 45

Corequisites: RED 080 or ACCUPLACER Reading Score of 39

Component: None

This course introduces the writing process and stresses effective sentences. Emphasis is placed on applying the conventions of written English, reflecting standard usage and mechanics in structuring a variety of sentences. Upon completion, students should be able to write correct sentences and a unified, coherent paragraph.

<b>ENG 090 Composition Strategies</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
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Prerequisites: ENG 080 or ACCUPLACER Writing Score of 66

Corequisites: ENG 090A and RED 90 or ACCUPLACER Reading Score of 80

Component: None

This course introduces the writing process and stresses effective sentences. Emphasis is placed on applying the conventions of written English, reflecting standard usage and mechanics in structuring a variety of sentences. Upon completion, students should be able to write correct sentences and a unified, coherent paragraph.

<b>ENG 090A Composition Strategies Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
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Prerequisites: None

Corequisites: ENG 090

Component: None

This writing lab is designed to practice the skills introduced in ENG 090. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay.

<b>ENG 095 Reading &amp; Comp Strategies</b>	<b>05</b>	<b>00</b>	<b>00</b>	<b>05</b>
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Prerequisites: ENG 085 or ENG 080 and RED 080

Corequisites: ENG 095A

Component: None

This course uses whole language to strengthen proficiency in reading and writing for college. Emphasis is placed on applying critical reading skills to narrative and expository texts and on using the writing process. Upon completion, students should be able to comprehend, analyze, and evaluate college texts and to compose essays in preparation for college writing.

<b>ENG 095A Reading &amp; Comp Strat Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
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Prerequisites: ENG 085 or ENG 080 and RED 080

Corequisites: ENG 095

Component: None

This laboratory provides the opportunity to practice the skills introduced in ENG 095. Emphasis is placed on practical skills for applying critical reading skills to narrative and expository texts and on the writing process. Upon completion, students should be able to apply those skills in the production of effective essays in preparation for college writing.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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<b>ENG 101 Applied Communications I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
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Prerequisites: None

Corequisites: None

Component: None

This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace. This course is intended for certificate and diploma programs.

<b>ENG 102 Applied Communications II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
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Prerequisites: None

Corequisites: None

Component: None

This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and reports and developing interpersonal communication skills with employees and the public. Upon completion, students should be able to prepare effective, short, and job-related written and oral communications. This course is intended for certificate and diploma programs.

<b>ENG 111 Expository Writing</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
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Prerequisites: ENG 090 or ACCUPLACER Writing Score of 87 and RED 090 or ACCUPLACER Reading Score of 80 or has taken the SAT with verbal and math scores at or above 450 each or ACT composite score of 18 or higher within the last five years.

Corequisites: None

Component: None

This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.

<b>ENG 112 Argument-Based Research</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
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Prerequisites: ENG 111

Corequisites: None

Component: None

This course, the second in a series of two, introduces research techniques, documentation styles, and argumentative strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented argumentative essays and research projects. Upon completion, students should be able to summarize, paraphrase, interpret, and synthesize information from primary and secondary sources using standard research format and style. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS			CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ENG 113</b>	<b>Literature-Based Research</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>			<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: ENG 111											
Corequisites: None											
Component: None											
This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically-sound, documented essays and research papers that analyze and respond to literary works. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.											
<b>ENG 114</b>	<b>Professional Research &amp; Reporting</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>						
Prerequisites: ENG 111											
Corequisites: None											
Component: None											
This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.											
<b>ENG 115</b>	<b>Oral Communication</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>						
Prerequisites: None											
Corequisites: None											
Component: None											
This course introduces the basic principles of oral communication in both small group and public settings. Emphasis is placed on the components of the communication process, group decision-making, and public address. Upon completion, students should be able to demonstrate the principles of effective oral communication in small group and public settings.											
<b>ENG 125</b>	<b>Creative Writing I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>						
Prerequisites: ENG 111											
Corequisites: None											
Component: None											
This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing, fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.											
<b>ENG 126</b>	<b>Creative Writing II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>						
Prerequisites: ENG 125											
Corequisites: None											
Component: None											
This course is designed as a workshop approach for advancing imaginative and literary skills. Emphasis is placed on the discussion of style, techniques, and challenges for first publications. Upon completion, students should be able to submit a piece of their writing for publication. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.											
<b>ENG 131</b>	<b>Introduction to Literature</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>						
Prerequisites: ENG 111											
Corequisites: One course required: ENG 112, ENG 113, or ENG 114											
Component: None											
This course introduces the principal genres of literature. Emphasis is placed on literary terminology, devices, structure, and interpretation. Upon completion, students should be able to analyze and respond to literature. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.											
<b>ENG 132</b>	<b>Introduction to Drama</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>						
Prerequisites: ENG 111											
Corequisites: One course required: ENG 112, ENG 113, or ENG 114											
Component: None											
This course provides intensive study of drama as a literary form, based on close reading of representative texts. Emphasis is placed on the development and analysis of drama. Upon completion, students should be able to interpret, analyze, and discuss the distinguishing features of drama. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.											
<b>ENG 133</b>	<b>Introduction to the Novel</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>						
Prerequisites: ENG 111											
Corequisites: One course required: ENG 112, ENG 113, or ENG 114											
Component: None											
This course provides intensive study of the novel as a literary form, based on close reading of representative texts. Emphasis is placed on the development and analysis of the novel. Upon completion, students should be able to interpret, analyze, and discuss the distinguishing features of the novel. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.											
<b>ENG 134</b>	<b>Introduction to Poetry</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>						
Prerequisites: ENG 111											
Corequisites: One course required: ENG 112, ENG 113, or ENG 114											
Component: None											
This course provides intensive study of the poem as a literary form, based on close reading of representative texts. Emphasis is placed on the development and analysis of poetry. Upon completion, students should be able to interpret, analyze, and discuss the distinguishing features of poetry. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.											

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS	
<b>ENG 135 Introduction to Short Fiction</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>						the historical and literary traditions which influenced or were influenced by the poets. Upon completion, students should be able to read poetry with more comprehension and explicate selected poems in light of technique, theory, and poetic traditions. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.
Prerequisites: ENG 111										
Corequisites: One course required: ENG 112, ENG 113, or ENG 114										
Component: None										
This course provides intensive study of short fiction as a literary form, based on close reading of representative texts. Emphasis is placed on the development and analysis of short fiction. Upon completion, students should be able to interpret, analyze, and discuss the distinguishing features of short fiction. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.										
<b>ENG 231 American Literature I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>						<b>ENG 241 British Literature I</b>
Prerequisites: One course required: ENG 112, ENG 113, ENG 114										Prerequisites: One course required: ENG 112, ENG 113 or ENG 114
Corequisites: None										Corequisites: None
Component: None										Component: None
This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.										
<b>ENG 232 American Literature II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>						<b>ENG 242 British Literature II</b>
Prerequisites: One course required: ENG 112, ENG 113 or ENG 114										Prerequisites: One course required: ENG 112, ENG 113 or ENG 114
Corequisites: None										Corequisites: None
Component: None										Component: None
This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).										
<b>ENG 233 Major American Writers</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>						<b>ENG 243 Major British Writers</b>
Prerequisites: One course required: ENG 112, ENG 113 or ENG 114										Prerequisites: One course required: ENG 112, ENG 113 or ENG 114
Corequisites: None										Corequisites: None
Component: None										Component: None
This course provides an intensive study of the works of several major American authors. Emphasis is placed on American history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.										
<b>ENG 234 Modern American Poets</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>						<b>ENG 251 Western World Literature I</b>
Prerequisites: One course required: ENG 112, ENG 113 or ENG 114										Prerequisites: One course required: ENG 112, ENG 113 or ENG 114
Corequisites: None										Corequisites: None
Component: None										Component: None
This course covers the works of selected major modern American poets. Topics include each poet's theory and practice of poetry and										
This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).										
This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).										
This course provides an intensive study of the works of several major British authors. Emphasis is placed on British history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.										
This course provides a survey of selected European works from the Classical period through the Renaissance. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.										

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ENG 252 Western World Literature II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>

Prerequisites: One course required: ENG 112, ENG 113 or ENG 114

Corequisites: None

Component: None

This course provides a survey of selected European works from the Neoclassical period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>ENG 253 The Bible as Literature</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
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Prerequisites: One course required: ENG 112, ENG 113 or ENG 114

Corequisites: None

Component: None

This course introduces the Hebrew Old Testament and the Christian New Testament as works of literary art. Emphasis is placed on the Bible's literary aspects including history, composition, structure, and cultural contexts. Upon completion, students should be able to identify and analyze selected books and passages using appropriate literary conventions. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>ENG 261 World Literature I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
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Prerequisites: One course required: ENG 112, ENG 113 or ENG 114

Corequisites: None

Component: None

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginnings through the seventeenth century. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>ENG 262 World Literature II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
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Prerequisites: One course required: ENG 112, ENG 113 or ENG 114

Corequisites: None

Component: None

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from the eighteenth century to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>ENG 271 Contemporary Literature</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
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Prerequisites: One course required: ENG 112, ENG 113 or ENG 114

Corequisites: None

Component: None

This course includes a study of contemporary literature. Emphasis is placed on literary and cultural trends of selected texts. Upon comple-

tion, students should be able to interpret, analyze, and respond to the literature. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>ENG 272 Southern Literature</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
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Prerequisites: One course required: ENG 112, ENG 113 or ENG 114

Corequisites: None

Component: None

This course provides an analytical study of the works of several Southern authors. Emphasis is placed on the historical and cultural contexts, themes, aesthetic features of individual works, and biographical backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and discuss selected works. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>ENG 273 African-American Literature</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
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Prerequisites: One course required: ENG 112, ENG 113 or ENG 114

Corequisites: None

Component: None

This course provides a survey of the development of African-American literature from its beginnings to the present. Emphasis is placed on historical and cultural context, themes, literary traditions, and backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and respond to selected texts. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).

<b>ENG 274 Literature by Women</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
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Prerequisites: One course required: ENG 112, ENG 113 or ENG 114

Corequisites: None

Component: None

This course provides an analytical study of the works of several women authors. Emphasis is placed on the historical and cultural contexts, themes and aesthetic features of individual works, and biographical backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and discuss selected works. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>ENG 275 Science Fiction</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
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Prerequisites: One course required: ENG 112, ENG 113 or ENG 114

Corequisites: None

Component: None

This course covers the relationships between science and literature through analysis of short stories and novels. Emphasis is placed on scientific discoveries that shaped Western culture and our changing view of the universe as reflected in science fiction literature. Upon completion, students should be able to trace major themes and ideas and illustrate relationships between science, world view, and science fiction literature. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS			CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		
<b>EPT 120</b>	<b>Sociology of Disaster</b>	03	00	00	03			<b>FRE 111</b>	<b>Elementary French I</b>	03	00	00	03
Prerequisites: None						Prerequisites: None							
Corequisites: None						Corequisites: None							
Component: None						Component: None							
This course is designed to overview sociological disaster research, disaster systems, and alternative research approaches. Topics include human and organizational behaviors, long term disaster impact on communities, disaster warning, and evacuation considerations. Upon completion, students should be able to assess and predict the impact of disaster-related human behavior.						This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.							
<b>FLO 189</b>	<b>Basic Floral Design</b>	01	02	00	02			<b>FRE 112</b>	<b>Elementary French II</b>	03	00	00	03
Prerequisites: None						Prerequisites: FRE 111							
Corequisites: None						Corequisites: None							
Component: None						Component: None							
This course provides general knowledge of floral design on a non-commercial level. Topics include simple corsage work, vase arrangements, and holiday novelty items. Upon completion, students should be able to tie a bow and construct simple corsages, bud vases, and holiday items.						This course is a continuation of FRE 111 focusing on the fundamental elements of the French language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.							
<b>FMW 102</b>	<b>Practical Wiring I</b>	02	06	00	04			<b>FRE 181</b>	<b>French Lab 1</b>	00	02	00	01
Prerequisites: None						Prerequisites: None							
Corequisites: None						Corequisites: None							
Component: None						Component: None							
This course covers the tools and materials commonly used in the electrical field. Emphasis is placed on mounting, installing, and wiring electrical fixtures common to residential and simple commercial installations. Upon completion, students should be able to properly install boxes, wires, and switches. This course is intended for certificate and diploma programs.						This course provides an opportunity to enhance acquisition of the fundamental elements of the French language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.							
<b>FMW 105</b>	<b>Basic Heating</b>	02	02	00	03			<b>FRE 182</b>	<b>French Lab 2</b>	00	02	00	01
Prerequisites: None						Prerequisites: FRE 181							
Corequisites: None						Corequisites: None							
Component: None						Component: None							
This course covers the fundamentals of heating systems, including oil, gas, and electrical systems and heat pumps. Topics include safety precautions, tools, and materials needed to safely troubleshoot and repair heating systems. Upon completion, students should be able to explain and repair the major components of a heating system. This is a diploma-level course.						This course provides an opportunity to enhance acquisition of the fundamental elements of the French language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.							
<b>FMW 107</b>	<b>Intro to Carpentry</b>	01	04	00	03								
Prerequisites: None													
Corequisites: None													
Component: None													
This course introduces basic carpentry skills. Emphasis is placed on the proper and safe use of hand and power tools used by a beginning carpenter. Upon completion, students should be able to perform basic tasks involving forming, framing, and repair of windows and doors. This is a diploma-level course.													

embalming, case analysis, positioning features, arterial injection, cavity treatment, autopsies, and other post mortem conditions. Upon completion, students should be able to demonstrate knowledge of embalming theory and sanitation to protect the public health.

profession. Emphasis is placed on utilizing funeral service software and on topics required for licensure. Upon completion, students should be able to enter information, generate documents, and demonstrate knowledge of the topics covered on state or national licensure exams.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>FRE 211</b>	<b>Intermediate French I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: FRE 112					
Corequisites: None					
Component: None					
This course provides a review and expansion of the essential skills of the French language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.					
<b>FRE 212</b>	<b>Intermediate French II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: FRE 211					
Corequisites: None					
Component: None					

ary and cultural texts through the use of supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>FSE 112</b>	<b>Principles of Funeral Service</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: None					
Corequisites: None					
Component: None					
This course covers the principles of funeral service and various religious and cultural customs of funeral service in the US. Emphasis is placed on Protestant, Catholic, Jewish, and other religious groups and the professional and ethical obligations of the profession. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Italian and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.					
<b>ITA 112</b>	<b>Elementary Italian II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: ITA 111					
Corequisites: None					
Component: None					
This course is a continuation of ITA 111 focusing on the fundamental elements of the Italian language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Italian and demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.					
<b>ITA 181</b>	<b>Italian Lab 1</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: None					
Corequisites: None					
Component: None					
This course provides an opportunity to enhance acquisition of the fundamental elements of the Italian language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Italian and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					
<b>ITA 182</b>	<b>Italian Lab 2</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: ITA 181					
Corequisites: None					
Component: None					
This course provides an opportunity to enhance acquisition of the fundamental elements of the Italian language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.					
<b>ITA 212</b>	<b>Intermediate Italian II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: ITA 211					
Corequisites: None					
Component: None					
This course provides a continuation of ITA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.					
<b>ITA 221</b>	<b>Italian Conversation</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: ITA 212					
Corequisites: None					
Component: None					
This course provides an opportunity for intensive communication in spoken Italian. Emphasis is placed on vocabulary acquisition and interactive communication through the discussion of media materials and authentic texts. Upon completion, students should be able to discuss selected topics, express ideas and opinions clearly, and engage in formal and informal conversations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					
<b>ITA 281</b>	<b>Italian Lab 3</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: ITA 182					
Corequisites: None					
Component: None					
This course provides an opportunity to enhance the review and expansion of the essential skills of the Italian language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					



		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS			CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		
<b>ITN 110</b>	<b>Introduction to Web Graphics</b>	02	02	00	03			<b>ITN 160</b>	<b>Principals of Web Design</b>	02	02	00	03
Prerequisites:	None					Prerequisites:	None						
Corequisites:	None					Corequisites:	CIS 110 or CIS 111 or CIS 113 or CIS 172						
Component:	None					Component:	None						
This course is the first of two courses covering the creation of web graphics, addressing problems peculiar to WWW display using appropriate software. Topics include web graphics file types, type conversion, RGB color, the browser-safe palette, elementary special effects, image maps, and other related topics. Upon completion, students should be able to create graphics such as banners, buttons, backgrounds, and other graphics for Web pages.						This course introduces intermediate to advanced web page design techniques. Topics include effective use of graphics, fonts, colors, navigation tools, advanced markup language elements, as well as a study of bad design techniques. Upon completion, the student should be able to employ advanced design techniques to create high impact and highly functional web pages. This course is also available through the Virtual Learning Community (VLC).							
<b>ITN 120</b>	<b>Introduction to Internet Multimedia</b>	02	02	00	03			<b>ITN 170</b>	<b>Introduction to Internet Databases</b>	02	02	00	03
Prerequisites:	None					Prerequisites:	None						
Corequisites:	CIS 111 or CIS 110 or CIS 113 or CIS 172					Corequisites:	None						
Component:	None					Component:	None						
This is the first of two courses covering the creation of Internet Multimedia. Topics include Internet multimedia file types, file type conversion, acquisition of digital audio/video, streaming audio/video and graphics animation plug-in programs and other related topics. Upon completion, students should be able to create Internet multimedia presentations utilizing a variety of methods and applications.						This is the first of two courses introducing the use of databases to store, retrieve and query data through HTML forms. Topics include database design for Internet databases, use of ODBC-compliant databases. Upon completion, students should be able to create and maintain a database that will collect, query and report on data via an HTML form.							
<b>ITN 130</b>	<b>Web Site Management</b>	02	02	00	03			<b>ITN 180</b>	<b>Active Server Programming</b>	02	02	00	03
Prerequisites:	None					Prerequisites:	None						
Corequisites:	None					Corequisites:	None						
Component:	None					Component:	None						
This course covers the issues involved in web site architecture. Topics include operating system directory structures, web site structural design, web site navigation, web site maintenance, backup and security. Upon completion, students should be able to design a web site directory plan optimized for navigation and ease of maintenance. This course is also available through the Virtual Learning Community (VLC).						This course introduces Active Server Programming. Topics include Jscript, VBScript, HTML forms processing, and the Active Server Object Model. Upon completion, students should be able to create and maintain Active Server applications.							
<b>ITN 140</b>	<b>Web Development Tools</b>	02	02	00	03			<b>ITN 220</b>	<b>Adv Internet Multimedia</b>	02	02	00	03
Prerequisites:	None					Prerequisites:	ITN 120 and ITN 140						
Corequisites:	None					Corequisites:	None						
Component:	None					Component:	None						
This course provides an introduction to web development software suites. Topics include the creation of web sites and applets using web development software. Upon completion, students should be able to create entire web sites and supporting applets.						This is the second of two courses covering Internet multimedia. Topics include use of advanced Internet multimedia applications. Upon completion, students should be able to create interactive Internet multimedia presentations							
<b>ITN 150</b>	<b>Internet Protocols</b>	02	02	00	03			<b>ITN 240</b>	<b>Internet Security</b>	02	02	00	03
Prerequisites:	None					Prerequisites:	None						
Corequisites:	None					Corequisites:	None						
Component:	None					Component:	None						
This course introduces the student to the application protocols used on the Internet. Topics include HTTP, Secure HTTP, TCP/IP, and related applications such as FTP, TELNET, and PING. Upon completion, students should be able to use the protocols as they pertain to the Internet, as well as, setup and maintain these protocols. This course is also available through the Virtual Learning Community (VLC).						This course covers security issues related to Internet services. Topics include the operating system and Internet service security mechanisms. Upon completion, students should be able to implement security procedures for operating system level and server level alerts.							
						<b>ITN 250</b>	<b>Implement Internet Services</b>	02	02	00	03		
						Prerequisites:	None						
						Corequisites:	None						
						Component:	None						
						This course covers the setup and configuration of news, mail, ftp, and WWW services. Topics include selection and installation of software							

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS	
to support common Internet services and related topics. Upon completion, students should be able to install and configure the most commonly used Internet service software.						<b>LAT 182</b>	<b>Latin Lab II</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
<b>ITN 270</b>	<b>Adv Internet Databases</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>	Prerequisites:	LAT 181				
Prerequisites:	ITN 170					Corequisites:	None				
Corequisites:	None					Component:	None				
Component:	Nonr					This course provides an opportunity to enhance acquisition of the fundamental elements of Latin. Emphasis is placed on the progressive development of basic reading and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to demonstrate increasing proficiency in reading and writing Latin and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.					
This is the second of two courses on internet databases. Topics include database distribution and replication, data warehousing, integration of desktop and Internet database structures. Upon completion, students should be able to design and implement an Internet database.						<b>LAT 211</b>	<b>Intermediate Latin I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
<b>LAT 111</b>	<b>Elementary Latin I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	Prerequisites:	LAT 112				
Prerequisites:	None					Corequisites:	None				
Corequisites:	None					Component:	None				
Component:	None					This course provides a review and expansion of the essential skills of Latin. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to accurately read and comprehend Latin. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.					
This course introduces the fundamental elements of Latin within a cultural context. Emphasis is placed on the development of basic reading and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to written Latin and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.						<b>LAT 212</b>	<b>Intermediate Latin II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
<b>LAT 112</b>	<b>Elementary Latin II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	Prerequisites:	LAT 211				
Prerequisites:	None					Corequisites:	None				
Corequisites:	None					Component:	None				
Component:	None					This course provides a continuation of LAT 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to demonstrate increased accuracy in reading and comprehension of Latin. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.					
This course is a continuation of LAT 111 focusing on the fundamental elements of Latin within a cultural context. Emphasis is placed on the progressive development of reading, vocabulary, and grammar skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to written Latin and demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.						<b>LAT 281</b>	<b>Latin Lab 3</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
<b>LAT 181</b>	<b>Latin Lab I</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	Prerequisites:	LAT 182				
Prerequisites:	None					Corequisites:	None				
Corequisites:	None					Component:	None				
Component:	None					This course provides an opportunity to enhance the review and expansion of written skills in Latin. Emphasis is placed on the study of representative literary and cultural texts. Upon completion, students should be able to comprehend and respond with grammatical accuracy to written Latin and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.					
This course provides an opportunity to enhance acquisition of the fundamental elements of Latin. Emphasis is placed on the progressive development of basic reading and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to written Latin and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement						<b>LAT 282</b>	<b>Latin Lab 4</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
<b>LAT 181</b>	<b>Latin Lab I</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	Prerequisites:	LAT 281				
Prerequisites:	None					Corequisites:	None				
Corequisites:	None					Component:	None				
Component:	None					This course provides an opportunity to enhance the review and expansion of the essential skills of Latin. Emphasis is placed on the continuing study of authentic and representative literary and cultural					

texts through the use of supplementary learning materials. Upon completion, students should be able to demonstrate increased proficiency in reading and writing Latin. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

**LEX 110 Introduction to Paralegal Study** 02 00 00 02

Prerequisites: None

Corequisites: LEX 140

Component: None

This course introduces the paralegal profession and the legal system. Topics include regulations and concepts, ethics, case analysis, legal reasoning, career opportunities, certification, professional organizations, and other related topics. Upon completion, students should be able to understand the role of a paralegal and identify the skills, knowledge, and ethics required of paralegals. This course is also available through the Virtual Learning Community (VLC).

