



# COLLEGE CATALOG

**2012-2013**



# **FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE**

**2012-2013**

**CATALOG**

**VOLUME XXII**

**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 to award associate degrees, diplomas, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Fayetteville Technical Community College. The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

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## THE PRESIDENT'S MESSAGE

Welcome to Fayetteville Technical Community College!

On behalf of the faculty, staff, and board of trustees, I take pride in welcoming you and in extending thanks to you for choosing Fayetteville Tech to serve your educational needs. We find the reasons vary for our students' selection of Fayetteville Tech as their college of choice: some are here to prepare for entering the workforce; others use Fayetteville Tech as a firm foundation for obtaining a two-year degree and transfer to a four-year college or university after graduation; some students seek a diploma or certificate program to quickly obtain knowledge and expertise in specialized areas where courses provide transfer credits to other colleges. Whatever your goals are or whatever your personal reasons are for choosing Fayetteville Tech, we want you to know that it is our privilege to serve you.



In addition to offering over 150 programs of study leading to the award of associate degree, certificate, or diploma (with many programs offered 100 percent online), Fayetteville Tech offers extensive support services to help you achieve your academic goals. I encourage you to stay focused, work hard, and take advantage of the many opportunities that await you at Fayetteville Tech.

Fayetteville Tech is honored to serve the men and women who protect our country as service members of our Armed Forces and their families. We invite you to learn more about the unique, flexible learning options available for soldiers by visiting our website and clicking on the heading "Military Students."

A good education is the avenue that leads to new hope and fulfillment of dreams through successful careers in the workforce. Many jobs require an associate degree. Fayetteville Tech will help you be on your way to achieving your goals through educational opportunities that can be obtained conveniently, expeditiously, and affordably.

With fifty years of excellence in serving students, Fayetteville Technical Community College is positioned well to serve you. Thank you for choosing Fayetteville Tech, welcome to our beautiful campus, and always do your best to make the most of your learning journey.

Sincerely,

A handwritten signature in black ink, which appears to read "J. Larry Keen". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

J. Larry Keen  
President

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## FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE BOARD OF TRUSTEES

Mr. William S. Wellons, Jr., Board Chair

Dr. Dallas Freeman Vice Chairman

Mrs. Sheryl J. Lewis, Secretary

NAME	EXPIRATION DATE	APPOINTED BY
Mr. William S. Wellons, Jr.	June 30, 2015	Governor
Mr. Charles J. Harrell	June 30, 2014	Governor
Mr. John M. Lennon	June 30, 2013	Governor
Mrs. Esther Thompson	June 30, 2016	Governor
Dr. Breeden Blackwell	June 30, 2015	Board of County Commissioners
Dr. Marye J. Jeffries	June 30, 2014	Board of County Commissioners
Mrs. Sheryl J. Lewis	June 30, 2013	Board of County Commissioners
Mr. David McCune	June 30, 2016	Board of County Commissioners
Mr. Ronald Crosby	June 30, 2015	School Board
Mr. Charles E. Koonce	June 30, 2014	School Board
Mrs. Susie S. Pugh	June 30, 2013	School Board
Dr. Dallas Freeman	June 30, 2016	School Board
Ms. Taylor Webber-Fields	2012-2013 SGA President (Ex-officio)	
Mr. David Sullivan	Board Attorney	

## PURPOSE OF THE CATALOG

Fayetteville Technical Community College provides this catalog with information about the College and its programs. The information provided is up-to-date as of July 2011. 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 or 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, Title IX of the Education Amendments, Sections 799A and 845 of the Public Health Service Act, the Equal Pay and Age Discrimination Acts, the Rehabilitation Act, the Americans with Disabilities Act, Executive Order 11375, and their amendments.

For information concerning these provisions, contact: Vice President for Human Resources and Institutional Effectiveness/  
Assessment

Fayetteville Technical Community College  
P.O. Box 35236  
Fayetteville, NC 28303-0236

## PLEASE CALL US WITH YOUR QUESTIONS.

Admissions.....	678-8473	Information	
Academic Program Areas		Student Services.....	678-8419
Business .....	678-8565	Continuing Education .....	678-8386
College Transfer and General Education .....	678-8467	Learning Resources Center .....	678-8305
Health.....	678-8532	Library.....	678-8247
Engineering/Public Service/Applied Technology .....	678-8338	Registrar.....	678-8476
Co-op Education .....	678-8453	Security .....	678-8433
Counseling .....	678-8419	Spring Lake Campus.....	678-1000
Evening Office .....	678-8261	Success Center .....	678-8266
Financial Aid.....	678-8242	Switchboard .....	678-8400
Fort Bragg Center .....	678-1050	Testing.....	678-8417
		Veterans' Services .....	678-8395

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# THE COLLEGE

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## 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 FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

Fayetteville Technical Community College (FTCC) enjoys a rich history that started through the vision of concerned business leaders in Cumberland County who recognized the need for a local institution to provide job training for area industries and educational opportunities for high school graduates and adult learners. From that vision and through the perseverance and dedication of those initial leaders, the Fayetteville Area Industrial Education Center (IEC) was established in 1961 at the old Central Elementary School, with John Standridge serving as director. The IEC became an immediate success, attracting industry and providing technical education not only to Cumberland County but also six surrounding counties (Bladen, Harnett, Hoke, Robeson, Sampson, and Scotland) as well as Fort Bragg and Pope Air Force Base.