**LEX 120 Legal Research/Writing I** 02 02 00 03

Prerequisites: None

Corequisites: LEX 180

Component: None

This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and updating sources of law; effective legal writing, including proper citation; and the use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course. This course is also available through the Virtual Learning Community (VLC).

**LEX 121 Legal Research/Writing II** 02 02 00 03

Prerequisites: LEX 110 AND LEX 120

Corequisites: None

Component: None

This course covers advanced topics in legal research and writing. Topics include more complex legal issues and assignments involving preparation of legal memos, briefs, and other documents and the advanced use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.

**LEX 130 Civil Injuries** 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course covers traditional tort concepts and the evolving body of individual rights created by statute. Topics include intentional and non-intentional torts with emphasis on negligence, strict liability, civil rights, workplace and environmental liability, remedies, and damages. Upon completion, students should be able to recognize, explain, and evaluate elements of civil injuries and related defenses. This course is also available through the Virtual Learning Community (VLC).

**LEX 140 Civil Litigation I** 03 00 00 03

Prerequisites: None

Corequisites: LEX 110

Component: None

This course introduces the structure of the legal system and the rules governing civil litigation. Topics include jurisdiction and the state and federal rules of civil procedure and evidence. Upon completion, students should be able to assist an attorney in pre-litigation matters and preparation of pleadings and motions.

**LEX 141 Civil Litigation II** 02 02 00 03

Prerequisites: LEX 110 AND LEX 140

Corequisites: None

Component: None

This course covers advanced topics in the civil litigation process. Topics include motions, discovery, and trial and appellate procedures. Upon completion, students should be able to assist an attorney in preparing and organizing documents for trial, settlement and post-trial practice.

**LEX 150 Commercial Law I** 02 02 00 03

Prerequisites: LEX 110

Corequisites: None

Component: None

This course covers legally enforceable agreements, forms of organization, and selected portions of the Uniform Commercial Code. Topics include drafting and enforcement of contracts, leases, and related documents and selection and implementation of business organization forms, sales, and commercial papers. Upon completion, students should be able to apply the elements of a contract, prepare various business documents, and understand the role of commercial paper.

**LEX 160 Criminal Law & Procedure** 02 02 00 03

Prerequisites: LEX 110

Corequisites: None

Component: None

This course introduces substantive criminal law and procedural rights of the accused. Topics include elements of state/federal crimes, defenses, constitutional issues, pre-trial and trial process, and other related topics. Upon completion, students should be able to explain elements of specific crimes and assist an attorney in preparing a criminal case.

**LEX 180 Case Analysis & Reasoning** 01 02 00 02

Prerequisites: LEX 110

Corequisites: LEX 120

Component: None

This course covers the techniques of reading and applying legal opinions and the skills of case analysis. Emphasis is placed on the components of opinions and on types of legal writing. Upon completion, students should be able to read, analyze, and brief opinions and prepare legal memoranda, briefs, and other legal documents.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>LEX 210</b>	<b>Real Property I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: None						collection procedure. Upon completion, students should be able to prepare and file bankruptcy forms, collection letters, statutory liens, and collection of judgments.				
Corequisites: None										
Component: None										
This course introduces the study of real property law. Topics include the distinction between real and personal property, various estates, mechanics of conveyance and encumbrance, recordation, special proceedings, and other related topics. Upon completion, students should be able to identify estates, forms of deeds, requirements for recording, and procedures to enforce rights to real property. This course is also available through the Virtual Learning Community (VLC).										
<b>LEX 211</b>	<b>Real Property II</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>					
Prerequisites: LEX 210						<b>LEX 270</b> <b>Law Office Management/Technology</b> <b>01</b> <b>02</b>				
Corequisites: None						<b>00</b> <b>02</b>				
Component: None						Prerequisites: LEX 110 AND LEX 140				
This course continues the study of real property law relating to title examination and preparation of closing documents. Topics include use of courthouse and other public records in title examination and preparation of documents required in real estate transactions and closings. Upon completion, students should be able to plot/draft a description, perform complete title examination, draft closing documents including title insurance forms, and prepare disbursement reconciliation.						Corequisites: None				
Component: None						Component: None				
This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics. Upon completion, students should be able to interview clients, gather information, and draft documents related to family law. This course is also available through the Virtual Learning Community (VLC).						This course provides an overview of law office management and organization. Topics include office forms, filing systems, billing/time keeping, computer systems, calendar systems, library administration, case management, office/personnel procedures, ethics, and technology. Upon completion, students should be able to establish and maintain various law office systems, monitor case progress, and supervise non-lawyer personnel.				
<b>LEX 240</b>	<b>Family Law</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: LEX 110 AND LEX 140						<b>LEX 283</b> <b>Investigation</b> <b>01</b> <b>02</b> <b>00</b> <b>02</b>				
Corequisites: None						Prerequisites: LEX 110				
Component: None						Corequisites: None				
This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics. Upon completion, students should be able to interview clients, gather information, and draft documents related to family law. This course is also available through the Virtual Learning Community (VLC).						Component: None				
This course covers the process of initiating and handling workers' compensation claims. Emphasis is placed on reviewing and drafting relevant Industrial Commission forms. Upon completion, students should be able to interview clients, gather information, and draft documents related to workers' compensation claims.						This course covers various aspects of civil and criminal investigation. Topics include locating witnesses, interviewing techniques, obtaining records, sketching and photographing accident scenes, collecting and preserving evidence, and preparation of exhibits for trial. Upon completion, students should be able to locate witnesses, prepare questionnaires, interview witnesses, obtain criminal/motor vehicle/medical/accident records, sketch scenes, and prepare exhibits.				
<b>LEX 250</b>	<b>Wills, Estates, &amp; Trusts</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>					
Prerequisites: LEX 110						<b>LEX 285</b> <b>Workers' Comp Law</b> <b>02</b> <b>00</b> <b>00</b> <b>02</b>				
Corequisites: None						Prerequisites: LEX 110 AND LEX 130				
Component: None						Corequisites: None				
This course covers various types of wills, trusts, probate, estate administration, and intestacy. Topics include types of wills and execution requirements, caveats and dissents, intestate succession, inventories and accountings, distribution and settlement, and other related topics. Upon completion, students should be able to draft simple wills, prepare estate forms, understand administration of estates including taxation, and explain terms regarding trusts.						Component: None				
This course introduces basic principles essential to landscape gardening. Topics include soils, propagation, watering, fertilizing, pruning, pest control, and planting. Upon completion, students should be able to perform basic gardening techniques essential to maintaining a landscape.						This course provides an overview of the laws of bankruptcy and the rights of creditors and debtors. Topics include bankruptcy procedures and estate management, attachment, claim and delivery, repossession, foreclosure, collection, garnishment, and post-judgment				
<b>LEX 260</b>	<b>Bankruptcy &amp; Collections</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>					
Prerequisites: LEX 110 AND LEX 210						<b>LSG 111</b> <b>Basic Landscape Technology</b> <b>02</b> <b>00</b> <b>00</b> <b>02</b>				
Corequisites: None						Prerequisites: None				
Component: None						Corequisites: None				
This course provides an overview of the laws of bankruptcy and the rights of creditors and debtors. Topics include bankruptcy procedures and estate management, attachment, claim and delivery, repossession, foreclosure, collection, garnishment, and post-judgment						Component: None				
This course provides basic hands-on experience in fall gardening techniques. Emphasis is placed on pruning, irrigation, planting, fertilizing, pest control, equipment operation, and turf maintenance.						This course provides an overview of the laws of bankruptcy and the rights of creditors and debtors. Topics include bankruptcy procedures and estate management, attachment, claim and delivery, repossession, foreclosure, collection, garnishment, and post-judgment				
<b>LEX 260</b>	<b>Bankruptcy &amp; Collections</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>					
Prerequisites: LEX 110 AND LEX 210						<b>LSG 121</b> <b>Fall Gardening Lab</b> <b>00</b> <b>06</b> <b>00</b> <b>02</b>				
Corequisites: None						Prerequisites: None				
Component: None						Corequisites: None				
This course provides an overview of the laws of bankruptcy and the rights of creditors and debtors. Topics include bankruptcy procedures and estate management, attachment, claim and delivery, repossession, foreclosure, collection, garnishment, and post-judgment						Component: None				
This course provides basic hands-on experience in fall gardening techniques. Emphasis is placed on pruning, irrigation, planting, fertilizing, pest control, equipment operation, and turf maintenance.						This course provides an overview of the laws of bankruptcy and the rights of creditors and debtors. Topics include bankruptcy procedures and estate management, attachment, claim and delivery, repossession, foreclosure, collection, garnishment, and post-judgment				

Upon completion, students should be able to perform various techniques essential to maintaining the fall landscape.

**LSG 122 Spring Gardening Lab 00 06 00 02**

Prerequisites: None

Corequisites: None

Component: None

This course provides familiarization with basic gardening techniques by performing practical hands-on exercises required for the spring season. Emphasis is placed on pruning, irrigation, planting, fertilizing, pest control, equipment operation, turf maintenance, and landscape construction. Upon completion, students should be able to satisfactorily perform various practices essential to maintaining the landscape in the spring season.

**LSG 123 Summer Gardening Lab 00 06 00 02**

Prerequisites: None

Corequisites: None

Component: None

This course provides basic hands-on experience in summer gardening techniques. Emphasis is placed on pruning, irrigation, planting, fertilizing, pest control, equipment operation, turf maintenance, landscape construction, and maintaining fruits and vegetables. Upon completion, students should be able to perform various techniques essential to maintaining the summer landscape.

**LSG 231 Landscape Supervision 02 06 00 04**

Prerequisites: LSG 123 and HOR 260

Corequisites: None

Component: None

This course provides experience in planning, implementing, and supervising various landscape management projects. Emphasis is placed on supervisory skills, organizing, and scheduling. Upon completion, students should be able to supervise employees in various landscape management jobs.

**LSG 232 Garden Management 01 02 00 02**

Prerequisites: LSG 123 and HOR 260

Corequisites: None

Component: None

This course covers the implementation of knowledge gained in previous landscape gardening courses. Emphasis is placed on scheduling, designing, renovation, and plant management. Upon completion, students should be able to collate the material learned in the Landscape Gardening curriculum and apply it to various landscape gardening situations.

**MAC 111 Machining Technology I 02 12 00 06**

Prerequisites: None

Corequisites: None

Component: None

This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling.

**MAC 112 Machining Technology II 02 12 00 06**

Prerequisites: MAC 111

Corequisites: None

Component: None

This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling.

**MAC 113 Machining Technology III 02 12 00 06**

Prerequisites: MAC 112

Corequisites: None

Component: None

This course provides an introduction to advanced and special machining operations. Emphasis is placed on working to specified tolerances with special and advanced setups. Upon completion, students should be able to produce a part to specifications.

**MAC 114 Introduction to Metrology 02 00 00 02**

Prerequisites: None

Corequisites: MAC 111

Component: None

This course introduces the care and use of precision measuring instruments. Emphasis is placed on the inspection of machine parts and use of a wide variety of measuring instruments. Upon completion, students should be able to demonstrate the correct use of measuring instruments.

**MAC 121 Introduction to CNC 02 00 00 02**

Prerequisites: MAC 111

Corequisites: None

Component: None

This course introduces the concepts and capabilities of computer numerical control machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to explain operator safety, machine protection, data input, program preparation, and program storage.

**MAC 122 CNC Turning 01 03 00 02**

Prerequisites: MAC 121

Corequisites: None

Component: None

This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers.

**MAC 124 CNC Milling 01 03 00 02**

Prerequisites: MAC 121

Corequisites: None

Component: None

This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming for-

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<p>mats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.</p>										
<p><b>MAC 151 Machining Calculations</b></p> <p>Prerequisites: None Corequisites: None Component: None</p> <p>This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine shop. Upon completion, students should be able to perform basic shop calculations.</p>		01	02	00	02					
<p><b>MAC 152 Adv Machining Calc</b></p> <p>Prerequisites: MAC 151 Corequisites: None Component: None</p> <p>This course combines mathematical functions with practical machine shop applications and problems. Emphasis is placed on gear ratios, lead screws, indexing problems, and their applications in the machine shop. Upon completion, students should be able to calculate solutions to machining problems.</p>		01	02	00	02					
<p><b>MAC 226 CNC EDM Machining</b></p> <p>Prerequisites: MAC 121 Corequisites: None Component: None</p> <p>This course introduces the programming, setup, and operation of CNC electrical discharge machines. Topics include programming formats, control functions, program editing, production of parts, and inspection. Upon completion, students should be able to manufacture simple parts using CNC electrical discharge machines.</p>		01	03	00	02					
<p><b>MAC 241 Jigs &amp; Fixtures I</b></p> <p>Prerequisites: MAC 112 Corequisites: None Component: None</p> <p>This course introduces the application and use of jigs and fixtures. Emphasis is placed on design and manufacture of simple jigs and fixtures. Upon completion, students should be able to design and build simple jigs and fixtures.</p>		02	06	00	04					
<p><b>MAC 243 Die Making I</b></p> <p>Prerequisites: MAC 112 Corequisites: None Component: None</p> <p>This course introduces the principles and applications of die making. Topics include types, construction, and application of dies. Upon completion, students should be able to design and build simple dies.</p>		02	06	00	04					
<p><b>MAC 245 Mold Construction I</b></p> <p>Prerequisites: MAC 112 Corequisites: None Component: None</p> <p>This course introduces the principles of mold making. Topics include types, construction, and application of molds. Upon completion, students should be able to design and build simple molds.</p>		02	06	00	04					
<p><b>MAS 110 Masonry I</b></p> <p>Prerequisites: None Corequisites: None Component: None</p> <p>This course introduces the basic principles of construction with masonry units. Topics include history of the masonry field, safety practices, blueprint reading, and principles of laying masonry units to the line using tools, equipment, and materials. Upon completion, students should be able to demonstrate knowledge of safety practices, blueprint reading, and basic tool use; identify materials; operate machinery; and lay masonry units.</p>		05	15	00	10					
<p><b>MAS 120 Masonry II</b></p> <p>Prerequisites: None Corequisites: None Component: None</p> <p>This course provides practical experience in cost estimating, foundations, bonding variations, expansion joints, wall ties, building codes, and other related topics. Emphasis is placed on material estimation, layout of footing, construction of walls, reinforcements, scaffolding, insulating, and building codes. Upon completion, students should be able to determine cost, plan sound building procedures, construct masonry projects, and apply building codes.</p>		05	15	00	10					
<p><b>MAS 130 Masonry III</b></p> <p>Prerequisites: None Corequisites: None Component: None</p> <p>This course provides fundamentals and skills used in masonry construction. Emphasis is placed on building chimneys, fireplaces, columns, concrete masonry, and arches; using materials economically; satisfying needs and expectations; and proper work ethics. Upon completion, students should be able to build structures covered in the course, demonstrate increased speed and accuracy, and make smooth transitions between construction stages.</p>		06	06	00	08					
<p><b>MAS 140 Intro to Masonry</b></p> <p>Prerequisites: None Corequisites: None Component: None</p> <p>This course introduces basic principles and practices of masonry. Topics include standard tools, materials, and practices used in basic masonry and other related topics. Upon completion, students should be able to demonstrate an understanding of masonry and be able to use basic masonry techniques.</p>		01	02	00	02					
<p><b>MAT 050 Basic Math Skills</b></p> <p>Prerequisites: Placement Corequisites: None Component: None</p> <p>This course is designed to strengthen basic math skills. Topics include properties, rounding, estimating, comparing, converting, and computing whole numbers, fractions, and decimals. Upon completion, students should be able to perform basic computations and solve relevant mathematical problems.</p>		03	02	00	04					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>MAT 060</b>	<b>Essential Mathematics</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>					
Prerequisites: MAT 050 or ACCUPLACER Arithmetic Score of 43 or ACCUPLACER Elementary Algebra Score of 27						radical equations, sets, real and complex numbers, exponents, graphing, formulas, polynomials, systems of equations, inequalities, and functions. Upon completion, students should be able to apply the above topics in problem solving using appropriate technology.				
Corequisites: None										
Component: None										
This course is a comprehensive study of mathematical skills which should provide a strong mathematical foundation to pursue further study. Topics include principles and applications of decimals, fractions, percents, ratio and proportion, order of operations, geometry, measurement, and elements of algebra and statistics. Upon completion, students should be able to perform basic computations and solve relevant, multi-step mathematical problems using technology where appropriate.										
<b>MAT 070</b>	<b>Introductory Algebra</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>					
Prerequisites: MAT 060 or ACCUPLACER Arithmetic Score of 61 or ACCUPLACER Elementary Algebra Score of 39						<b>MAT 101</b> <b>Applied Mathematics I</b> <b>02</b> <b>02</b> <b>00</b> <b>03</b>				
Corequisites: RED 080 or ACCUPLACER Reading Score of 60						Prerequisites: MAT 060 or ACCUPLACER Arithmetic Score of 61 or has taken the SAT with verbal and math scores at or above 450 each or ACT composite score of 18 or higher within the last five years.				
Component: None						Corequisites: None				
This course establishes a foundation in algebraic concepts and problem solving. Topics include signed numbers, exponents, order of operations, simplifying expressions, solving linear equations and inequalities, graphing, formulas, polynomials, factoring, and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology. This course is also available through the Virtual Learning Community (VLC).						Component: None				
This course continues the study of algebraic concepts with emphasis on applications. Topics include factoring; rational expressions; rational exponents; rational, radical, and quadratic equations; systems of equations; inequalities; graphing; functions; variations; complex numbers; and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.						This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific areas of study. This course is intended for certificate and diploma programs.				
<b>MAT 080</b>	<b>Intermediate Algebra</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>					
Prerequisites: MAT070 or ACCUPLACER Elementary Algebra Score of 60						<b>MAT 110</b> <b>Mathematical Measurement</b> <b>02</b> <b>02</b> <b>00</b> <b>03</b>				
Corequisites: RED 080						Prerequisites: MAT070				
Component: None						Corequisites: None				
This course continues the study of algebraic concepts with emphasis on applications. Topics include factoring; rational expressions; rational exponents; rational, radical, and quadratic equations; systems of equations; inequalities; graphing; functions; variations; complex numbers; and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.						Component: None				
This course provides an activity-based approach to utilizing, interpreting, and communicating data in a variety of measurement systems. Topics include accuracy, precision, conversion, and estimation within metric, apothecary, and avoirdupois systems; ratio and proportion; measures of central tendency and dispersion; and charting of data. Upon completion, students should be able to apply proper techniques to gathering, recording, manipulating, analyzing, and communicating data.										
<b>MAT 090</b>	<b>Accelerated Algebra</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>					
Prerequisites: HS Alg I and Alg II or ACCUPLACER Elementary Algebra Score of 60						<b>MAT 115</b> <b>Mathematical Models</b> <b>02</b> <b>02</b> <b>00</b> <b>03</b>				
Corequisites: RED 080 or ACCUPLACER Reading Score of 60						Prerequisites: MAT 070 or ACCUPLACER Elementary Algebra Score of 60 or has taken the SAT with verbal and math scores at or above 450 each or ACT composite score of 18 or higher within the last five years.				
Component: None						Corequisites: None				
This course covers algebraic concepts with emphasis on applications. Topics include those covered in MAT 070 and MAT 080. Upon completion, students should be able to apply algebraic concepts in problem solving using appropriate technology.						Component: None				
This course develops the ability to utilize mathematical skills and technology to solve problems at a level found in non-mathematics-intensive programs. Topics include application to percent, ratio and proportion, formulas, statistics, functional notation, linear functions and their groups, probability, sampling techniques, scatter plots, and modeling. Upon completion, students should be able to solve practical problems, reason and communicate with mathematics, and work confidently, collaboratively, and independently.										
<b>MAT 095</b>	<b>Algebraic Concepts</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: None						<b>MAT 120</b> <b>Geometry and Trigonometry</b> <b>02</b> <b>02</b> <b>00</b> <b>03</b>				
Corequisites: None						Prerequisites: Mat 070 or ACCUPLACER Elementary Algebra Score of 60 or has taken the SAT with verbal and math scores at or above 450 each or ACT composite score of 18 or higher within the last five years.				
Component: None						Corequisites: None				
This course covers algebraic concepts with an emphasis on applications. Topics include linear, quadratic, absolute value, rational and						Component: None				
This course introduces the concepts of plane trigonometry and										





		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>MAT 155</b>	<b>Statistical Analysis</b>	03	00	00	03					
Prerequisites: One course required: MAT 080, MAT 090 or ACCU-PLACER Elementary Algebra Score of 80 or has taken the SAT with verbal and math scores at or above 450 each or ACT composite score of 18 or higher within the last five years.										
Corequisites: None										
Component: None										
This course is an introduction to descriptive and inferential statistics. Topics include sampling, distributions, plotting data, central tendency, dispersion, Central Limits Theorem, confidence intervals, hypothesis testing, correlations, regressions, and multinomial experiments. Upon completion, students should be able to describe data and test inferences about populations using sample data. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.										
<b>MAT 155A</b>	<b>Statistics Analysis Lab</b>	00	02	00	01					
Prerequisites: One course required: MAT 080, MAT 090 or ACCU-PLACER Elementary Algebra Score of 80 or has taken the SAT with verbal and math scores at or above 450 each or ACT composite score of 18 or higher within the last five years.										
Corequisites: MAT 155										
Component: None										
This course is a laboratory for MAT 155. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.										
<b>MAT 161</b>	<b>College Algebra</b>	03	00	00	03					
Prerequisites: One course required: MAT 080, MAT 090 or ACCU-PLACER Elementary Algebra Score of 80 or has taken the SAT with verbal and math scores at or above 450 each or ACT composite score of 18 or higher within the last five years.										
Corequisites: MAT 161A										
Component: None										
This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on equations and inequalities; polynomials, rational, exponential and logarithmic functions; and graphing and data analysis/modeling. Upon completion, students should be able to choose an appropriate model to fit a data set and use the model for analysis and prediction. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.										
<b>MAT 161A</b>	<b>College Algebra Lab</b>	00	02	00	01					
Prerequisites: One course required: MAT 080, MAT 090 or ACCU-PLACER Elementary Algebra Score of 80 or has taken the SAT with verbal and math scores at or above 450 each or ACT composite score of 18 or higher within the last five years.										
Corequisites: MAT 161										
Component: None										
This course is a laboratory for MAT 161. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.										
<b>MAT 162</b>	<b>College Trigonometry</b>	03	00	00	03					
Prerequisites: MAT161										
Corequisites: None										
Component: None										
This course provides an integrated technological approach to trigonometry applications used in problem solving. Emphasis is placed on applications involving trigonometric ratios, right triangles, oblique triangles, trigonometric functions, graphing, vectors, and complex numbers. Upon completion, students should be able to apply the above principles of trigonometry to problem solving and communication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.										
<b>MAT 162A</b>	<b>College Trigonometry Lab</b>	00	02	00	01					
Prerequisites: MAT161										
Corequisites: MAT 162										
Component: None										
This course is a laboratory for MAT 162. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.										
<b>MAT 165</b>	<b>Finite Mathematics</b>	03	00	00	03					
Prerequisites: MAT 161										
Corequisites: MAT 165A										
Component: None										
This course provides topics used to formulate models and to solve and interpret solutions using an algorithmic approach. Topics include linear algebra, linear programming, simplex method, sets and counting, probability, mathematics of finance, and logic. Upon completion, students should be able to demonstrate both an understanding of the theoretical concepts of finite mathematics and the ability to solve related problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.										

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		
<b>MAT 165A</b>	<b>Finite Mathematics Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>		<b>MAT 171A</b>	<b>Precalculus Algebra Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: MAT 161						Prerequisites: One course required: MAT 080, MAT 090 or ACCU-PLACER Elementary Algebra Score of 80 or has taken the SAT with verbal and math scores at or above 450 each or ACT composite score of 18 or higher within the last five years.						
Corequisites: MAT 165						Corequisites: MAT 171						
Component: None						Component: None						
This course is a laboratory for MAT 165. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.						This course is a laboratory for MAT 171. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.						
<b>MAT 167</b>	<b>Discrete Mathematics</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>		<b>MAT 172</b>	<b>Precalculus Trigonometry</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: MAT 121						Prerequisites: MAT 171						
Corequisites: None						Corequisites: MAT 172A						
Component: None						Component: None						
This course is a study of discrete mathematics with emphasis on applications. Topics include number systems, combinations/permutations, mathematical logic/proofs, sets/counting, Boolean algebra, mathematical induction, trees/graphs, and algorithms. Upon completion, students should be able to demonstrate competence in the topics covered. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.						This is the second of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on properties and applications of transcendental functions and their graphs, right and oblique triangle trigonometry, conic sections, vectors and polar coordinates. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.						
<b>MAT 167A</b>	<b>Discrete Mathematics Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>		<b>MAT 172A</b>	<b>Precalculus Trigonometry Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: MAT 121						Prerequisites: MAT 171						
Corequisites: MAT 167						Corequisites: MAT 172						
Component: None						Component: None						
This course is a laboratory for MAT 167. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.						This course is a laboratory for MAT 172. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.						
<b>MAT 171</b>	<b>Precalculus Algebra</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>		<b>MAT 175</b>	<b>Precalculus</b>	<b>04</b>	<b>00</b>	<b>00</b>	<b>04</b>
Prerequisites: One course required: MAT 080, MAT 090 or ACCU-PLACER Elementary Algebra Score of 80 or has taken the SAT with verbal and math scores at or above 450 each or ACT composite score of 18 or higher within the last five years.						Prerequisites: ACCUPLACER Elementary Algebra Score of 80 or has taken the SAT with verbal and math scores at or above 450 each or ACT composite score of 18 or higher within the last five years.						
Corequisites: MAT 171A						Corequisites: MAT 175A						
Component: None						Component: None						
This is the first of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on equations and inequalities, functions (linear, polynomial, rational), systems of equations and inequalities, and parametric equations. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and predictions. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.						This course provides an intense study of the topics which are fundamental to the study of calculus. Emphasis is placed on functions and their graphs with special attention to polynomial, rational, exponential, logarithmic and trigonometric functions, and analytic trigonometry. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.						

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>MAT 175A</b>	<b>Precalculus Lab</b>	00	02	00	01					
Prerequisites: None						ences on multiple sample data taken from business and health, social, natural, and applied sciences. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.				
Corequisites: MAT 175						<b>MAT 252A</b> <b>Statistics II Lab</b> 00 02 00 01				
Component: None						Prerequisites: A set of courses required: MAT 151 and MAT 121 or MAT 161				
This course is a laboratory for MAT 175. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.						Corequisites: MAT 252				
Component: None						Component: None				
This course is a laboratory for MAT 175. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.						This course is a laboratory for MAT 252. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.				
<b>MAT 210</b>	<b>Logic</b>	03	00	00	03					
Prerequisites: MAT 161						<b>MAT 263</b> <b>Brief Calculus</b> 03 00 00 03				
Corequisites: MAT 210A						Prerequisites: MAT 161				
Component: None						Corequisites: None				
This course introduces the concept of deductive logic with emphasis on the use of formal logic in analysis. Topics include traditional logic, propositional logic, and determination of validity including truth tables, Venn diagrams, and translational exercises. Upon completion, students should be able to analyze data based on formal logic or ordinary language discourse. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.						Component: None				
This course introduces the concept of deductive logic with emphasis on the use of formal logic in analysis. Topics include traditional logic, propositional logic, and determination of validity including truth tables, Venn diagrams, and translational exercises. Upon completion, students should be able to analyze data based on formal logic or ordinary language discourse. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.						This course introduces concepts of differentiation and integration and their applications to solving problems; the course is designed for students needing one semester of calculus. Topics include functions, graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. This course has been approved to satisfy the comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.				
<b>MAT 210A</b>	<b>Logic Lab</b>	00	02	00	01					
Prerequisites: MAT 161						<b>MAT 263A</b> <b>Brief Calculus Lab</b> 00 02 00 01				
Corequisites: MAT 210						Prerequisites: MAT 161				
Component: None						Corequisites: MAT 263				
This course is a laboratory for MAT 210. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.						Component: None				
This course is a laboratory for MAT 210. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.						This course is a laboratory for MAT 263. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.				
<b>MAT 223</b>	<b>Applied Calculus</b>	02	02	00	03					
Prerequisites: MAT 122						<b>MAT 271</b> <b>Calculus I</b> 03 02 00 04				
Corequisites: None						Prerequisites: One course required: MAT 172, MAT 175 or ACCU-PLACER Elementary Algebra Score of 118				
Component: None						Corequisites: None				
This course provides an introduction to the calculus concepts of differentiation and integration by way of application and is designed for engineering technology students. Topics include limits, slope, derivatives, related rates, areas, integrals, and applications. Upon completion, students should be able to demonstrate an understanding of the use of calculus and technology to solve problems and to analyze and communicate results.						Component: None				
This course provides an introduction to the calculus concepts of differentiation and integration by way of application and is designed for engineering technology students. Topics include limits, slope, derivatives, related rates, areas, integrals, and applications. Upon completion, students should be able to demonstrate an understanding of the use of calculus and technology to solve problems and to analyze and communicate results.						This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.				
<b>MAT 252</b>	<b>Statistics II</b>	03	00	00	03					
Prerequisites: A set of courses required: MAT 151 and MAT 121 or MAT 161										
Corequisites: None										
Component: None										
This course provides a technology-based treatment of multiple sample inferential statistics. Emphasis is placed on two sample hypothesis tests and confidence intervals, linear and multiple regression, analysis of variance, experimental design, and non-parametric techniques. Upon completion, students should be able to draw statistical infer-										

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		
<b>MAT 272</b>	<b>Calculus II</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>		<b>MEC 110</b>	<b>Introduction to CAD/CAM</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites: MAT 271						Prerequisites: None						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course provides a rigorous treatment of integration and is the second calculus course in a three-course sequence. Topics include applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to use integration and approximation techniques to solve application problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.						This course introduces CAD/CAM. Emphasis is placed on transferring part geometry from CAD to CAM for the development of a CNC-ready program. Upon completion, students should be able to use CAD/CAM software to produce a CNC program.						
<b>MAT 273</b>	<b>Calculus III</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>		<b>MEC 111</b>	<b>Machine Processes I</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>
Prerequisites: MAT 272						Prerequisites: None						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course covers the calculus of several variables and is the third calculus course in a three-course sequence. Topics include functions of several variables, partial derivatives, multiple integrals, solid analytical geometry, vector-valued functions, and line and surface integrals. Upon completion, students should be able to solve problems involving vectors and functions of several variables. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.						This course introduces safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include safety, measuring tools, and the basic setup and operation of lathes, milling machines, drill presses, and saws. Upon completion, students should be able to manufacture a simple part to a specified tolerance.						
<b>MAT 280</b>	<b>Linear Algebra</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>		<b>MEC 131</b>	<b>Metalworking Processes</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites: MAT 271						Prerequisites: None						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course provides a study of linear algebra topics with emphasis on the development of both abstract concepts and applications. Topics include vectors, systems of equations, matrices, determinants, vector spaces, linear transformations in two or three dimensions, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate both an understanding of the theoretical concepts and appropriate use of linear algebra models to solve application problems. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.						This course introduces the standard practices that are found in a metal workshop. Topics include the proper care/use of basic hand tools and precision measuring instruments and layout procedures/operation of lathes, drill presses, grinders, milling machines, and power saws. Upon completion, students should be able to work safely in the metal workshop and use basic metalworking equipment.						
<b>MAT 285</b>	<b>Differential Equations</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>		<b>MEC 142</b>	<b>Physical Metallurgy</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites: MAT 272						Prerequisites: None						
Corequisites: None						Corequisites: MAC 112						
Component: None						Component: None						
This course provides an introduction to ordinary differential equations with an emphasis on applications. Topics include first-order, linear higher-order, and systems of differential equations; numerical methods; series solutions; eigenvalues and eigenvectors; Laplace transforms; and Fourier series. Upon completion, students should be able to use differential equations to model physical phenomena, solve the equations, and use the solutions to analyze the phenomena. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.						This course covers the heat treating of metals. Emphasis is placed on the effects of hardening, tempering, and annealing on the structure and physical properties of metals. Upon completion, students should be able to heat treat materials.						
							<b>MEC 172</b>	<b>Introduction to Metallurgy</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
						Prerequisites: None						
						Corequisites: None						
						Component: None						
						This course covers the production, properties, testing, classification, microstructure, and heat-treating effects of ferrous and non-ferrous metals. Topics include the iron-carbon phase diagram, ITT diagram, ANSI code, quenching, senescing, and other processes concerning metallurgical transformations. Upon completion, students should be able to understand the iron-carbon phase diagram, ITT diagram, microstructure images, and other phenomena concerning the behavior of metals.						

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS			CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>MEC 180</b>	<b>Engineering Materials</b>	02	03	00	03						
Prerequisites: None											
Corequisites: None											
Component: None											
This course covers the physical and mechanical properties of materials. Topics include testing, heat treating, ferrous and non-ferrous metals, plastics, composites, and material selection. Upon completion, students should be able to specify basic tests and properties and select appropriate materials on the basis of specific properties.											
<b>MEC 181</b>	<b>Introduction to CIM</b>	02	00	00	02						
Prerequisites: None											
Corequisites: None											
Component: None											
This course introduces the elements of computer-integrated manufacturing (CIM). Topics include statistical process control, computer-aided design and manufacturing, numeric control, and flexible systems. Upon completion, students should be able to explain the major components of computer-integrated manufacturing.											
<b>MEC 263</b>	<b>Electro-Pneumatic Components</b>	02	04	00	04						
Prerequisites: None											
Corequisites: None											
Component: None											
This course introduces principles and practical applications of electrical/pneumatic control systems, and primary control devices incorporated in those systems. Emphasis is placed on reading and interpreting ladder diagrams, building control circuits, and troubleshooting valves, switches, and sensors. Upon completion, students should be able to design, build, and troubleshoot basic electro-pneumatic control systems.											
<b>MED 121</b>	<b>Medical Terminology I</b>	03	00	00	03						
Prerequisites: None											
Corequisites: None											
Component: None											
This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.											
<b>MED 122</b>	<b>Medical Terminology II</b>	03	00	00	03						
Prerequisites: MED 121											
Corequisites: None											
Component: None											
This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.											
<b>MIT 115</b>	<b>Introduction to Video Concepts</b>							02	02	00	03
Prerequisites: None											
Corequisites: None											
Component: None											
This course provides an opportunity to gain a basic level of competence in integration of digital and analog video. Emphasis is placed on understanding integration of basic video resources such as AVI, FLI, MPEG, M-JPEG, and digital/analog video. Upon completion, students should be able to use basic video integration techniques and applications for stand-alone personal computers, networks, and integrated room systems.											
<b>MIT 120</b>	<b>Introduction to Audio Concepts</b>							02	02	00	03
Prerequisites: None											
Corequisites: None											
Component: None											
This course provides an opportunity to gain a basic level of competence in the integration of digital and analog audio. Emphasis is placed on understanding integration of audio resources such as MIDI, WAV, Real-audio, and Redbook Resources. Upon completion, students should be able to demonstrate familiarity with basic audio integration techniques and applications for stand-alone personal computers, networks, and integrated room systems.											
<b>MKT 120</b>	<b>Principles of Marketing</b>							03	00	00	03
Prerequisites: None											
Corequisites: None											
Component: None											
This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.											
<b>MKT 121</b>	<b>Retailing</b>							03	00	00	03
Prerequisites: None											
Corequisites: None											
Component: None											
This course examines the role of retailing in the economy. Topics include the development of present retail structure, functions performed, effective operations, and managerial problems resulting from current economic and social trends. Upon completion, students should be able to demonstrate an understanding of the basic principles of retailing.											
<b>MKT 122</b>	<b>Visual Merchandising</b>							03	00	00	03
Prerequisites: None											
Corequisites: None											
Component: None											
This course introduces basic layout design and commercial display in retail and service organizations. Topics include an analysis of display as a visual merchandising medium and an examination of the principles and applications of display and design. Upon completion, students should be able to plan, build, and evaluate designs and displays. This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program.											

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS			CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		
<b>MKT 123</b>	<b>Fundamentals of Selling</b>	03	00	00	03			<b>MKT 225</b>	<b>Marketing Research</b>	03	00	00	03
Prerequisites: None						Prerequisites: MKT 120							
Corequisites: None						Corequisites: None							
Component: None						Component: None							
This course is designed to emphasize the necessity of selling skills in a modern business environment. Emphasis is placed on sales techniques involved in various types of selling situations. Upon completion, students should be able to demonstrate an understanding of the techniques covered.						This course provides information for decision making by providing guidance in developing, analyzing, and using data. Emphasis is placed on marketing research as a tool in decision making. Upon completion, students should be able to design and conduct a marketing research project and interpret the results. This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program. This course is also available through the Virtual Learning Community (VLC).							
<b>MKT 220</b>	<b>Advertising and Sales Promotion</b>	03	00	00	03			<b>MKT 227</b>	<b>Marketing Applications</b>	03	00	00	03
Prerequisites: None						Prerequisites: None							
Corequisites: None						Corequisites: None							
Component: None						Component: None							
This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application.						This course extends the study of diverse marketing strategies. Emphasis is placed on case studies and small-group projects involving research or planning. Upon completion, students should be able to effectively participate in the formulation a marketing study. This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program.							
<b>MKT 221</b>	<b>Consumer Behavior</b>	03	00	00	03			<b>MKT 228</b>	<b>Service Marketing</b>	03	00	00	03
Prerequisites: None						Prerequisites: None							
Corequisites: None						Corequisites: None							
Component: None						Component: None							
This course is designed to describe consumer behavior as applied to the exchange processes involved in acquiring, consuming, and disposing of goods and services. Topics include an analysis of basic and environmental determinants of consumer behavior with emphasis on the decision-making process. Upon completion, students should be able to analyze concepts related to the study of the individual consumer.						This course is designed to define service marketing, demonstrate its importance, and note its special characteristics. Topics include basic building blocks of service marketing, distinctive aspects of services, and applications of service marketing mix. Upon completion, students should be able to demonstrate a basic understanding of the marketing mix as it applies to the service industry.							
<b>MKT 222</b>	<b>Credit Procedures</b>	03	00	00	03			<b>MKT 230</b>	<b>Public Relations</b>	03	00	00	03
Prerequisites: None						Prerequisites: None							
Corequisites: None						Corequisites: None							
Component: None						Component: None							
This course covers areas of collection that provide an understanding of the expertise needed to manage collection operations. Topics include principles and practices in the extension of credit, collection procedures, and laws pertaining to credit extension and collection. Upon completion, students should be able to demonstrate an understanding of the concepts covered.						This course introduces public relations as it affects communications, strategic planning, and management of the organization. Topics include basic principles and functions of management that guide public relations activities as applied to businesses, services, institutions, and associations. Upon completion, students should be able to perform the communications, evaluation, planning, and research activities of the public relations professional.							
<b>MKT 224</b>	<b>International Marketing</b>	03	00	00	03			<b>MNT 110</b>	<b>Introduction to Maintenance Procedures</b>	01	03	00	02
Prerequisites: None						Prerequisites: None							
Corequisites: None						Corequisites: None							
Component: None						Component: None							
This course covers the basic concepts of international marketing activity and theory. Topics include product promotion, placement, and pricing strategies in the international marketing environment. Upon completion, students should be able to demonstrate a basic understanding of the concepts covered.						This course covers basic maintenance fundamentals for power transmission equipment. Topics include equipment inspection, lubrication, alignment, and other scheduled maintenance procedures. Upon completion, students should be able to demonstrate knowledge of							



		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
NET 112	<b>Security Fundamentals &amp; Policies</b>	03	00	00	03

Prerequisites: None

Corequisites: None

Component: None

This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of the Internet, current security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.

NET 120	<b>Network Installation/Administration I</b>	02	00	02	03
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Prerequisites: NET 110

Corequisites: None

Component: None

This course covers the installation and administration of network hardware and system software. Topics include network topologies, various network operating systems, server and workstation installation and configuration, printer services, and connectivity options. Upon completion, students should be able to perform basic installation and administration of departmental networks.

NET 122	<b>Secure Communications</b>	02	02	00	03
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Prerequisites: NET 110 and NET 112

Corequisites: None

Component: None

This course provides an overview of current technologies used to provide secure transport of information across networks. Topics include data integrity through encryption, Virtual Private Networks, SSL and SSH. Upon completion, students should be able to implement secure data transmission technologies. This course is restricted to the Information Systems Security program.

NET 125	<b>Routing and Switching I</b>	01	04	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course introduces the OSI model, network topologies, IP addressing and subnet masks, simple routing techniques, and basic switching terminology. Topics include the basic functions of the seven layers of the OSI model, different classes of IP addressing and subnetting, router login scripts. Upon completion, students should be able to list the key Internet working functions of the OSI Networking Layer and how they are performed in a variety of router types.

NET 126	<b>Routing and Switching II</b>	01	04	00	03
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Prerequisites: NET 125

Corequisites: None

Component: None

This course introduces router configurations, router protocols, switching methods, and hub terminology. Topics include the basic flow control methods, router startup commands, manipulation of router configuration files, IP and data link addressing. Upon comple-

tion, students should be able to prepare the initial router configuration files, as well as enable, verify, and configure IP addresses.

NET 145	<b>Introduction to Linux</b>	02	02	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course develops the necessary skills for students to develop both GUI and command line skills for using and customizing a Linux workstation. Topics include Linux file system and access permissions, GNOME Interface, VI editor, X Window System expression pattern matching, I/O redirection, network and printing utilities. Upon completion, student should be able to customize and use Linux systems for command line requirements and desktop productivity roles.

NET 155	<b>Linux System Administrat</b>	02	02	00	03
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Prerequisites: NET 145

Corequisites: None

Component: None

This course introduces the Linux file system, group administration, and system hardware controls. Topics include installation, creation and maintaining file systems, NIS client and DHCP client configuration, NFS, SMB/Samba, Configure X, Gnome, KDE, basic memory, processes, and security. Upon completion, students should be able to perform system administration tasks including installation, configuring and attaching a new Linux workstation to an existing network.

NET 175	<b>Wireless Technology</b>	02	02	00	03
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Prerequisites: NET 110

Corequisites: None

Component: None

This course introduces the student to wireless technology and interoperability with different communication protocols. Topics include Wireless Application Protocol (WAP), Wireless Mark-up language (WML), link manager, service discovery protocol, transport layer and frequency band. Upon completion, students should be able to discuss in written and oral form protocols and procedures required for different wireless applications.

NET 222	<b>Security Administration I</b>	02	02	00	03
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Prerequisites: NET 110 and NET 112

Corequisites: None

Component: None

This course provides an overview of security administration and fundamentals of designing security architectures. Topics include TCP/IP concepts, protocols, network traffic analysis, monitoring, and security best practices. Upon completion, students should be able to identify normal network traffic using network analysis tools and design basic security defenses.

NET 225	<b>Advanced Router and Switching I</b>	01	04	00	03
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Prerequisites: NET 126

Corequisites: None

Component: None

This course introduces advanced router configurations, advanced LAN switching theory, and design, VLANs, Novell IPX, and threaded







		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS			CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>NMT 215</b>	<b>Non-Imaging Instrumentation</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>			<b>07</b>	<b>06</b>	<b>06</b>	<b>11</b>
Prerequisites: NMT 132											
Corequisites: None											
Component: None											
This course covers the proper operation of various types of non-imaging equipment used in nuclear medicine. Emphasis is placed on principles of radiation detection, quality control procedures, various counting problems, and machine-specific operating procedures. Upon completion, students should be able to demonstrate the proper use of the devices discussed in the course.											
<b>NMT 218</b>	<b>Computers in Nuc Med</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>						
Prerequisites: NMT 132											
Corequisites: None											
Component: None											
This course provides a general introduction to the operation of computers and the application of computers to the field of nuclear medicine. Topics include number systems, major system components, input/output devices, and acquisition and processing of nuclear medicine images. Upon completion, students should be able to demonstrate an understanding of the concepts presented.											
<b>NMT 221</b>	<b>NMT Clinical Practice II</b>	<b>00</b>	<b>00</b>	<b>21</b>	<b>07</b>						
Prerequisites: NMT 132											
Corequisites: None											
Component: None											
This course is one of two courses designed to provide clinical practice in nuclear medicine. Topics include radiation protection, radiopharmaceutical use, patient care, imaging procedures, non-imaging procedures, administrative procedures, and the therapeutic use of radionuclides. Upon completion, students should be able to demonstrate performance of the procedures covered in this course.											
<b>NMT 222</b>	<b>Proc for Nuclear Med II</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>						
Prerequisites: NMT 132											
Corequisites: None											
Component: None											
This course concludes the in-depth study of clinical procedures performed in nuclear medicine. Topics include method of dose administration, data acquisition parameters, computer use, and data patterns consistent with normal and described pathological states. Upon completion, students should be able to demonstrate an understanding of the principles related to the procedures discussed in the course.											
<b>NMT 225</b>	<b>Imaging Instrumentation</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>						
Prerequisites: NMT 132											
Corequisites: None											
Component: None											
This course covers the operations of various imaging equipment used in nuclear medicine. Emphasis is placed on planar and SPECT gamma cameras. Upon completion, students should be able to safely operate and evaluate performance characteristics of the equipment discussed in the course.											
<b>NUR 101</b>	<b>Practical Nursing I</b>							<b>07</b>	<b>06</b>	<b>06</b>	<b>11</b>
Prerequisites: Departmental Approval											
Corequisites: BIO 163C, BIO 163L and NUR 102A											
Component: None											
This course introduces concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, legal/ethical/professional issues, wellness/illness patterns, and basic nursing skills. Upon completion, students should be able to demonstrate beginning understanding of nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. This course must be completed satisfactorily to progress to Nursing 102B and Nursing 103A.											
This course is intended for certificate and diploma programs.											
<b>NUR 102A</b>	<b>Practical Nursing II</b>							<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites: Departmental Approval											
Corequisites: BIO 163C, BIO 163L and NUR 101											
Component: None											
This course includes more advanced concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, delegation, cost effectiveness, legal/ethical/professional issues, and wellness/illness patterns. Upon completion, students should be able to begin participating in the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. The focus will be on vocational and personal adjustments inherent in the development of practical nurses which must be completed satisfactorily to progress to Nursing 102B and Nursing 103A. This course is intended for certificate and diploma programs.											
<b>NUR 102B</b>	<b>Practical Nursing II</b>							<b>06</b>	<b>00</b>	<b>12</b>	<b>10</b>
Prerequisites: NUR 101 and NUR 102A											
Corequisites: CIS 113, NUR 103A and PSY 110											
Component: None											
This course includes more advanced concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, delegation, cost effectiveness, legal/ethical/professional issues, and wellness/illness patterns. Upon completion, students should be able to begin participating in the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. The focus will be on nursing care of patients with illnesses and disorders of various body systems, child-bearing family and the pediatric patient which must be completed satisfactorily to progress to Nursing 103B. This course is intended for certificate and diploma programs.											
<b>NUR 103A</b>	<b>Practical Nursing III</b>							<b>02</b>	<b>00</b>	<b>03</b>	<b>03</b>
Prerequisites: NUR 101 and NUR 102A											
Corequisites: CIS 113, NUR 102B and PSY 110											
Component: None											
This course focuses on use of nursing/related concepts by practical nurses as providers of care/members of discipline in collaboration with health team members. Emphasis is placed on the nursing process, wellness/illness patterns, entry-level issues, accountability, advocacy, professional development, evolving technology, and changing health care delivery systems. Upon completion, students should be able to use the nursing process to promote/maintain/restore opti-											

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
num health for diverse clients throughout the life span. The focus will be on reproductive diseases, mental health disorders and parenteral medication administration which must be completed satisfactorily to progress to Nursing 103B. This course is intended for certificate and diploma programs.	<b>NUR 189</b>					<b>Nursing Transition</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
	Prerequisites: Departmental Approval									
	Corequisites: None									
	Component: None									
	This course is designed to assist the licensed practical nurse in transition to the role of the associate degree nurse. Topics include the role of the registered nurse, nursing process, homeostasis, and validation of selected nursing skills and physical assessment. Upon completion, students should be able to articulate into the ADN program at the level of the generic student.									
<b>NUR 103B</b>	<b>Practical Nursing III</b>	<b>04</b>	<b>00</b>	<b>09</b>	<b>07</b>					
Prerequisites: NUR 102B and NUR 103A										
Corequisites: ENG 111										
Component: None										
This course focuses on use of nursing/related concepts by practical nurses as providers of care/members of discipline in collaboration with health team members. Emphasis is placed on the nursing process, wellness/illness patterns, entry-level issues, accountability, advocacy, professional development, evolving technology, and changing health care delivery systems. Upon completion, students should be able to use the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. The focus will be on nursing care of patients with disorders involving various body systems which must be completed satisfactorily to successfully complete the program. This course is intended for certificate and diploma programs.										
<b>NUR 110</b>	<b>Nursing I</b>	<b>05</b>	<b>03</b>	<b>06</b>	<b>08</b>					
Prerequisites: Departmental Approval										
Corequisites: BIO 168C, BIO 168L, PSY 150 and ACA 115										
Component: None										
This course introduces concepts basic to beginning nursing practice. Emphasis is placed on introducing the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to demonstrate beginning competence in caring for individuals with common alterations in health.										
<b>NUR 120</b>	<b>Nursing II</b>	<b>05</b>	<b>03</b>	<b>06</b>	<b>08</b>					
Prerequisites: NUR 110										
Corequisites: BIO 169C, BIO 169L and PSY 241										
Component: None										
This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on developing the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to participate in the delivery of nursing care for individuals with common alterations in health. The focus will be on integumentary, immune, musculoskeletal, gastrointestinal and endocrine functioning.										
<b>NUR 130</b>	<b>Nursing III</b>	<b>04</b>	<b>03</b>	<b>06</b>	<b>07</b>					
Prerequisites: NUR 120										
Corequisites: CIS 113										
Component: None										
This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on expanding the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to deliver nursing care to individuals with common alterations in health. The focus will be on reproductive health, intrapartal, newborn, and postpartal nursing.										
<b>NUR 210</b>	<b>Nursing IV</b>						<b>05</b>	<b>03</b>	<b>12</b>	<b>10</b>
Prerequisites: NUR 130										
Corequisites: BIO 275C, BIO 275L and ENG 111										
Component: None										
This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on using collaboration as a provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to modify nursing care for individuals with common alterations in health. The focus will be on psychiatric concepts, community based approaches, renal, cardiovascular, and respiratory functioning.										
<b>NUR 220</b>	<b>Nursing V</b>						<b>04</b>	<b>03</b>	<b>15</b>	<b>10</b>
Prerequisites: NUR 210										
Corequisites: ENG 115 or COM 231 and Humanities/Fine Arts Elective										
Component: None										
This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on the nurse's role as an independent provider and manager of care for a group of individuals and member of a multi-disciplinary team. Upon completion, students should be able to provide comprehensive nursing care to a group of individuals with common complex health alterations. The focus will be on neurologic and neurosensory functioning, mental health, multisystem trauma and leadership skills.										
<b>NUT 110</b>	<b>Nutrition</b>						<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: None										
Corequisites: None										
Component: None										
This course covers basic principles of nutrition and their relationship to human health. Topics include meeting nutritional needs of healthy people, menu modification based on special dietary needs, food habits, and contemporary problems associated with food selection. Upon completion, students should be able to apply basic nutritional concepts as they relate to health and well-being. This course is also available through the Virtual Learning Community (VLC).										
<b>OMT 110</b>	<b>Introduction to Operations Management</b>						<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: None										
Corequisites: None										
Component: None										
This course provides an overview of the operations management field. Topics include production and operations planning, materials										



		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS	
<b>OST 132</b>	<b>Keyboard Skill Building</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>	<b>OST 137</b>	<b>Office Software Applications</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites: OST 131						Prerequisites: OST 131					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course provides accuracy- and speed-building drills. Emphasis is placed on diagnostic tests to identify accuracy and speed deficiencies followed by corrective drills. Upon completion, students should be able to keyboard rhythmically with greater accuracy and speed.						This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands on approach. Upon completion, students should be able to use software in a business environment.					
<b>OST 133</b>	<b>Advanced Keyboard Skill Building</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>	<b>OST 141</b>	<b>Medical Terms I-Medical Office</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: OST 132 and OST 134						Prerequisites: None					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course is designed to increase speed and improve accuracy to meet employment tests and job requirements. Emphasis is placed on individualized diagnostic and prescriptive drills. Upon completion, students should be able to keyboard with greater speed and accuracy as measured by five-minute timed writings and skill-development paragraphs.						This course uses a language-structure approach to present the terminology and vocabulary that will be encountered in medical office settings. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in approximately one-half of the systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.					
<b>OST 134</b>	<b>Text Entry &amp; Formatting</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>	<b>OST 142</b>	<b>Medical Terms II-Medical Office</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: OST 132 and OST 136						Prerequisites: OST 141					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course is designed to provide the skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce mailable documents and key timed writings at speeds commensurate with employability. This course is also available through the Virtual Learning Community (VLC).						This course is a continuation of OST 141 and continues the study, using a language-structure approach, of medical office terminology and vocabulary. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in the remaining systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.					
<b>OST 135</b>	<b>Advanced Text Entry &amp; Formatting</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>	<b>OST 148</b>	<b>Medical Coding Billing &amp; Insurance</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: All courses required: OST 134, OST 236 and OST 233						Prerequisites: None					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course is designed to incorporate computer application skills in the generation of office documents. Emphasis is placed on the production of letters, manuscripts, business forms, tabulation, legal documents, and newsletters. Upon completion, students should be able to make independent decisions regarding planning, style, and method of presentation.						This course introduces CPT and ICD coding as they apply to medical insurance and billing. Emphasis is placed on accuracy in coding, forms preparation, and posting. Upon completion, students should be able to describe the steps of the total billing cycle and explain the importance of accuracy.					
<b>OST 136</b>	<b>Word Processing</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>	<b>OST 149</b>	<b>Medical Legal Issues</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: OST 131						Prerequisites: None					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course introduces word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.						This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS	
demonstrate a working knowledge of current medical law and accepted ethical behavior.						developing skills in writing business communications that will enable students to communicate effectively in an office environment.					
<b>OST 162</b>	<b>Executive Terminology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>OST 223</b>	<b>Machine Transcription I</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites: None						Prerequisites: All courses required: OST 134, OST 136 and OST 164					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course is designed to increase and improve proficiency in word usage. Topics include root words, prefixes, suffixes, homonyms, synonyms, and specialized vocabularies. Upon completion, students should be able to use acquired vocabulary skills in the global workplace.						This course covers the use of transcribing machines to produce mailable documents. Emphasis is placed on appropriate formatting, advanced text editing skills, and transcription techniques. Upon completion, students should be able to transcribe documents into mailable copy.					
<b>OST 164</b>	<b>Text Editing Applications</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>OST 224</b>	<b>Machine Transcription II</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites: ENG 111						Prerequisites: OST 223					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text. This course is also available through the Virtual Learning Community (VLC).						This course provides advanced transcription skills. Emphasis is placed on specialized transcription features. Upon completion, students should be able to transcribe complex business documents into mailable copy with minimal assistance.					
<b>OST 181</b>	<b>Introduction to Office Systems</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>	<b>OST 233</b>	<b>Office Publications Design</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites: OST 131 or equivalent						Prerequisites: OST 134, OST 136, and OST 137					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course introduces the skills and abilities needed in today's office. Topics include effectively interacting with co-workers and the public, processing simple financial and informational documents, and performing functions typical of today's offices. Upon completion, students should be able to display skills and decision-making abilities essential for functioning in the total office context.						This course provides entry-level skills in using software with desktop publishing capabilities. Topics include principles of page layout, desktop publishing terminology and applications, and legal and ethical considerations of software use. Upon completion, students should be able to design and produce professional business documents and publications.					
<b>OST 184</b>	<b>Records Management</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>	<b>OST 236</b>	<b>Advanced Word/Information Processing</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites: OST 131 or equivalent						Prerequisites: OST 135 or OST 136					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system. This course is also available through the Virtual Learning Community (VLC).						This course develops proficiency in the utilization of advanced word/information processing functions. Topics include tables, graphics, macros, sorting, document assembly, merging, and newspaper and brochure columns. Upon completion, students should be able to produce a variety of complex business documents. This course is also available through the Virtual Learning Community (VLC).					
<b>OST 192</b>	<b>Selected Topics in OST</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>	<b>OST 241</b>	<b>Medical Office Transcription I</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites: ENG 111, OST 134 and OST 164						Prerequisites: One course required: MED 121 or OST 141					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study. This course will concentrate on						This course introduces machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable transcripts of voice recordings in the covered specialties.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS			CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>OST 242</b>	<b>Medical Office Transcription II</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>			<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites: OST 241						Prerequisites: ENG 111, OST 134, OST 137, and OST 164					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course continues building machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as continued proofreading/editing skills and vocabulary building. Upon completion, students should be able to perform competently in preparing accurate and usable transcripts of voice recordings in the covered specialties.						This course provides opportunities to explore emerging technologies. Emphasis is placed on identifying, researching, and presenting current technological topics for class consideration and discussion. Upon completion, students should be able to understand the importance of keeping abreast of technological changes that affect the office professional.					
<b>OST 243</b>	<b>Medical Office Simulation</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>			<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: All courses required: OST 134, OST 142, OST 148 and OST 241						Prerequisites: OST 236					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections. This course is a unique concentration requirement in the Medical Office Systems Technology concentration in the Office Systems Technology program.						This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multi-cultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society.					
<b>OST 244</b>	<b>Medical Document Production</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>			<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites: OST 134						Prerequisites: All courses required: OST 164 and OST 134 or OST 136					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course provides production-level skill development in processing medical documents. Emphasis is placed on producing mailable documents through the use of medical-related materials. Upon completion, students should be able to perform competently in preparing accurate, correctly formatted, and usable documents.						This course provides a capstone course for the office professional. Topics include administrative office procedures, imaging, communication techniques, ergonomics, and equipment utilization. Upon completion, students should be able to function proficiently in a changing office environment.					
<b>OST 247</b>	<b>CPT Coding in the Med Off</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>			<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: OST 142						Prerequisites: None					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS rules for Medicare billing. Upon completion, students should be able to properly code procedures and services performed by physicians in ambulatory settings.						This course includes an overview of the role of the public administrator in government and an examination of the development and implementation of public policy. Topics include public personnel administration and management, decision making, public affairs, ethics, organizational theories, budgetary functions within governmental agencies, and other governmental issues. Upon completion, students should be able to explain the functions of government in society and in the lives of people composing that society. This course is a unique concentration requirement of the Public Administration concentration in the Business Administration program.					
<b>OST 248</b>	<b>Diagnostic Coding</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>			<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: OST 142						Prerequisites: None					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This courses provides an in-depth study of diagnostic coding for the medical office. Emphasis is placed on ICD-9-CM codes used on superbills and other encounter forms. Upon completion, students should be able to apply the principles of diagnostic coding in the physician's office.						This course introduces the ethical issues and problems within the public administration field. Emphasis is placed on building analytical skills, stimulating moral imagination, and recognizing the discretionary power of the administrator's role. Upon completion, students					



should be able to understand the moral dimensions of public administrative decision making. This course is a unique concentration requirement of the Public Administration concentration in the Business Administration program.

**PAD 251 Public Finance & Budgeting** 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course provides an overview of the public finance and budgeting processes used in the allocation of public resources to meet differing public interests. Topics include the political environment, government expenditures, revenues, taxation, budgetary process theories and techniques, and the relation of government finance to the economy. Upon completion, students should be able to recognize impacts of government revenue and expenditure policies and understand the role of budgeting in executing governmental policy. This course is a unique concentration requirement of the Public Administration concentration in the Business Administration program.

**PAD 252 Public Policy Analysis** 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course is a study of methods and techniques used to determine the effectiveness of public programs. Emphasis is placed on the concept of ecology and environmental impact, informal groups and information networks, and the relationship between public and private sectors. Upon completion, students should be able to analyze case studies with the use of political analysis techniques. This course is a unique concentration requirement of the Public Administration concentration in the Business Administration program.

**PAD 253 Introduction to Urban Planning** 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course includes an analysis of current urban problems and the forces responsible for urban and regional growth. Topics include historical perspectives on the planning approach to urban phenomena and the evaluation of current proposals dealing with aspects of the urban situation. Upon completion, students should be able to evaluate urban and regional growth problems through case study analysis.

**PAD 254 Grant Writing** 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course covers the basic techniques of successful grant writing. Topics include concept development, funding sources research, and writing skills relevant to the grants process. Upon completion, students should be able to demonstrate a basic understanding of the grants process.

**PAD 255 Government Contracting** 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course is a study of the nature, process, and legal ramifications of contracting with and for the federal government. Emphasis is placed on developing and writing bid specifications for contracts and on negotiating and working with contractors. Upon completion, students should be able to read, write, and interpret government contracts.

**PBT 100 Phlebotomy Technology** 05 02 00 06

Prerequisites: None

Corequisites: PBT 101

Component: PBT 100C and PBT 100L

This course provides instruction in the skills needed for the proper collection of blood and other specimens used for diagnostic testing. Emphasis is placed on ethics, legalities, medical terminology, safety and universal precautions, health care delivery systems, patient relations, anatomy and physiology, and specimen collection. Upon completion, students should be able to demonstrate competence in the theoretical comprehension of phlebotomy techniques. This is a certificate-level course.

**PBT 101 Phlebotomy Practicum** 00 00 09 03

Prerequisites: None

Corequisites: PBT 100

Component: None

This course provides supervised experience in the performance of venipuncture and microcollection techniques in a clinical facility. Emphasis is placed on patient interaction and application of universal precautions, proper collection techniques, special procedures, specimen handling, and data management. Upon completion, students should be able to safely perform procedures necessary for specimen collections on patients in various health care settings. This is a certificate-level course.

**PED 110 Fit and Well for Life** 01 02 00 02

Prerequisites: None

Corequisites: None

Component: None

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 111 Physical Fitness I** 00 03 00 01

Prerequisites: None

Corequisites: None

Component: None

This course provides an individualized approach to physical fitness utilizing the five major components. Emphasis is placed on the scien-



approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 121 Walk, Jog, Run** 00 03 00 01

Prerequisites: None  
 Corequisites: None  
 Component: None

This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 122 Yoga I** 00 02 00 01

Prerequisites: None  
 Corequisites: None  
 Component: None

This course introduces the basic discipline of yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of yoga. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 123 Yoga II** 00 02 00 01

Prerequisites: PED 122  
 Corequisites: None  
 Component: None

This course introduces more detailed aspects of the discipline of yoga. Topics include breathing and physical postures, relaxation, and mental concentration. Upon completion, students should be able to demonstrate advanced procedures of yoga. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 124 Run, Swim, Cycle** 00 03 00 01

Prerequisites: None  
 Corequisites: None  
 Component: None

This course introduces the sport of the triathlon. Topics include the rules, equipment, and skills necessary for the triathlon. Upon completion, students should be able to participate in a triathlon competition. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 125 Self-Defense-Beginning** 00 02 00 01

Prerequisites: None  
 Corequisites: None  
 Component: None

This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature. This course has

been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 126 Self-Defense-Intermediate** 00 02 00 01

Prerequisites: PED 125  
 Corequisites: None  
 Component: None

This course is designed to aid students in building on the techniques and skills developed in PED 125. Emphasis is placed on the appropriate psychological and physiological responses to various encounters. Upon completion, students should be able to demonstrate intermediate skills in self-defense stances, blocks, punches, and kick combinations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 127 Karate** 00 03 00 01

Prerequisites: None  
 Corequisites: None  
 Component: None

This course introduces the martial arts using the Japanese Shotokan form. Topics include proper conditioning exercise, body control, proper terminology, historical foundations, and etiquette relating to karate. Upon completion, students should be able to perform line drill techniques and Kata for various ranks. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 128 Golf-Beginning** 00 02 00 01

Prerequisites: None  
 Corequisites: None  
 Component: None

This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 129 Golf-Intermediate** 00 02 00 01

Prerequisites: PED 128  
 Corequisites: None  
 Component: None

This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and course management. Upon completion, students should be able to demonstrate the knowledge and ability to play a recreational round of golf. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS			CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>PED 130</b>	<b>Tennis-Beginning</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>			<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: None											
Corequisites: None											
Component: None											
This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.											
<b>PED 131</b>	<b>Tennis-Intermediate</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>						
Prerequisites: PED 130											
Corequisites: None											
Component: None											
This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.											
<b>PED 132</b>	<b>Racquetball-Beginning</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>						
Prerequisites: None											
Corequisites: None											
Component: None											
This course introduces the fundamentals of racquetball. Emphasis is placed on rules, fundamentals, and strategies of beginning racquetball. Upon completion, students should be able to play recreational racquetball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.											
<b>PED 133</b>	<b>Racquetball-Intermediate</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>						
Prerequisites: PED 132											
Corequisites: None											
Component: None											
This course covers more advanced racquetball techniques. Emphasis is placed on refining basic skills, performing advanced shots, and playing strategies for singles and doubles. Upon completion, students should be able to play competitive racquetball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.											
<b>PED 135</b>	<b>Fencing-Beginning</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>						
Prerequisites: None											
Corequisites: None											
Component: None											
This course introduces the fundamentals of fencing. Emphasis is placed on grip, stance, and establishment of good techniques for attacks and parries. Upon completion, students should be able to perform elementary foil techniques and demonstrate the basic skills of fencing. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.											
<b>PED 136</b>	<b>Fencing-Intermediate</b>							<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: PED 135											
Corequisites: None											
Component: None											
This course covers more advanced fencing techniques. Topics include advanced foil techniques and elementary sabre techniques. Upon completion, students should be able to participate in competitive fencing. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.											
<b>PED 137</b>	<b>Badminton</b>							<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: None											
Corequisites: None											
Component: None											
This course covers the fundamentals of badminton. Emphasis is placed on the basics of serving, clears, drops, drives, smashes, and the rules and strategies of singles and doubles. Upon completion, students should be able to apply these skills in playing situations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.											
<b>PED 138</b>	<b>Archery</b>							<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: None											
Corequisites: None											
Component: None											
This course introduces basic archery safety and skills. Topics include proper techniques of stance, bracing, drawing, and releasing as well as terminology and scoring. Upon completion, students should be able to participate safely in target archery. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.											
<b>PED 139</b>	<b>Bowling-Beginning</b>							<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: None											
Corequisites: None											
Component: None											
This course introduces the fundamentals of bowling. Emphasis is placed on ball selection, grips, stance, and delivery along with rules and etiquette. Upon completion, students should be able to participate in recreational bowling. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.											
<b>PED 140</b>	<b>Bowling-Intermediate</b>							<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: PED 139											
Corequisites: None											
Component: None											
This course covers more advanced bowling techniques. Emphasis is placed on refining basic skills and performing advanced shots, spins, pace, and strategy. Upon completion, students should be able to participate in competitive bowling. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.											

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>PED 141</b>					<b>Tumbling and Gymnastics</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: None									
Corequisites: None									
Component: None									
This course introduces basic tumbling and gymnastic techniques. Topics include the safe use of gymnastic apparatus such as uneven bars, parallel bars, pommel horse, and balance beam. Upon completion, students should be able to demonstrate skills on selected pieces of apparatus. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.									
<b>PED 142</b>					<b>Lifetime Sports</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: None									
Corequisites: None									
Component: None									
This course is designed to give an overview of a variety of sports activities. Emphasis is placed on the skills and rules necessary to participate in a variety of lifetime sports. Upon completion, students should be able to demonstrate an awareness of the importance of participating in lifetime sports activities. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.									
<b>PED 143</b>					<b>Volleyball-Beginning</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: None									
Corequisites: None									
Component: None									
This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.									
<b>PED 144</b>					<b>Volleyball-Intermediate</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: PED 143									
Corequisites: None									
Component: None									
This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.									
<b>PED 145</b>					<b>Basketball-Beginning</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: None									
Corequisites: None									
Component: None									
This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.									
<b>PED 146</b>					<b>Basketball-Intermediate</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: PED 145									
Corequisites: None									
Component: None									
This course covers more advanced basketball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play basketball at a competitive level. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.									
<b>PED 147</b>					<b>Soccer</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: None									
Corequisites: None									
Component: None									
This course introduces the basics of soccer. Emphasis is placed on rules, strategies, and fundamental skills. Upon completion, students should be able to participate in recreational soccer. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.									
<b>PED 148</b>					<b>Softball</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: None									
Corequisites: None									
Component: None									
This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to participate in recreational softball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.									
<b>PED 149</b>					<b>Flag Football</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: None									
Corequisites: None									
Component: None									
This course introduces the fundamentals and rules of flag football. Emphasis is placed on proper techniques and strategies for playing in game situations. Upon completion, students should be able to participate in recreational flag football. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.									
<b>PED 150</b>					<b>Baseball/Beginning</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>
Prerequisites: None									
Corequisites: None									
Component: None									
This course covers the fundamentals of baseball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational baseball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.									

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS			CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS	
<b>PED 151</b>	<b>Baseball/Intermediate</b>	00	03	00	01		<b>PED 156</b>	<b>Scuba Diving</b>	00	02	00	01
Prerequisites: PED 150						Prerequisites: PED 153						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course covers more advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.						This course provides basic instruction in fundamental skills and safety procedures for scuba diving. Emphasis is placed on the history, theory, and principles of diving; development of diving skills; safety; and care and maintenance of equipment. Upon completion, students should be able to demonstrate skills, knowledge, and techniques of scuba diving in preparation for diver certification. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.						
<b>PED 152</b>	<b>Swimming-Beginning</b>	00	02	00	01		<b>PED 158</b>	<b>Whitewater Rafting</b>	00	02	00	01
Prerequisites: None						Prerequisites: PED 152						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course is designed for non-swimmers and beginners. Emphasis is placed on developing confidence in the water, learning water safety, acquiring skills in floating, and learning elementary strokes. Upon completion, students should be able to demonstrate safety skills and be able to tread water, back float, and use the crawl stroke for 20 yards. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.						This course covers the skills necessary to safely participate in whitewater rafting. Topics include raft guiding, paddling skills, scouting rapids, and rigging boats. Upon completion, students should be able to successfully complete a whitewater rafting experience. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.						
<b>PED 153</b>	<b>Swimming-Intermediate</b>	00	02	00	01		<b>PED 160</b>	<b>Canoeing-Basic</b>	00	02	00	01
Prerequisites: PED 152						Prerequisites: PED 152						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course is designed for those who have mastered basic swimming skills. Emphasis is placed on refining basic skills and learning new swim strokes. Upon completion, students should be able to demonstrate the four basic strokes, the scissors kick, the underwater swim, and other related skills. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.						This course provides basic instruction for the beginning canoeist. Emphasis is placed on safe and correct handling of the canoe and rescue skills. Upon completion, students should be able to demonstrate basic canoeing, safe-handling, and self-rescue skills. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.						
<b>PED 154</b>	<b>Swimming for Fitness</b>	00	03	00	01		<b>PED 161</b>	<b>Canoeing-Rivers</b>	00	02	00	01
Prerequisites: PED 152						Prerequisites: PED 160						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course introduces lap swimming, aquacises, water activities, and games. Emphasis is placed on increasing cardiovascular efficiency through aquatic exercise. Upon completion, students should be able to develop an individualized aquatic fitness program. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.						This course provides practice in the basic skills of river and whitewater canoeing. Emphasis is placed on river running, safety, and care of equipment. Upon completion, students should be able to demonstrate navigation in a moving current, canoe safety, and self-rescue skills. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.						
<b>PED 155</b>	<b>Water Aerobics</b>	00	03	00	01		<b>PED 163</b>	<b>Kayaking-Basic</b>	00	02	00	01
Prerequisites: None						Prerequisites: PED 152						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course introduces rhythmic aerobic activities performed in water. Emphasis is placed on increasing cardiovascular fitness levels, muscular strength, muscular endurance, and flexibility. Upon completion, students should be able to participate in an individually-paced exercise program. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.						This course is designed to teach the basic skills of kayaking. Topics include forward and reverse strokes, sweeps, Eskimo roll, and self-rescue skills. Upon completion, students should be able to maneuver and demonstrate safe kayaking practices. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.						

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>PED 164 Kayaking-Whitewater</b>		<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	preserving food, safety, and setting up camp. Upon completion, students should be able to set up camp sites in field experiences using proper procedures. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.				
Prerequisites:	PED 163									
Corequisites:	None									
Component:	None									
<p>This course covers the skills necessary to safely negotiate Class II and some Class III rapids. Topics include execution of a river roll, maneuvering, rescuing and retrieving kayaker and equipment. Upon completion, students should be able to safely negotiate Class II and some Class III rapids and perform all rescue skills. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</p>										
<b>PED 169 Orienteering</b>		<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>					
Prerequisites:	None									
Corequisites:	None									
Component:	None									
<p>This course introduces the various types of orienteering and proper orienteering techniques. Emphasis is placed on defining various types of orienteering and recognizing and drawing topographic map symbols. Upon completion, students should be able to draw topographic map symbols and negotiate a 3-5 km cross-country orienteering course in a specified time period. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</p>										
<b>PED 170 Backpacking</b>		<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>					
Prerequisites:	None									
Corequisites:	None									
Component:	None									
<p>This course covers the proper techniques for establishing a campsite, navigating in the wilderness, and planning for an overnight trip. Topics include planning for meals, proper use of maps and compass, and packing and dressing for extended periods in the outdoors. Upon completion, students should be able to identify quality backpacking equipment, identify the principles of no-trace camping, and successfully complete a backpacking experience. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</p>										
<b>PED 171 Nature Hiking</b>		<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>					
Prerequisites:	None									
Corequisites:	None									
Component:	None									
<p>This course provides instruction on how to equip and care for oneself on the trail. Topics include clothing, hygiene, trail ethics, and necessary equipment. Upon completion, students should be able to successfully participate in nature trail hikes. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</p>										
<b>PED 172 Outdoor Living</b>		<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>					
Prerequisites:	None									
Corequisites:	None									
Component:	None									
<p>This course is designed to acquaint the beginning camper with outdoor skills. Topics include camping techniques such as cooking and</p>										
<b>PED 173 Rock Climbing</b>		<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>					
Prerequisites:	None									
Corequisites:	None									
Component:	None									
<p>This course teaches the fundamental skills and safety of rock climbing. Topics include rock climbing, bouldering, rappelling, the correct method of belaying for climbing and rappelling, and knowledge of equipment. Upon completion, students should be able to demonstrate strong and skillful techniques in climbing and rappelling. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</p>										
<b>PED 175 Horseback Riding I</b>		<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>					
Prerequisites:	None									
Corequisites:	None									
Component:	None									
<p>This course introduces beginning and non-riders to recreational horseback riding. Topics include riding skills, equipment, handling of horses, mounting, care of the horse, and coordinated horse-rider balance. Upon completion, students should be able to demonstrate riding, safety, and horse management skills. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</p>										
<b>PED 176 Horseback Riding II</b>		<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>					
Prerequisites:	PED 175									
Corequisites:	None									
Component:	None									
<p>This course is designed to give advanced riding experiences in a variety of specialized situations. Emphasis is placed on the development of skills such as jumping, rodeo games, and trail riding. Upon completion, students should be able to demonstrate control and management of the horse and perform various riding techniques. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</p>										
<b>PED 181 Snow Skiing-Beginning</b>		<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>					
Prerequisites:	None									
Corequisites:	None									
Component:	None									
<p>This course introduces the fundamentals of snow skiing. Topics include basic techniques, safety, and equipment involved in snow skiing. Upon completion, students should be able to ski a down slope, enter and exit a ski lift, and perform basic maneuvers on skis. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</p>										

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>PED 182 Snow Skiing Intermediate</b>	00	02	00	01

Prerequisites: PED 181  
 Corequisites: None  
 Component: None  
 This course is designed to further develop snow skiing skills. Topics include selection and care of equipment, parallel skiing and turns, christies, advanced jumps, trail skiing, and slalom racing. Upon completion, students should be able to ski on varying terrains and snow conditions with control and safety. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 183 Folk Dancing</b>	00	02	00	01
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Prerequisites: None  
 Corequisites: None  
 Component: None  
 This course teaches the fundamental folk dance movements along with cultural traditions from various countries. Emphasis is placed on the history and traditions of the folk dance as well as the movements and the dances themselves. Upon completion, students should be able to demonstrate folk dances as well as knowledge of their origins and cultural traditions. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 184 Square Dancing I</b>	00	02	00	01
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Prerequisites: None  
 Corequisites: None  
 Component: None  
 This course introduces the terminology and skills necessary to perform square dancing. Topics include working from squared sets-squared circles to squared throughs, right and left throughs, and Dixie Chains. Upon completion, students should be able to perform square dance routines and recognize the calls made for all formations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 185 Square Dancing II</b>	00	02	00	01
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Prerequisites: PED 184  
 Corequisites: None  
 Component: None  
 This course includes additional variations and forms of square dancing. Topics include such routines as turns, grand swing, triple trades, wheel and deal, T-cup chain, and arky change. Upon completion, students should be able to demonstrate and perform country and western square dance routines. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 186 Dancing for Fitness</b>	00	02	00	01
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Prerequisites: None  
 Corequisites: None  
 Component: None  
 This course is designed to develop movement and recreational dance skills, safety, fitness, coordination, and techniques used to teach various groups. Emphasis is placed on participation and practice with

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
adapting dances for ages and ability levels. Upon completion, students should be able to demonstrate knowledge of fitness through social, folk, and square dance participation and instruction. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.				

<b>PED 187 Social Dance-Beginning</b>	00	02	00	01
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Prerequisites: None  
 Corequisites: None  
 Component: None  
 This course introduces the fundamentals of popular social dances. Emphasis is placed on basic social dance techniques, dances, and a brief history of social dance. Upon completion, students should be able to demonstrate specific dance skills and perform some dances. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 188 Social Dance-Intermediate</b>	00	02	00	01
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Prerequisites: PED 187  
 Corequisites: None  
 Component: None  
 This course covers advanced fundamentals of social dancing. Topics include rhythm, appearance, and routine sequence. Upon completion, students should be able to perform more difficult steps and types of dances. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 210 Team Sports</b>	00	03	00	01
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Prerequisites: None  
 Corequisites: None  
 Component: None  
 This course introduces the fundamentals of popular American team sports. Emphasis is placed on rules, equipment, and motor skills used in various sports. Upon completion, students should be able to demonstrate knowledge of the sports covered. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 211 New Games</b>	00	02	00	01
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Prerequisites: None  
 Corequisites: None  
 Component: None  
 This course includes explanation, demonstration, and participation in games that provide an alternative to traditional sports. Emphasis is placed on playing for pleasure rather than for competitive purposes. Upon completion, students should be able to participate and lead others in participating in non-competitive games. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.



		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>PED 220</b>	<b>Exercise for Physically Challenged</b>	00	02	00	01

Prerequisites: None  
 Corequisites: None  
 Component: None  
 This course is designed to improve physical strength, endurance, and range of motion while focusing on individual needs. Emphasis is placed on exercises which are designed and adapted to serve those with special needs. Upon completion, students should be able to show improved physical fitness, body awareness, and an appreciation for their physical well-being. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 240</b>	<b>Advanced PE Skills</b>	00	02	00	01
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Prerequisites: None  
 Corequisites: None  
 Component: None  
 This course provides those who have mastered skills in a particular physical education area the opportunity to assist with instruction. Emphasis is placed on methods of instruction, class organization, and progressive skill development. Upon completion, students should be able to design, develop, and implement a unit lesson plan for a skill they have mastered. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 250</b>	<b>Officiating/Basketball/Volleyball</b>	01	02	00	02
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Prerequisites: None  
 Corequisites: None  
 Component: None  
 This course introduces the rules and techniques for sports officiating in basketball and volleyball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in basketball and volleyball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 251</b>	<b>Officiating/Football/Soccer</b>	01	02	00	02
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Prerequisites: None  
 Corequisites: None  
 Component: None  
 This course introduces the rules and techniques for sports officiating in football and soccer. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in football and soccer. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>PED 252</b>	<b>Officiating/Baseball/Softball</b>	01	02	00	02

Prerequisites: None  
 Corequisites: None  
 Component: None  
 This course introduces the rules and techniques for sports officiating in baseball and softball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in baseball and softball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 254</b>	<b>Coaching Basketball</b>	01	02	00	02
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Prerequisites: None  
 Corequisites: None  
 Component: None  
 This course introduces the theory and methods of coaching basketball. Emphasis is placed on rules, game strategies, and selected techniques of coaching basketball. Upon completion, students should be able to demonstrate competent coaching skills in basketball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 255</b>	<b>Coaching Football</b>	01	02	00	02
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Prerequisites: None  
 Corequisites: None  
 Component: None  
 This course introduces the theory and methods of coaching football. Emphasis is placed on rules, game strategies, and selected techniques of coaching football. Upon completion, students should be able to demonstrate competent coaching skills in football. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 256</b>	<b>Coaching Baseball</b>	01	02	00	02
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Prerequisites: None  
 Corequisites: None  
 Component: None  
 This course introduces the theory and methods of coaching baseball. Emphasis is placed on rules, game strategies, and selected techniques of coaching baseball. Upon completion, students should be able to demonstrate competent coaching skills in baseball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 257</b>	<b>Coaching Soccer</b>	01	02	00	02
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Prerequisites: None  
 Corequisites: None  
 Component: None  
 This course introduces the theory and methods of coaching soccer. Emphasis is placed on rules, game strategies, and selected techniques of coaching soccer. Upon completion, students should be able to demonstrate competent coaching skills in soccer. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>PED 259</b>	<b>Prevention &amp; Care of Athletic Injuries</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>

Prerequisites: None  
 Corequisites: None  
 Component: None  
 This course provides information on the prevention and care of athletic injuries. Topics include safety devices, taping, therapeutic techniques, and conditioning exercises. Upon completion, students should be able to demonstrate proper preventive measures and skills in caring for athletic injuries. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 260</b>	<b>Lifeguard Training</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
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Prerequisites: PED 153  
 Corequisites: None  
 Component: None  
 This course covers the skills, knowledge, and techniques of lifesaving and lifeguarding. Topics include identifying and minimizing aquatic hazards, recognizing and effectively rescuing people in distress, and developing safety skills. Upon completion, students should be able to demonstrate skills, knowledge, and techniques of lifesaving and lifeguarding to pass American Red Cross lifeguarding certification. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

<b>PHI 210</b>	<b>History of Philosophy</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
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Prerequisites: ENG 111  
 Corequisites: None  
 Component: None  
 This course introduces fundamental philosophical issues through an historical perspective. Emphasis is placed on such figures as Plato, Aristotle, Lao-Tzu, Confucius, Augustine, Aquinas, Descartes, Locke, Kant, Wollstonecraft, Nietzsche, and Sartre. Upon completion, students should be able to identify and distinguish among the key positions of the philosophers studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>PHI 215</b>	<b>Philosophical Issues</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
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Prerequisites: ENG 111  
 Corequisites: None  
 Component: None  
 This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critique the philosophical components of an issue. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>PHI 220</b>	<b>Western Philosophy I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>

Prerequisites: ENG 111  
 Corequisites: None  
 Component: None  
 This course covers Western intellectual and philosophic thought from the early Greeks through the medievalists. Emphasis is placed on such figures as the pre-Socratics, Plato, Aristotle, Epicurus, Epictetus, Augustine, Suarez, Anselm, and Aquinas. Upon completion, students should be able to trace the development of leading ideas regarding reality, knowledge, reason, and faith. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>PHI 221</b>	<b>Western Philosophy II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
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Prerequisites: ENG 111  
 Corequisites: None  
 Component: None  
 This course covers Western intellectual and philosophic thought from post-medievalists through recent thinkers. Emphasis is placed on such figures as Descartes, Spinoza, Leibnitz, Locke, Berkeley, Hume, Kant, Hegel, Marx, Mill, and representatives of pragmatism, logical positivism, and existentialism. Upon completion, students should be able to trace the development of leading ideas concerning knowledge, reality, science, society, and the limits of reason. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>PHI 230</b>	<b>Introduction to Logic</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
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Prerequisites: ENG 111  
 Corequisites: None  
 Component: None  
 This course introduces basic concepts and techniques for distinguishing between good and bad reasoning. Emphasis is placed on deduction, induction, validity, soundness, syllogisms, truth functions, predicate logic, analogical inference, common fallacies, and scientific methods. Upon completion, students should be able to analyze arguments, distinguish between deductive and inductive arguments, test validity, and appraise inductive reasoning. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>PHI 240</b>	<b>Introduction to Ethics</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
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Prerequisites: ENG 111  
 Corequisites: None  
 Component: None  
 This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS	
<b>PHM 110 Introduction to Pharmacy</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>						incompatibility and stability; laminar flow hoods; immunizations and irrigation solutions; and quality assurance. Upon completion, students should be able to describe and demonstrate the steps involved in preparation of intermittent and continuous infusions, total parenteral nutrition, and chemotherapy.
Prerequisites: Departmental Approval										
Corequisites: PHM 111, PHM 115, and PHM 115A										
Component: None										
This course introduces pharmacy practice and the technician's role in a variety of pharmacy settings. Topics include medical terminology and abbreviations, drug delivery systems, law and ethics, prescription and medication orders, and the health care system. Upon completion, students should be able to explain the role of pharmacy technicians, read and interpret drug orders, describe quality assurance, and utilize pharmacy references.										
<b>PHM 111 Pharmacy Practice I</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>						
Prerequisites: Departmental Approval										
Corequisites: PHM 110, PHM 115, and PHM 115A										
Component: None										
This course provides instruction in the technical procedures for preparing and dispensing drugs in the hospital and retail settings under supervision of a registered pharmacist. Topics include drug packaging and labeling, out-patient dispensing, hospital dispensing procedures, controlled substance procedures, inventory control, and non-sterile compounding. Upon completion, students should be able to perform basic supervised dispensing techniques in a variety of pharmacy settings.										
<b>PHM 115 Pharmacy Calculations</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>						
Prerequisites: Departmental Approval										
Corequisites: PHM 110, PHM 111 and PHM 115A										
Component: None										
This course provides an introduction to the metric, avoirdupois, and apothecary systems of measurement and the calculations used in pharmacy practice. Topics include ratio and proportion, dosage determinations, percentage preparations, reducing and enlarging formulas, dilution and concentration, aliquots, specific gravity and density, and flow rates. Upon completion, students should be able to correctly perform calculations required to properly prepare a medication order.										
<b>PHM 115A Pharmacy Calculations Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>						
Prerequisites: Department Approval										
Corequisites: PHM 110, PHM 111, and PHM 115										
Component: None										
This course provides an opportunity to practice and perform calculations encountered in pharmacy practice. Emphasis is placed on ratio and proportion, dosage calculations, percentage, reduction/enlargement formulas, aliquots, flow rates, and specific gravity/density. Upon completion, students should be able to perform the calculations required to properly prepare a medication order.										
<b>PHM 118 Sterile Products</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>						
Prerequisites: PHM 110, PHM 111, PHM 115, and PHM 115A										
Corequisites: PHM 120, PHM 136, and PHM 155										
Component: None										
This course provides an introduction to intravenous admixture preparation and other sterile products, including total parenteral nutrition and chemotherapy. Topics include aseptic techniques; facilities, equipment, and supplies utilized in admixture preparation;										
<b>PHM 120 Pharmacology I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>						
Prerequisites: PHM 110, PHM 111, PHM 115, and PHM 115A										
Corequisites: PHM 118, PHM 136, and PHM 155										
Component: None										
This course introduces the study of the properties, effects, and therapeutic value of the primary agents in the major drug categories. Topics include nutritional products, blood modifiers, hormones, diuretics, cardiovascular agents, respiratory drugs, and gastrointestinal agents. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names.										
<b>PHM 125 Pharmacology II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>						
Prerequisites: PHM 120										
Corequisites: PHM 132 and PHM 140										
Component: None										
This course provides a continuation of the study of the properties, effects, and therapeutic value of the primary agents in the major drug categories. Topics include autonomic and central nervous system agents, anti-inflammatory agents, and anti-infective drugs. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names.										
<b>PHM 132 Pharmacy Clinical</b>	<b>00</b>	<b>00</b>	<b>06</b>	<b>02</b>						
Prerequisites: PHM 136										
Corequisites: PHM 125 and PHM 140										
Component: None										
This course provides an opportunity to work in pharmacy settings under a pharmacist's supervision. Emphasis is placed on effective communication with personnel, developing proper employee attitude, and dispensing of medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and efficiently operate computers.										
<b>PHM 136 Pharmacy Clinical</b>	<b>00</b>	<b>00</b>	<b>18</b>	<b>06</b>						
Prerequisites: PHM 110, PHM 111, PHM 115, and PHM 115A										
Corequisites: PHM 118, PHM 120 and PHM 155										
Component: None										
This courses provides an opportunity to work in pharmacy setting under a pharmacist's supervision. Emphasis is placed on effective communication with personnel, developing proper employee attitude, and dispensing of medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and efficiently operate computers.										

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS			CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>PHM 140</b>	<b>Trends in Pharmacy</b>	02	00	00	02	<b>PHS 121</b>	<b>Applied Physical Science I</b>	03	02	00	04
Prerequisites: PHM 136						Prerequisites: None					
Corequisites: PHM 125 and PHM 132						Corequisites: None					
Component: None						Component: None					
This course covers the major issues, trends, and concepts in contemporary pharmacy practice. Topics include professional ethics, continuing education, job placement, and the latest developments in pharmacy technician practice. Upon completion, students should be able to demonstrate a basic knowledge of the topics discussed.						This course introduces the general principles of physics and chemistry. Topics include measurement, motion, Newton's laws of motion, momentum, energy, work, power, heat, thermodynamics, waves, sound, light, electricity, magnetism, and chemical principles. Upon completion, students should be able to demonstrate an understanding of the physical environment and be able to apply the scientific principles to observations experienced. approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					
<b>PHM 155</b>	<b>Community Pharmacy</b>	02	02	00	03	<b>PHS 122</b>	<b>Applied Physical Science II</b>	03	02	00	04
Prerequisites: PHM 110, PHM 111, PHM 115, and PHM 115A						Prerequisites: None					
Corequisites: PHM 118, PHM 120, and PHM 136						Corequisites: None					
Component: None						Component: None					
This course covers the operational procedures relating to retail pharmacy. Emphasis is placed on a general knowledge of over-the-counter products, prescription processing, business/inventory management, and specialty patient services. Upon completion, students should be able to provide technical assistance and support to the retail pharmacist.						This course introduces the principles of nuclear energy, modern physics, geology, oceanography, meteorology, and astronomy. Topics include nuclear chemistry, relativity, composition of the earth, geologic processes and time, ocean currents and tides, eroding beaches, climate, weather, atmospheric influences, and the solar system. Upon completion, students should be able to demonstrate an understanding of the physical environment and be able to apply the scientific principles to observations experienced. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					
<b>PHS 110</b>	<b>Basic Physical Science</b>	03	02	00	04	<b>PHS 130</b>	<b>Earth Science</b>	03	02	00	04
Prerequisites: None						Prerequisites: None					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course introduces the physical environment with emphasis on the laws and physical concepts that impact the world and universe. Topics include astronomy, geology, meteorology, general chemistry, and general physics. Upon completion, students should be able to describe the forces and composition of the earth and universe. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.						This course is a survey of the forces that impact the earth. Topics include geology, oceanography, and meteorology. Upon completion, students should be able to explain and identify the forces within, on, and around the earth as they influence the earth's dynamics. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.					
<b>PHS 111</b>	<b>Physical Science I</b>	03	02	00	04	<b>PHS 140</b>	<b>Weather and Climate</b>	03	00	00	03
Prerequisites: None						Prerequisites: None					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course covers the general principles of chemistry and geology. Topics include measurement, matter, chemical reactions, and geological concepts. Upon completion, students should be able to perform metric measurements, describe chemical composition and reactions, and explain these in relation to the earth's composition.						This course introduces the nature, origin, processes, and dynamics of the earth's atmospheric environment. Topics include general weather patterns, climate, and ecological influences on the atmosphere. Upon completion, students should be able to demonstrate an understanding of weather formation, precipitation, storm patterns, and processes of atmospheric pollution. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					
<b>PHS 112</b>	<b>Physical Science II</b>	03	02	00	04						
Prerequisites: None											
Corequisites: None											
Component: None											
This course covers the general principles of physics, astronomy, and meteorology. Topics include measurement, mechanics, forces, heat, light, sound, electricity, descriptive astronomy, and weather. Upon completion, students should be able to measure and analyze the forces and energy, describe the composition of the universe, and explain basic meteorology.											



	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>PHY 152 College Physics II</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>

Prerequisites: PHY 151

Corequisites: None

Component: PHY 152C, PHY 152L

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

<b>PHY 153 Modern Topics in Physics</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
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Prerequisites: PHY 151

Corequisites: None

Component: None

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include atomic structure, nuclear processes, natural and artificial radioactivity, basic quantum theory, and special relativity. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PHY 251 General Physics I</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
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Prerequisites: MAT 271

Corequisites: MAT 272

Component: PHY 251C, PHY 251L

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

<b>PHY 252 General Physics II</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
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Prerequisites: MAT 272 and PHY 251

Corequisites: None

Component: PHY 252C, PHY 252L

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved to satisfy

the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

<b>PHY 253 Modern Physics</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
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Prerequisites: PHY 251

Corequisites: None

Component: None

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include atomic structure, nuclear processes, natural and artificial radioactivity, quantum theory, and special relativity. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PLU 110 Modern Plumbing</b>	<b>04</b>	<b>15</b>	<b>00</b>	<b>09</b>
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Prerequisites: None

Corequisites: None

Component: PLU 110A, PLU 110B

This course introduces the tools, equipment, and materials associated with the plumbing industry. Topics include safety, use and care of tools, recognition and assembly of fittings and pipes, and other related topics. Upon completion, students should be able to safely assemble various pipes and fittings in accordance with state code requirements.

<b>PLU 111 Intro to Basic Plumbing</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
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Prerequisites: None

Corequisites: None

Component: None

This course introduces basic plumbing tools, materials, and fixtures. Topics include standard tools, materials, and fixtures used in basic plumbing systems and other related topics. Upon completion, students should be able to demonstrate an understanding of a basic plumbing system.

<b>PLU 120 Plumbing Applications</b>	<b>04</b>	<b>15</b>	<b>00</b>	<b>09</b>
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Prerequisites: None

Corequisites: None

Component: None

This course covers general plumbing layout, fixtures, and water heaters. Topics include drainage, waste and vent pipes, water service and distribution, fixture installation, water heaters, and other related topics. Upon completion, students should be able to safely install common fixtures and systems in compliance with state and local building codes.

<b>PLU 130 Plumbing Systems</b>	<b>03</b>	<b>09</b>	<b>00</b>	<b>06</b>
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Prerequisites: None

Corequisites: None

Component: None

This course covers the maintenance and repair of plumbing lines and fixtures. Emphasis is placed on identifying and diagnosing problems

related to water, drain and vent lines, water heaters, and plumbing fixtures. Upon completion, students should be able to identify and diagnose needed repairs to the plumbing system.

**PLU 140 Introduction to Plumbing Codes**                      01    02    00    02

Prerequisites: None  
 Corequisites: None  
 Component: None

This course covers plumbing industry codes and regulations. Emphasis is placed on North Carolina regulations and the minimum requirements for plumbing materials and design. Upon completion, students should be able to research and interpret North Carolina plumbing codes.

**PLU 150 Plumbing Diagrams**                      01    02    00    02

Prerequisites: PLU 110  
 Corequisites: None  
 Component: None

This course introduces sketching diagrams and interpretation of blueprints applicable to the plumbing trades. Emphasis is placed on plumbing plans for domestic and/or commercial buildings. Upon completion, students should be able to sketch plumbing diagrams applicable to the plumbing trades.

**POL 110 Introduction to Political Science**                      03    00    00    03

Prerequisites: None  
 Corequisites: None  
 Component: None

This course introduces basic political concepts used by governments and addresses a wide range of political issues. Topics include political theory, ideologies, legitimacy, and sovereignty in democratic and non-democratic systems. Upon completion, students should be able to discuss a variety of issues inherent in all political systems and draw logical conclusions in evaluating these systems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

**POL 120 American Government**                      03    00    00    03

Prerequisites: None  
 Corequisites: None  
 Component: None

This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

**POL 130 State & Local Government**    03    00    00    03

Prerequisites: None  
 Corequisites: None  
 Component: None

This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional, and local governments of North Carolina. Upon completion, students should be able to identify and discuss various problems associated with intergovernmental politics and their effect on the community and the individual. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**POL 210 Comparative Government**    03    00    00    03

Prerequisites: None  
 Corequisites: None  
 Component: None

This course provides a cross-national perspective on the government and politics of contemporary nations such as Great Britain, France, Germany, and Russia. Topics include each country's historical uniqueness, key institutions, attitudes and ideologies, patterns of interaction, and current political problems. Upon completion, students should be able to identify and compare various nations' governmental structures, processes, ideologies, and capacity to resolve major problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

**POL 220 International Relations**    03    00    00    03

Prerequisites: None  
 Corequisites: None  
 Component: None

This course provides a study of the effects of ideologies, trade, armaments, and alliances on relations among nation-states. Emphasis is placed on regional and global cooperation and conflict, economic development, trade, non-governmental organizations, and international institutions such as the World Court and UN. Upon completion, students should be able to identify and discuss major international relationships, institutions, and problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

**POS 110 POS History & Organization** 03    00    00    03

Prerequisites: None  
 Corequisites: None  
 Component: None

This course covers the history and organization of the US Postal Service. Topics include postal service history, policies, philosophies, regulations, rules, and organization. Upon completion, students should be able to explain the history and organization of the US Postal Service.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>POS 115</b>	<b>Processing and Distribution</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: None					
Corequisites: None					
Component: None					
This course covers the steps involved in reviewing, processing, and dispatching all classes and types of mail. Topics include quality control, platform operation, dispatch discipline, automation and mechanization, mail flow, manual operations, mail preparation, and premium service. Upon completion, students should be able to explain the flow of mail from sender to receiver and the importance of service standards.					
<b>POS 120</b>	<b>Postal Operations Support</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: None					
Corequisites: None					
Component: None					
This course covers in-plant support and customer services operations programs support. Topics include quality improvement, address management systems, transportation and networks, delivery services, mail processing, bar coding, and automation sort plans. Upon completion, students should be able to explain postal mechanization, machine distribution, operational planning, budgeting, and functional coordination with customer services.					
<b>POS 125</b>	<b>Postal Delivery/Collection</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: None					
Corequisites: None					
Component: None					
This course is an in-depth study of delivery, collection, and Function-Four review. Topics include carrier responsibilities, delivery and collection rules, time keeping, equipment and supplies, mail count and route inspection, parcel post, and Function-Four review. Upon completion, students should be able to explain the duties and skills required in the carrier crafts, the management of delivery services, and staffing and scheduling audits.					
<b>POS 130</b>	<b>POS Support &amp; Finance</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: None					
Corequisites: None					
Component: None					
This course covers information and procedures necessary to administer financial control of post offices. Topics include protecting funds and accountable paper, recording receipts and disbursements, verifying accountability, postal service reports, and controlling receipts and receipt forms. Upon completion, students should be able to explain postal revenue receipt and control, budgeting, financial accounting/reporting, time keeping, travel regulations, and administrative services.					
<b>POS 135</b>	<b>Officer-in-Charge Training</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: None					
Corequisites: None					
Component: None					
This course covers the duties of a window clerk. Topics include window services, image and customer relations, one-on-one selling, postage meters, mail classifications, claims and inquiry, and daily financial reporting. Upon completion, students should be able to					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
explain effective customer relations, retailing postal products, professional window service operations, and the duties of customer service representatives.					
<b>PSY 101</b>	<b>Applied Psychology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: None					
Corequisites: None					
Component: None					
This course introduces the basic principles of psychology as they apply to daily life. Topics include perception, emotions, motivation, adjustment, behavior management, communication, and related topics that promote growth and development on the job and in one's personal life. Upon completion, students should be able to apply the principles learned in this class to everyday living. This course is intended for certificate and diploma programs.					
<b>PSY 110</b>	<b>Life Span Development</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: None					
Corequisites: None					
Component: None					
This course provides an introduction to the study of human growth and development. Emphasis is placed on the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span and apply this knowledge to their specific field of study.					
<b>PSY 118</b>	<b>Interpersonal Psychology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: None					
Corequisites: None					
Component: None					
This course introduces the basic principles of psychology as they relate to personal and professional development. Emphasis is placed on personality traits, communication/leadership styles, effective problem solving, and cultural diversity as they apply to personal and work environments. Upon completion, students should be able to demonstrate an understanding of these principles of psychology as they apply to personal and professional development.					
<b>PSY 141</b>	<b>Psychology of Death and Dying</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: None					
Corequisites: None					
Component: None					
This course presents psychological perspectives on death and dying. Topics include the culturally diverse aspects of death and the grieving process, adjustment mechanisms, interventions, and the psychological and ethical dimensions of death and dying. Upon completion, students should be able to demonstrate an understanding of the psychosocial aspects of death and dying.					
<b>PSY 150</b>	<b>General Psychology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: None					
Corequisites: None					
Component: None					
This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensa-					



tion, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

**PSY 211 Psychology of Adjustment** 03 00 00 03

Prerequisites: PSY 150

Corequisites: None

Component: None

This course introduces the study of the adjustment process focusing on contemporary challenges individuals must deal with in everyday life. Topics include theories of behavior, career choices, self-understanding, coping mechanisms, human relationships, intimacy, socio-cultural factors influencing healthy personal adjustment, and other related topics. Upon completion, students should be able to demonstrate an awareness of the processes of adjustment. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

**PSY 237 Social Psychology** 03 00 00 03

Prerequisites: PSY 150 or SOC 210

Corequisites: None

Component: None

This course introduces the study of individual behavior within social contexts. Topics include affiliation, attitude formation and change, conformity, altruism, aggression, attribution, interpersonal attraction, and group behavior. Upon completion, students should be able to demonstrate an understanding of the basic principles of social influences on behavior. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

**PSY 239 Psychology of Personality** 03 00 00 03

Prerequisites: PSY 150

Corequisites: None

Component: None

This course covers major personality theories and personality research methods. Topics include psychoanalytic, behavioristic, social learning, cognitive, humanistic, and trait theories including supporting research. Upon completion, students should be able to compare and contrast traditional and contemporary approaches to the understanding of individual differences in human behavior. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

**PSY 241 Developmental Psychology** 03 00 00 03

Prerequisites: PSY 150

Corequisites: None

Component: None

This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. This

course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

**PSY 243 Child Psychology** 03 00 00 03

Prerequisites: PSY 150

Corequisites: None

Component: None

This course provides an overview of physical, cognitive, and psychosocial development from conception through adolescence. Topics include theories and research, interaction of biological and environmental factors, language development, learning and cognitive processes, social relations, and moral development. Upon completion, students should be able to identify typical and atypical childhood behavior patterns as well as appropriate strategies for interacting with children. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PSY 246 Adolescent Psychology** 03 00 00 03

Prerequisites: PHY 150

Corequisites: None

Component: None

This course provides an overview of the behavior patterns, life changes, and social issues that accompany the developmental stage of adolescence. Topics include developmental theories; physical, cognitive and psychosocial growth; transitions to young adulthood; and sociocultural factors that influence adolescent roles in home, school and community. Upon completion, students should be able to identify typical and atypical adolescent behavior patterns as well as appropriate strategies for interacting with adolescents. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PSY 247 Psychology of Adulthood** 03 00 00 03

Prerequisites: PSY 150

Corequisites: None

Component: None

This course examines the major theories and patterns of adult development from young adulthood to late adulthood. Topics include physical, cognitive, and psychosocial changes with an emphasis on relationships, family patterns, work roles, community interactions, and the challenges of each stage of adulthood. Upon completion, students should be able to demonstrate a knowledge of adult development and an ability to apply this knowledge to their own lives. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PSY 249 Psychology of Aging** 03 00 00 03

Prerequisites: PSY 150

Corequisites: None

Component: None

This course covers the particular needs and behaviors of the maturing adult. Emphasis is placed on psychosocial processes; biological and intellectual aspects of aging; adjustments to retirement, dying, bereavement; and the stereotypes and misconceptions concerning the elderly. Upon completion, students should be able to show an



		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>PTA 120</b>	<b>Functional Anatomy</b>	<b>01</b>	<b>06</b>	<b>00</b>	<b>03</b>					
Prerequisites: PTA 110						and selected exercise programs. Upon completion, students should be able to measure strength and joint motion and identify methods to assess sensation, pain, volume, girth, length, and gait abnormalities.				
Corequisites: PTA 140 and PTA 150										
Component: None										
This course provides an organized study of anatomy and kinesiology. Emphasis is placed on the integration of structure and function of the skeletal, articular, muscular, nervous, and circulatory systems to include gait analysis. Upon completion, students should be able to describe the components and demonstrate function of these systems as applied to physical therapy.										
<b>PTA 130</b>	<b>Physical Therapy Procedures I</b>	<b>01</b>	<b>06</b>	<b>00</b>	<b>03</b>	<b>PTA 170</b>	<b>Pathophysiology</b>	<b>03</b>	<b>00</b>	<b>00 03</b>
Prerequisites: None						Prerequisites: None				
Corequisites: PHY 125 and PTA 110						Corequisites: PTA 160 and PTA 180A				
Component: None						Component: None				
This course covers superficial thermal agents, massage, ultrasound, and documentation methods. Emphasis is placed on physiological effects, indications, contraindications, and skilled applications of heat, cold, ultrasound, massage, and documentation. Upon completion, students should be able to safely, correctly, and effectively apply these techniques and procedures.						This course is a survey of basic pathology with emphasis on conditions most frequently observed and treated in physical therapy. Topics include etiology, pathology, manifestation, treatment, and prognosis. Upon completion, students should be able to explain repair processes, categorize diseases, define pathology, identify organ/body systems involved, and discuss treatment and prognosis.				
<b>PTA 140</b>	<b>Therapeutic Exercise</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>	<b>PTA 180</b>	<b>PTA Clinical Education Introduction</b>	<b>00</b>	<b>00</b>	<b>09 03</b>
Prerequisites: PTA 110						Prerequisites: Departmental Approval				
Corequisites: PTA 120 and PTA 150						Corequisites: None				
Component: None						Component: PTA 180A, PTA 180B				
This course covers muscle physiology, exercise concepts, testing, and applications to the spine and extremities. Topics include strength, endurance, flexibility, and exercise protocols and progressions. Upon completion, students should be able to demonstrate skill in applying therapeutic exercise principles for non-neurological conditions in a safe and appropriate manner.						This course introduces the physical therapy clinic in planned learning experiences and practice under supervision. Emphasis is placed on reinforcement of learned skills in direct patient care and communication. Upon completion, students should be able to demonstrate satisfactory performance in learned patient care skills, communication activities, and professional behaviors. PTA 180A must be completed satisfactorily before registering for PTA 180B.				
<b>PTA 150</b>	<b>Physical Therapy Procedures II</b>	<b>01</b>	<b>06</b>	<b>00</b>	<b>03</b>	<b>PTA 212</b>	<b>Health Care/Resources</b>	<b>02</b>	<b>00</b>	<b>00 02</b>
Prerequisites: PTA 130 and SOC 210						Prerequisites: PTA 222				
Corequisites: PTA 120 and PTA 140						Corequisites: PTA 260				
Component: None						Component: None				
This course, a continuation of PTA 130, emphasizes the theory and practice of electrotherapy, ultraviolet, hydrotherapy, wound and burn care, and deep heating modalities. Topics include application of deep heating modalities, aquatic therapy, edema reduction, high and low frequency currents, and biofeedback. Upon completion, students should be able to apply these modalities and treatment techniques effectively and safely and demonstrate knowledge of physiological principles involved.						This course provides an overview of various aspects of health care delivery systems and the interrelationships of health care team members. Topics include health agencies and their functions, health care team member roles, management, and other health care issues. Upon completion, students should be able to discuss the functions of health organizations and team members and aspects of health care affecting physical therapy delivery.				
<b>PTA 160</b>	<b>Physical Therapy Procedures III</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>	<b>PTA 222</b>	<b>Professional Interactions</b>	<b>02</b>	<b>00</b>	<b>00 02</b>
Prerequisites: PTA 150						Prerequisites: PTA 160				
Corequisites: PTA 170 and PTA 180A						Corequisites: None				
Component: None						Component: None				
This course introduces treatment and measurement techniques and discusses treatment programs for neuromusculoskeletal dysfunction and injury. Topics include soft tissue and joint dysfunction; assessment of girth, volume, length, sensation, pain, and muscle strength;						This course is designed to assist in the development of effective interpersonal skills in the physical therapist assistant setting. Topics include reactions to disability, the grieving process, methods of communication, motivation, health promotion, disease prevention, and aging. Upon completion, students should be able to discuss and demonstrate methods for achieving effective interaction with patients, families, the public, and other health care providers.				

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS			CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		
<b>PTA 240</b>	<b>Physical Therapy Procedures IV</b>	<b>03</b>	<b>06</b>	<b>00</b>	<b>05</b>			<b>RAD 121</b>	<b>Radiographic Imaging I</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites: PTA 160						Prerequisites: All courses required: RAD 110, RAD 111 and RAD 151							
Corequisites: None						Corequisites: RAD 112 and RAD 161							
Component: None						Component: None							
This course covers normal development, adult and pediatric/CNS dysfunction, spinal cord injuries, amputee rehabilitation techniques, and cardiopulmonary rehabilitation. Topics include neurology review, selected rehabilitation techniques, ADL and functional training, prosthetic and orthotic training, and environmental access. Upon completion, students should be able to demonstrate safe and correct application of selected rehabilitation techniques for neurological dysfunction, cardiopulmonary conditions, and amputations.						This course covers factors of image quality and methods of exposure control. Topics include density, contrast, recorded detail, distortion, technique charts, manual and automatic exposure control, and tube rating charts. Upon completion, students should be able to demonstrate an understanding of exposure control and the effects of exposure factors on image quality.							
<b>PTA 260</b>	<b>Advanced PTA Clinical Education</b>	<b>00</b>	<b>00</b>	<b>30</b>	<b>10</b>			<b>RAD 122</b>	<b>Radiographic Imaging II</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites: PTA 180A and PTA 180B						Prerequisites: All courses required: RAD 112, RAD 121 and RAD 161							
Corequisites: PTA 212						Corequisites: RAD 131 and RAD 171							
Component: None						Component: None							
This course provides full-time clinical affiliations for planned learning experiences and practice under supervision. Emphasis is placed on reinforcement of learned skills in direct patient care, communications, and professional behaviors. Upon completion, students should be able to demonstrate satisfactory performance as an entry-level physical therapist assistant and as a member of the physical therapy team.						This course covers image receptor systems and processing principles. Topics include film, film storage, processing, intensifying screens, grids, and beam limitation. Upon completion, students should be able to demonstrate the principles of selection and usage of imaging accessories to produce quality images.							
<b>RAD 110</b>	<b>RAD Introduction &amp; Patient Care</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>			<b>RAD 131</b>	<b>Radiographic Physics I</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites: Departmental Approval						Prerequisites: All courses required: RAD 112, RAD 121 and RAD 161							
Corequisites: RAD 111 and RAD 151						Corequisites: RAD 122 and RAD 171							
Component: RAD 110C, RAD 110L						Component: None							
This course provides an overview of the radiography profession and student responsibilities. Emphasis is placed on basic principles of patient care, radiation protection, technical factors, and medical terminology. Upon completion, students should be able to demonstrate basic skills in these areas.						This course introduces the fundamental principles of physics that underlie diagnostic X-ray production and radiography. Topics include electromagnetic waves, electricity and magnetism, electrical energy, and power and circuits as they relate to radiography. Upon completion, students should be able to demonstrate an understanding of basic principles of physics as they relate to the operation of radiographic equipment.							
<b>RAD 111</b>	<b>RAD Procedures I</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>			<b>RAD 151</b>	<b>RAD Clinical Ed I</b>	<b>00</b>	<b>00</b>	<b>06</b>	<b>02</b>
Prerequisites: Departmental Approval						Prerequisites: Departmental Approval							
Corequisites: All courses required: RAD 110, RAD 151 and RAD 183						Corequisites: All courses required: RAD 110, RAD 111 and RAD 183							
Component: None						Component: None							
This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the chest, abdomen, extremities, spine, and pelvis. Upon completion, students should be able to demonstrate competence in these areas.						This course introduces patient management and basic radiographic procedures in the clinical setting. Emphasis is placed on mastering positioning of the chest and extremities, manipulating equipment, and applying principles of ALARA. Upon completion, students should be able to demonstrate successful completion of clinical objectives.							
<b>RAD 112</b>	<b>RAD Procedures II</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>			<b>RAD 161</b>	<b>RAD Clinical Ed II</b>	<b>00</b>	<b>00</b>	<b>15</b>	<b>05</b>
Prerequisites: All courses required: RAD 110, RAD 111 and RAD 151						Prerequisites: All courses required: RAD 110, RAD 111 and RAD 151							
Corequisites: RAD 121 and RAD 161						Corequisites: RAD 112 and RAD 121							
Component: None						Component: None							
This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the skull, bony thorax, and gastrointestinal, biliary, and urinary systems. Upon completion, students should be able to demonstrate competence in these areas.						This course provides additional experience in patient management and in more complex radiographic procedures. Emphasis is placed on mastering positioning of the spine, pelvis, head and neck, and thorax and adapting procedures to meet patient variations. Upon completion, students should be able to demonstrate successful completion of clinical objectives.							

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS			CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		
<b>RAD 171</b>	<b>RAD Clinical Ed III</b>	00	00	12	04			<b>RAD 245</b>	<b>Radiographic Analysis</b>	02	03	00	03
Prerequisites: All courses required: RAD 112, RAD 121 and RAD 161						Prerequisites: RAD 251							
Corequisites: RAD 122 and RAD 131						Corequisites: RAD 261 and RAD 281							
Component: None						Component: None							
This course provides experience in patient management specific to fluoroscopic and advanced radiographic procedures. Emphasis is placed on applying appropriate technical factors to all studies and mastering positioning of gastrointestinal and urological studies. Upon completion, students should be able to demonstrate successful completion of clinical objectives.						This course provides an overview of imaging concepts and introduces methods of quality assurance. Topics include a systematic approach for image evaluation and analysis of imaging service and quality assurance. Upon completion, students should be able to establish and administer a quality assurance program and conduct a critical review of images.							
<b>RAD 183</b>	<b>RAD Clinical Elective</b>	00	00	09	03			<b>RAD 251</b>	<b>RAD Clinical Ed IV</b>	00	00	21	07
Prerequisites: None						Prerequisites: All courses required: AD 122, RAD 131, RAD 171							
Corequisites: All courses required: RAD 110, RAD 111 and RAD 151						Corequisites: All courses required: RAD 211, RAD 231, RAD 241							
Component: None						Component: None							
This course provides advanced knowledge of clinical applications. Emphasis is placed on enhancing clinical skills. Upon completion, students should be able to successfully complete the clinical course objectives.						This course provides the opportunity to continue mastering all basic radiographic procedures and to attain experience in advanced areas. Emphasis is placed on equipment operation, pathological recognition, pediatric and geriatric variations, and a further awareness of radiation protection requirements. Upon completion, students should be able to demonstrate successful completion of clinical objectives.							
<b>RAD 211</b>	<b>RAD Procedures III</b>	02	03	00	03			<b>RAD 261</b>	<b>RAD Clinical Ed V</b>	00	00	21	07
Prerequisites: RAD 122						Prerequisites: RAD 251							
Corequisites: All courses required: RAD 121, RAD 231, RAD 241 and RAD 251						Corequisites: All courses required: RAD 245, RAD 281							
Component: None						Component: None							
This course provides the knowledge and skills necessary to perform standard and specialty radiographic procedures. Emphasis is placed on radiographic specialty procedures, pathology, and advanced imaging. Upon completion, students should be able to demonstrate competence in these areas.						This course is designed to enhance expertise in all radiographic procedures, patient management, radiation protection, and image production and evaluation. Emphasis is placed on developing an autonomous approach to the diversity of clinical situations and successfully adapting to those procedures. Upon completion, students should be able to demonstrate successful completion of clinical objectives.							
<b>RAD 231</b>	<b>Radiographic Physics II</b>	01	03	00	02			<b>RAD 281</b>	<b>RAD Clinical Elective</b>	00	00	03	01
Prerequisites: RAD 171						Prerequisites: Department Approval							
Corequisites: All courses required: RAD 211, RAD 241 and RAD 251						Corequisites: All courses required: RAD 245, RAD 261							
Component: None						Component: None							
This course continues the study of physics that underlie diagnostic X-ray production and radiographic and fluoroscopic equipment. Topics include X-ray production, electromagnetic interactions with matter, X-ray devices, equipment circuitry, targets, filtration, and dosimetry. Upon completion, students should be able to demonstrate an understanding of the application of physical concepts as related to image production.						This course provides advanced knowledge of clinical applications. Emphasis is placed on enhancing clinical skills. Upon completion, students should be able to successfully complete the clinical course objectives.							
<b>RAD 241</b>	<b>Radiation Protection</b>	02	00	00	02			<b>RCP 110</b>	<b>Introduction to Respiratory Care</b>	03	03	00	04
Prerequisites: All courses required: RAD 122, RAD 131 and RAD 171						Prerequisites: Departmental Approval							
Corequisites: All courses required: RAD 211, RAD 231 and RAD 251						Corequisites: None							
Component: None						Component: None							
This course covers the principles of radiation protection and radiobiology. Topics include the effects of ionizing radiation on body tissues, protective measures for limiting exposure to the patient and personnel, and radiation monitoring devices. Upon completion, students should be able to demonstrate an understanding of the effects and uses of radiation in diagnostic radiology.						This course introduces the respiratory care profession. Topics include the role of the respiratory care practitioner, medical gas administration, basic patient assessment, infection control, and medical terminology. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.							

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		
<b>RCP 111</b>	<b>Therapeutics/Diagnostics</b>	<b>04</b>	<b>03</b>	<b>00</b>	<b>05</b>		<b>RCP 142</b>	<b>RCP Clinical Practice II</b>	<b>00</b>	<b>00</b>	<b>06</b>	<b>02</b>
Prerequisites: RCP 110						Prerequisites: RCP 110 and RCP 133						
Corequisites: None						Corequisites: RCP 111						
Component: None						Component: None						
This course is a continuation of RCP 110. Emphasis is placed on entry-level therapeutic and diagnostic procedures used in respiratory care. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.						This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.						
<b>RCP 113</b>	<b>RCP Pharmacology</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>	<b>RCP 156</b>	<b>RCP Clinical Practice III</b>	<b>00</b>	<b>00</b>	<b>18</b>	<b>06</b>	
Prerequisites: None						Prerequisites: RCP 111 and RCP 142						
Corequisites: RCP 110						Corequisites: None						
Component: None						Component: None						
This course covers the drugs used in the treatment of cardiopulmonary diseases. Emphasis is placed on the uses, actions, indications, administration, and hazards of pharmacological agents. Upon completion, students should be able to demonstrate competence through written evaluations.						This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.						
<b>RCP 114</b>	<b>C-P Anatomy &amp; Physiology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>RCP 210</b>	<b>Critical Care Concepts</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>	
Prerequisites: A set of courses is required: BIO 163 or BIO 168C, BIO 168L and BIO 169C, BIO 169L						Prerequisites: RCP 223						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course provides a concentrated study of cardiopulmonary anatomy and physiology essential to the practice of respiratory care. Emphasis is placed on cardiovascular and pulmonary physiology, acid/base balance, and blood gas interpretation. Upon completion, students should be able to demonstrate competence in these concepts through written evaluation.						This course provides further refinement of acute patient care and underlying pathophysiology. Topics include a continuation in the study of mechanical ventilation, underlying pathophysiology, and introduction of critical care monitoring. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.						
<b>RCP 115</b>	<b>C-P Pathophysiology</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>	<b>RCP 211</b>	<b>Advanced Monitoring/Procedures</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>	
Prerequisites: A set of courses is required: BIO 163 or BIO 168C, BIO 168L and BIO 169C, BIO 169L						Prerequisites: RCP 210						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course introduces the etiology, pathogenesis, and physiology of cardiopulmonary diseases and disorders. Emphasis is placed on clinical signs and symptoms along with diagnoses, complications, prognoses, and management. Upon completion, students should be able to demonstrate competence in these concepts through written evaluations.						This course includes advanced information gathering and decision making for the respiratory care professional. Topics include advanced cardiac monitoring and special procedures. Upon completion, students should be able to evaluate, design, and recommend appropriate care plans through written and laboratory evaluations.						
<b>RCP 133</b>	<b>RCP Clinical Practice I</b>	<b>00</b>	<b>00</b>	<b>09</b>	<b>03</b>	<b>RCP 214</b>	<b>Neonatal/Pediatric RC</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>	
Prerequisites: Enrollment in RCP						Prerequisites: RCP 111						
Corequisites: RCP 110						Corequisites: None						
Component: None						Component: None						
This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.						This course provides in-depth coverage of the concepts of neonatal and pediatric respiratory care. Emphasis is placed on neonatal and pediatric pathophysiology and on the special therapeutic needs of neonates and children. Upon completion, students should be able to demonstrate competence in these concepts through written and laboratory evaluations.						
<b>RCP 223</b>	<b>Special Practice Lab</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>							
Prerequisites: RCP 111 and BIO 175						Prerequisites: RCP 111 and BIO 175						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course provides additional laboratory learning opportunities in respiratory care. Emphasis is placed on therapeutic procedures and												

equipment management. Upon completion, students should be able to demonstrate competence in concepts and procedures through laboratory evaluations. This course provides entry level skills in adult mechanical ventilation.

**RCP 237 RCP Clinical Practice IV** 00 00 21 07

Prerequisites: RCP 111 and RCP 156

Corequisites: RCP-210

Component: None

This course provides advanced practitioner clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.

**RED 070 Essential Reading Skills** 03 02 00 04

Prerequisites: Placement

Corequisites: None

Component: None

This course is designed for those with limited reading skills. Emphasis is placed on basic word attack skills, vocabulary, transitional words, paragraph organization, basic comprehension skills, and learning strategies. Upon completion, students should be able to demonstrate competence in the skills required for RED 080. This course does not satisfy the developmental reading and writing prerequisite for ENG 111 or ENG 111A.

**RED 080 Introduction to College Reading** 03 02 00 04

Prerequisites: RED 070 or ACCUPLACER Reading Score of 39

Corequisites: None

Component: None

This course introduces effective reading and inferential thinking skills in preparation for RED 090. Emphasis is placed on vocabulary, comprehension, and reading strategies. Upon completion, students should be able to determine main ideas and supporting details, recognize basic patterns of organization, draw conclusions, and understand vocabulary in context.

**RED 090 Improved College Reading** 03 02 00 04

Prerequisites: RED 080 or ACCUPLACER Reading Score of 60

Corequisites: None

Component: None

This course is designed to improve reading and critical thinking skills. Topics include vocabulary enhancement; extracting implied meaning; analyzing author's purpose, tone, and style; and drawing conclusions and responding to written material. Upon completion, students should be able to comprehend and analyze college-level reading material.

**REL 110 World Religions** 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. This

course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

**REL 111 Eastern Religions** 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course introduces the major Asian religious traditions. Topics include Hinduism, Buddhism, Taoism, Confucianism, and Shinto. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

**REL 112 Western Religions** 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course introduces the major western religious traditions. Topics include Zoroastrianism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

**REL 211 Introduction to Old Testament** 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

**REL 212 Introduction to New Testament** 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS			CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>REL 221</b>	<b>Religion in America</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>RUS 182</b>	<b>Russian Lab 2</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: None						Prerequisites: RUS 181					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course is an examination of religious beliefs and practice in the United States. Emphasis is placed on mainstream religious traditions and non-traditional religious movements from the Colonial period to the present. Upon completion, students should be able to recognize and appreciate the diversity of religious traditions in America. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.						This course provides an opportunity to enhance acquisition of the fundamental elements of the Russian language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Russian and to demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					
<b>RUS 111</b>	<b>Elementary Russian I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>RUS 211</b>	<b>Intermediate Russian I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: None						Prerequisites: RUS 112					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course introduces the fundamental elements of the Russian language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Russian and to demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.						This course provides a review and expansion of the essential skills of the Russian language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.					
<b>RUS 112</b>	<b>Elementary Russian II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>RUS 212</b>	<b>Intermediate Russian II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: RUS 111						Prerequisites: RUS 211					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course is a continuation of RUS 111 focusing on the fundamental elements of the Russian language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Russian and to demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.						This course provides a continuation of RUS 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.					
<b>RUS 181</b>	<b>Russian Lab 1</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	<b>RUS 221</b>	<b>Russian Conversation</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: None						Prerequisites: RUS 212					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course is a continuation of RUS 111 focusing on the fundamental elements of the Russian language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Russian and to demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.						This course provides an opportunity for intensive communication in spoken Russian. Emphasis is placed on vocabulary acquisition and interactive communication through the discussion of media materials and authentic texts. Upon completion, students should be able to discuss selected topics, to express ideas and opinions clearly, and to engage in formal and informal conversations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					
<b>RUS 281</b>	<b>Russian Lab 3</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	<b>RUS 281</b>	<b>Russian Lab 3</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: RUS 182						Prerequisites: RUS 182					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course provides an opportunity to enhance the review and expansion of the essential skills of the Russian language. Emphasis is						This course provides an opportunity to enhance the review and expansion of the essential skills of the Russian language. Emphasis is					



placed on the study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**RUS 282 Russian Lab 4** 00 02 00 01  
 Prerequisites: RUS 281  
 Corequisites: None  
 Component: None

This course provides an opportunity to enhance the review and expansion of the essential skills of the Russian language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**SLP 111 Ethics and Standards for SLPA's** 03 00 00 03

Prerequisites: None  
 Corequisites: None  
 Component: None

This course provides an overview of the theory, practice, and philosophy of speech-language pathology assisting. Topics include legal and ethical issues, scope of practice, multiculturalism, and diversity. Upon completion, students should be able to describe characteristics of the profession and identify components of safe and ethical practice.

**SLP 112 SLP Anatomy & Physiology** 03 00 00 03

Prerequisites: A set of courses is required: BIO 163 or BIO 163C and BIO 163L or BIO 169 or BIO 169C and BIO 169L  
 Corequisites: SLP 130 and SLP 140  
 Component: None

This course introduces the basic pathophysiology of the orofacial and thoracic structures of the human body. Emphasis is placed on the most commonly treated speech, language, and hearing disorders. Upon completion, students should be able to identify and describe basic pathophysiology related to the production of speech and hearing.

**SLP 120 SLPA Administrative Procedures and Management** 02 00 00 02

Prerequisites: None  
 Corequisites: None  
 Component: None

This course covers organizational and functional skills appropriate to the speech-language pathology workplace. Emphasis is placed on scheduling, office etiquette, operation of office equipment, time management, and quality issues. Upon completion, students should be able to demonstrate correct operation of office equipment and work cooperatively and effectively within the speech-language pathology professional environment.

**SLP 130 Phonetics/Speech Patterns** 02 02 00 03

Prerequisites: Department Approval  
 Corequisites: SLP 112 and SLP 140  
 Component: None

This course introduces the International Phonetic Alphabet and the categories of speech sounds, including voice, place, and manner of production. Emphasis is placed on the accurate transcription of normal and abnormal speech samples using the IPA and on the production of effective natural speech. Upon completion, students should be able to transcribe and categorize speech sounds and produce natural speech using appropriate breathing, articulation, and pronunciation.

**SLP 140 Normal Communication** 03 00 00 03

Prerequisites: Departmental Approval  
 Corequisites: None  
 Component: None

This course introduces normal verbal and non-verbal communications across the life span, including appropriate social interaction with diverse populations. Topics include normal speech, language, and hearing in a multicultural society and an introduction to screening for normality and abnormality. Upon completion, students should be able to identify normal speech, language, and hearing patterns.

**SLP 191 Special Topics in SLP** 01 00 00 01

Prerequisites: Departmental Approval  
 Corequisites: None  
 Component: None

This course provides an opportunity to explore areas of interest in SLPA. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.

**SLP 211 Developmental Disorders** 03 02 00 04

Prerequisites: All courses required: SLP 111, SLP 112, SLP 130 and SLP 140  
 Corequisites: All courses required: ASL 111, SLP 120 and SLP 212  
 Component: None

This course covers screening for speech, language, and hearing disorders; use of observational checklists; and administration of therapeutic protocols. Emphasis is placed on conditions commonly treated in speech-language pathology. Upon completion, students should be able to accurately administer screening tests and therapeutic protocols and identify characteristics of developmental speech, language, and hearing disorders.

**SLP 212 Acquired Disorders** 03 02 03 05

Prerequisites: SLP 111, SLP 112 and SLP 140  
 Corequisites: SLP 120 and ASL 111  
 Component: None

This course is a continuation of SLP 211 and includes an introduction to clinical settings. Emphasis is placed on acquired conditions commonly treated in speech-language pathology. Upon completion, students should be able to accurately administer screening tests and therapeutic protocols and identify characteristics of acquired speech, language, and hearing disorders.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		
<b>SLP 220</b>	<b>Assistive Technology</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>		<b>SOC 220</b>	<b>Social Problems</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: All courses required: SLP 111, SLP 130 and SLP 140						Prerequisites: None						
Corequisites: SLP 211 and SLP 212						Corequisites: None						
Component: None						Component: None						
This course introduces the preparation, use, and maintenance of selected communication equipment in the treatment of respective disorders. Emphasis is placed on the collaborative use of assistive equipment for speech, language, and hearing disorders. Upon completion, students should be able to instruct the patient and caregiver in the use and maintenance of assistive communication equipment.						This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.						
<b>SLP 230</b>	<b>SLP Fieldwork</b>	<b>00</b>	<b>00</b>	<b>12</b>	<b>04</b>		<b>SOC 225</b>	<b>Social Diversity</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: SLP 211 and SLP 212						Prerequisites: None						
Corequisites: SLP 221 and SLP 231						Corequisites: None						
Component: None						Component: None						
This course provides supervised fieldwork experience in speech-language pathology assisting in a minimum of two diverse sites. Emphasis is placed on the use of written protocols in providing patient care. Upon completion, students should be able to integrate ethical concepts into safe and effective clinical practice.						This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.						
<b>SLP 231</b>	<b>SLP Fieldwork Seminar</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>		<b>SOC 230</b>	<b>Race and Ethnic Relations</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: SLP 211 and SLP 212						Prerequisites: None						
Corequisites: SLP 230						Corequisites: None						
Component: None						Component: None						
This course provides an opportunity to discuss fieldwork experiences with peers and faculty. Emphasis is placed on management of clinical problems, conflict resolution, and job seeking and retention skills. Upon completion, students should be able to meet entry-level requirements for speech-language pathology assistants.						This course includes an examination of the various aspects of race and ethnicity and how these lead to different experiences, opportunities, problems, and contributions. Topics include prejudice, discrimination, perceptions, myths, stereotypes, and intergroup relationships. Upon completion, students should be able to identify and analyze relationships among racial and ethnic groups within the larger society. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.						
<b>SOC 210</b>	<b>Introduction to Sociology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>		<b>SOC 232</b>	<b>Social Context of Aging</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: None						Prerequisites: None						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.						This course provides an overview of the social implications of the aging process. Emphasis is placed on the roles of older adults within families, work and economics, politics, religion, education, and health care. Upon completion, students should be able to identify and analyze changing perceptions, diverse lifestyles, and social and cultural realities of older adults. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.						
<b>SOC 213</b>	<b>Sociology of the Family</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>							
Prerequisites: None												
Corequisites: None												
Component: None												
This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.												

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS			CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>SOC 240</b>	<b>Social Psychology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>			<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: None											
Corequisites: None											
Component: None											
This course examines the influence of culture and social groups on individual behavior and personality. Emphasis is placed on the process of socialization, communication, conformity, deviance, interpersonal attraction, intimacy, race and ethnicity, small group experiences, and social movements. Upon completion, students should be able to identify and analyze cultural and social forces that influence the individual in a society. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.											
<b>SOC 244</b>	<b>Sociology of Death &amp; Dying</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>						
Prerequisites: None											
Corequisites: None											
Component: None											
This course presents sociological perspectives on death and dying. Emphasis is placed on analyzing the different death rates among various groups, races, and societies, as well as various types of death. Upon completion, students should be able to discuss the rituals of death, both cultural and religious, and examine current issues relating to death and dying. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.											
<b>SOC 250</b>	<b>Sociology of Religion</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>						
Prerequisites: None											
Corequisites: None											
Component: None											
This course examines religion from a sociological perspective as part and product of human society. Topics include the origins, development, and functions of belief systems; religious organizations; conversion; and interactions with politics, the economy, science, and the class system. Upon completion, students should be able to describe and analyze religious systems. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.											
<b>SOC 252</b>	<b>Sociology of Work</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>						
Prerequisites: None											
Corequisites: None											
Component: None											
This course provides an understanding of the work experience in terms of rewards, satisfaction, exploitation, alienation, and institutional function and structure. Topics include an examination of industrial, professional, office, and executive work settings in relation to technology, management, and career opportunities. Upon completion, students should be able to understand work in its changing roles, institutions, and economic impact. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.											
<b>SPA 111</b>	<b>Elementary Spanish I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>						
Prerequisites: None											
Corequisites: None											
Component: None											
This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.											
<b>SPA 112</b>	<b>Elementary Spanish II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>						
Prerequisites: SPA 111											
Corequisites: None											
Component: None											
This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.											
<b>SPA 120</b>	<b>Spanish for the Workplace</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>						
Prerequisites: None											
Corequisites: None											
Component: None											
This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and career-specific vocabulary that targets health, business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity.											
<b>SPA 141</b>	<b>Culture and Civilization</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>						
Prerequisites: None											
Corequisites: None											
Component: None											
This course provides an opportunity to explore issues related to the Hispanic world. Topics include historical and current events, geography, and customs. Upon completion, students should be able to identify and discuss selected topics and cultural differences related to the Hispanic world. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.											
<b>SPA 161</b>	<b>Cultural Immersion</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>						
Prerequisites: SPA 111											
Corequisites: None											
Component: None											
This course explores Hispanic culture through intensive study on campus and field experience in a host country or area. Topics include an overview of linguistic, historical, geographical, sociopolitical, eco-											



		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>SPA 282</b>	<b>Spanish Lab 4</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>

Prerequisites: SPA 281  
Corequisites: None  
Component: None

This course provides an opportunity to enhance the review and expansion of the essential skills of the Spanish language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>SPI 113</b>	<b>Intro. to Spanish Inter.</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
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Prerequisites: SPA 211  
Corequisites: None  
Component: None

This course introduces the field of interpreting, interpretation models, cognitive processes associated with interpretation, professional ethical standards, employment opportunities, and working conditions. Topics include specialized jargon, code of ethics, interpreter assessments/qualifications, and protocol associated with various settings. Upon completion, students should be able to explain the rationale for placement of interpreters and apply ethical standards to a variety of working situations.

<b>SPI 114</b>	<b>Ana Skills Spanish Inter.</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
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Prerequisites: SPA 211  
Corequisites: None  
Component: None

This course is designed to improve cognitive processes associated with interpreting, listening, short-term memory, semantic equivalence, visual/auditory processing, thought organization and logic. Emphasis is placed on developing skills necessary to generate equivalent messages between Spanish and English. Upon completion, students should be able to consecutively interpret non-technical, interactive messages between Spanish and English.

<b>SPI 213</b>	<b>Review of Grammar</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
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Prerequisites: SPI 113 AND SPI 114  
Corequisites: None  
Component: None

This course is designed to review the common elements of Spanish grammar in oral and written form. Emphasis is placed on the fundamental grammatical concepts of the Spanish language. Upon completion, students should be able to demonstrate comprehension and correct usage of specified grammatical concepts in both oral and written form.

<b>SPI 214</b>	<b>Intro to Translation</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
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Prerequisites: SPI 113 AND SPI 114  
Corequisites: None  
Component: None

This course is designed to improve the quality of Spanish to English and English to Spanish translation. Emphasis is placed on the practice of Spanish to English and English to Spanish translation in a

variety of prose styles. Upon completion, students should be able to demonstrate the usage and understanding of the processes involved in translating.

<b>SRV 110</b>	<b>Surveying I</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>
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Prerequisites: ERG 115 and MAT 121  
Corequisites: None  
Component: None

This course introduces the theory and practice of plane surveying. Topics include measuring distances and angles, differential and profile leveling, compass applications, topography, and mapping. Upon completion, students should be able to use/care for surveying instruments, demonstrate field note techniques, and apply the theory and practice of plane surveying.

<b>SRV 111</b>	<b>Surveying II</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>
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Prerequisites: SRV 110  
Corequisites: None  
Component: None

This course introduces route surveying and roadway planning and layout. Topics include simple, compound, reverse, spiral, and vertical curves; geometric design and layout; planning of cross-section and grade line; drainage; earthwork calculations; and mass diagrams. Upon completion, students should be able to calculate and lay out highway curves; prepare roadway plans, profiles, and sections; and perform slope staking.

<b>SRV 210</b>	<b>Surveying III</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>
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Prerequisites: SRV 110  
Corequisites: None  
Component: None

This course introduces boundary surveying, land partitioning, and calculations of areas. Topics include advanced traverses and adjustments, preparation of survey documents, and other related topics. Upon completion, students should be able to research, survey, and map a boundary.

<b>SRV 220</b>	<b>Surveying Law</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
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Prerequisites: SRV 110  
Corequisites: None  
Component: None

This course introduces the law as related to the practice of surveying. Topics include surveyors' responsibilities, deed descriptions, title searches, eminent domain, easements, weight of evidence, riparian rights, and other related topics. Upon completion, students should be able to identify and apply the basic legal aspects associated with the practice of land surveying.

<b>SRV 230</b>	<b>Subdivision Planning</b>	<b>01</b>	<b>06</b>	<b>00</b>	<b>03</b>
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Prerequisites: All courses required: CIV 211, SRV 111 and SRV 210  
Corequisites: None  
Component: None

This course covers the planning aspects of residential subdivisions from analysis of owner and municipal requirements to plat layout and design. Topics include municipal codes, lot sizing, roads, incidental drainage, esthetic considerations, and other related topics. Upon completion, students should be able to prepare a set of subdivision plans.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>SRV 240</b>	<b>Topo/Site Surveying</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>

Prerequisites: SRV 110  
 Corequisites: None  
 Component: None  
 This course covers topographic, site, and construction surveying. Topics include topographic mapping, earthwork, site planning, construction staking, and other related topics. Upon completion, students should be able to prepare topographic maps and site plans and locate and stake out construction projects.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>SUR 110</b>	<b>Introduction to Surgical Technology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>

Prerequisites: Departmental Approval  
 Corequisites: SUR 111  
 Component: None  
 This course provides a comprehensive study of the operative environment, professional roles, moral/legal/ethical responsibilities, and medical communication used in surgical technology. Topics include historical development, professional behaviors, medical terminology, interdepartmental/ peer/patient relationships, pharmacology, anesthesia, incision sites, and physiology of wound healing. Upon completion, students should be able to apply theoretical knowledge of the course topics to the operative environment.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>SUR 111</b>	<b>Periop Patient Care</b>	<b>05</b>	<b>06</b>	<b>00</b>	<b>07</b>

Prerequisites: Department Approval  
 Corequisites: SUR 110  
 Component: None  
 This course provides theoretical knowledge for the application of essential operative skills during the perioperative phase. Topics include surgical asepsis, sterilization/disinfection, and perioperative patient care. Upon completion, students should be able to demonstrate the principles and practices of aseptic technique, sterile attire, basic case preparation, and other relevant skills.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>SUR 122</b>	<b>Surgical Procedures I</b>	<b>05</b>	<b>03</b>	<b>00</b>	<b>06</b>

Prerequisites: SUR 110 and SUR 111  
 Corequisites: SUR 123  
 Component: None  
 This course introduces a comprehensive study of surgical procedures in the following specialties: general, gastrointestinal, obstetrical/gynecology, urology, otorhinolaryngology, and plastics/reconstructive. Emphasis is placed on related surgical anatomy, pathology, and procedures thereby enhancing theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>SUR 123</b>	<b>SUR Clinical Practice I</b>	<b>00</b>	<b>00</b>	<b>21</b>	<b>07</b>

Prerequisites: All courses required: SUR 110, SUR 111  
 Corequisites: SUR 122  
 Component: None  
 This course provides clinical experience with a variety of perioperative assignments to build upon skills learned in SUR 111. Emphasis is placed on the scrub and circulating roles of the surgical technologist including aseptic technique and basic case preparation for selected surgical procedures. Upon completion, students should be able to

prepare, assist with, and dismantle basic surgical cases in both the scrub and circulating roles.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>SUR 134</b>	<b>Surgical Procedures II</b>	<b>05</b>	<b>00</b>	<b>00</b>	<b>05</b>

Prerequisites: SUR 123  
 Corequisites: None  
 Component: None  
 This course introduces orthopedic, neurosurgical, peripheral vascular, thoracic, cardiovascular, and ophthalmology surgical specialties. Emphasis is placed on related surgical anatomy, pathology, and procedures thereby enhancing theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>SUR 135</b>	<b>SUR Clinical Practice II</b>	<b>00</b>	<b>00</b>	<b>12</b>	<b>04</b>

Prerequisites: SUR 123  
 Corequisites: SUR 134 and SUR 137  
 Component: None  
 This course provides clinical experience with a variety of perioperative assignments to build skills required for complex perioperative patient care. Emphasis is placed on greater technical skills, critical thinking, speed, efficiency, and autonomy in the operative setting. Upon completion, students should be able to function in the role of an entry-level surgical technologist.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>SUR 137</b>	<b>Prof Success Preparation</b>	<b>01</b>	<b>00</b>	<b>00</b>	<b>01</b>

Prerequisites: SUR 123  
 Corequisites: SUR 134 and SUR 135  
 Component: None  
 This course provides job-seeking skills and an overview of theoretical knowledge in preparation for certification. Topics include test-taking strategies, resume preparation, and interviewing techniques. Upon completion, students should be able to prepare a resume, demonstrate appropriate interview techniques, and identify strengths and weaknesses in preparation for certification.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>SUR 210</b>	<b>Advanced SUR Clinical Practice</b>	<b>00</b>	<b>00</b>	<b>06</b>	<b>02</b>

Prerequisites: SUR 137  
 Corequisites: SUR 211  
 Component: None  
 This course is designed to provide individualized experience in advanced practice, education, circulating, and managerial skills. Emphasis is placed on developing and demonstrating proficiency in skills necessary for advanced practice. Upon completion, students should be able to assume leadership roles in a chosen specialty area.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>SUR 211</b>	<b>Advanced Theoretical Concepts</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>

Prerequisites: SUR 137  
 Corequisites: SUR 210  
 Component: None  
 This course covers theoretical knowledge required for extension of the surgical technologist role. Emphasis is placed on advanced practice in complex surgical specialties, educational methodologies, and



		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS			CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		
<b>TRE 240</b>	<b>Emergency Response</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>			<b>WLD 115</b>	<b>SMAW (Stick) Plate</b>	<b>02</b>	<b>09</b>	<b>00</b>	<b>05</b>
Prerequisites: None						Prerequisites: None							
Corequisites: None						Corequisites: None							
Component: None						Component: None							
This course covers emergency response to accidents and illness in recreational and therapeutic recreation settings. Topics include accident prevention in recreational activities and settings and skills and procedures for responding to needs. Upon completion, students should be able to demonstrate skills in providing care and avoiding hazards that contribute to accidents.						This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.							
<b>TRE 270</b>	<b>Ment Retard/Development Disability Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>			<b>WLD 116</b>	<b>SMAW (Stick) Plate/Pipe</b>	<b>01</b>	<b>09</b>	<b>00</b>	<b>04</b>
Prerequisites: None						Prerequisites: WLD 115							
Corequisites: A TRE course						Corequisites: None							
Component: None						Component: None							
This course provides a laboratory component to complement therapeutic recreation course work. Topics include functioning characteristics of clients with mental retardation/developmental disabilities and interventions commonly used in therapeutic recreation with these clients. Upon completion, students should be able to design and implement a therapeutic recreation session for clients with mental retardation/developmental disabilities.						This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions.							
<b>TRF 110</b>	<b>Intro Turfgrass Cult &amp; ID</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>			<b>WLD 121</b>	<b>GMAW (MIG) FCAW/Plate</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>
Prerequisites: None						Prerequisites: None							
Corequisites: None						Corequisites: None							
Component: None						Component: None							
This course provides an in-depth study of turfgrass. Topics include principles of reproduction, growth development, species characteristics, establishment and maintenance of golf courses and sports fields, and lawn applications. Upon completion, students should be able to identify turfgrass species through characteristics and reproductive stages and develop an establishment and maintenance plan for high quality turf areas.						This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.							
<b>WLD 110</b>	<b>Cutting Processes</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>			<b>WLD 131</b>	<b>GTAW (TIG) Plate</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>
Prerequisites: None						Prerequisites: None							
Corequisites: None						Corequisites: None							
Component: None						Component: None							
This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.						This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.							
<b>WLD 112</b>	<b>Basic Welding Processes</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>			<b>WLD 141</b>	<b>Symbols &amp; Specifications</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites: None						Prerequisites: None							
Corequisites: None						Corequisites: None							
Component: None						Component: None							
This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.						This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding.							



		CLASS	LAB	CLINIC	CREDIT
		HRS	HRS	HRS	HRS
<b>WLD 143</b>	<b>Welding Metallurgy</b>	01	02	00	02

Prerequisites: None  
 Corequisites: WLD 115  
 Component: None

This course introduces the concepts of welding metallurgy. Emphasis is placed on basic metallurgy, effects of welding on various metals, and metal classification and identification. Upon completion, students should be able to understand basic metallurgy, materials designation, and classification systems used in welding.

<b>WLD 212</b>	<b>Inert Gas Welding</b>	01	03	00	02
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Prerequisites: None  
 Corequisites: None  
 Component: None

This course introduces inert gas-shielded welding methods (MIG/TIG). Topics include correct selection of consumable and non-consumable electrodes, equipment setup, safety, and welding techniques. Upon completion, students should be able to perform inert gas welding in flat, horizontal, and overhead positions.

		CLASS	LAB	CLINIC	CREDIT
		HRS	HRS	HRS	HRS
<b>WLD 261</b>	<b>Certification Practices</b>	01	03	00	02

Prerequisites: All courses required: WLD 115, WLD 121 and WLD 131  
 Corequisites: None  
 Component: None

This course covers certification requirements for industrial welding processes. Topics include techniques and certification requirements for prequalified joint geometry. Upon completion, students should be able to perform welds on carbon steel plate and/or pipe according to applicable codes.

<b>WLD 262</b>	<b>Inspection &amp; Testing</b>	02	02	00	03
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Prerequisites: All courses required: WLD 115, WLD 121 and WLD 131  
 Corequisites: WLD 261  
 Component: None

This course introduces destructive and non-destructive testing methods. Emphasis is placed on safety, types and methods of testing, and the use of testing equipment and materials. Upon completion, students should be able to understand and/or perform a variety of destructive and non-destructive testing processes.



## FULL-TIME FACULTY

- Saresa Aiken**, Basic Skills Education Instructor  
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M.Ed., UNC–Pembroke
- Myra Allen-McGrew**, Department Chair, Healthcare Management Technology  
M.A., Pfeiffer University–Health Education  
M.B.A., Pfeiffer University
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M.S., Medical College of Georgia
- Frank Arnold**, CE Industrial Maintenance Instructor  
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M.S., Saga University  
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B.M., Meredith College  
M.M., Converse College
- James Black**, Information Systems Instructor  
B.S., US Military Academy  
M.A., Webster University  
M.B.A., Campbell University
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B.A., Pembroke State University  
M.A., Pembroke State University
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M.S., NC State University
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M. Ed., Campbell University
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Ed.D., Fayetteville State University
- Walter Boyle**, Economics Instructor  
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M.S., South Dakota State University  
M.B.A., Fayetteville State University
- Julian Boyles**, Automotive System Technology Instructor  
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- Karron Boyles**, Practical Nursing Instructor  
B.S.N., Atlantic Christian College  
M.S.N., University of Phoenix
- Michael Brady**, Biology Instructor  
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M.S., Central Washington State College
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B.A., St. Andrews Presbyterian College  
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M.B.A., Campbell University
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