In 1963, the North Carolina General Assembly passed a bill creating the statewide Community College System. From this opportunity, the Fayetteville Area Industrial Education Center became known as Fayetteville Technical Institute (FTI) in July 1963. Mr. Howard Boudreau became the first president of FTI, leading the school with an enrollment of 2,500 students. During President Boudreau’s leadership, the Southern Association of Colleges and Schools (SACS) awarded accreditation to FTI in

1967. Through this important credentialing, FTI was provided federal government assistance along with the opportunity for reciprocal course credits with other accredited institutions. Throughout President Boudreau’s 20-year reign, the school’s enrollment continuously grew to over 30,000 students. President Boudreau retired in 1983 and was succeeded by Dr. Craig Allen. President Boudreau passed away on March 11, 2008.

Dr. Robert Craig Allen became the second president of FTI in 1983 following the retirement of Howard Boudreau. Before arriving at FTI, Dr. Allen served for eighteen years as president of Robeson Technical Institute (Lumberton, NC). An interesting side note is that Dr. Allen began his teaching career in the community college environment at FTI, the school that he would later represent as its president. During the reign of Dr. Allen and with the direction of the North Carolina Department of Community Colleges and the North Carolina General Assembly, the name of the college changed from Fayetteville Technical Institute to Fayetteville Technical Community College (January 1988). The purpose of the name change was to broaden and enhance the public image of technical and vocational institutions by increasing awareness of the capability of the school in providing postsecondary education and job training opportunities to new and expanding industries. Dr. Allen retired as president of FTCC in 1996 and was succeeded by interim president Dr. Linwood Powell who served from 1996 to 1997.

Dr. Larry B. Norris was named president of FTCC in 1997. Dr. Norris progressed to president of FTCC after having served the college for 28 years in various teaching and administrative positions including professor of English and English department chair as well as Associate Dean of Instruction for General Education, Dean of Curriculum Instruction, and Vice President for Academic Affairs. Dr. Norris served as president for 10 years and continued the ongoing efforts to improve the quality of education and expand the physical facilities of the college to better serve students’ needs. In 2004, FTCC expanded its campus to Spring Lake, providing convenient access to military and civilian citizens in the northern area of Cumberland County. In 2006, FTCC established the Horticulture Educational Center built alongside the prominent Cape Fear River and adjacent to the Cape Fear Botanical Garden in the eastern area of the county. After completing 38 years of service to FTCC, Dr. Norris retired as president on August 1, 2007.

Dr. J. Larry Keen serves as the fourth and current president of FTCC (installed in August 2007). Dr. Keen previously served as vice president for economic and workforce development at the North Carolina Community College System. Dr. Keen brings to the college not only the continued devotion to achieving the mission of FTCC but also an enthusiastic and passionate understanding of the educational needs of Cumberland County



through the perspective of workforce development and a strong commitment to providing excellent educational opportunities.

FTCC grew quickly from its humble beginnings of two buildings (LaFayette Hall and Horace Sisk) to a position as the third largest out of 58 community colleges in North Carolina with a 150-acre main campus. Today, FTCC students are not only served through the continued use of the original buildings on the main campus (LaFayette Hall and Horace Sisk, which have been meticulously maintained throughout the years) but are also privileged to be served through expanded physical facilities including Cumberland Hall, the Paul H. Thompson Library, the Tony Rand Student Center, and the Advanced Technology Center as well as more recent expansions including the Health Technologies Center, the Early Childhood Educational Center, the Criminal Justice Center, the Harry F. Shaw Virtual College Center, and the Salon and Spa Services Education Center. In April 2008, FTCC purchased additional property (0.57 acre) located on Fort Bragg Road. This property will be incorporated into the landscape of renovations currently under way with the Service Merchandise building and property (located immediately adjacent to the main campus) with plans to convert the Service Merchandise building into additional classrooms and bookstore accommodations. FTCC is a proud partner with the North Carolina Military Business Center, which is housed on the main campus, and is pleased to have been named a military friendly school with services and operations at Fort Bragg specifically designed to serve the educational needs of our military men, women, and families.

FTCC also serves the community through its Continuing Education program, the largest program in the state. FTCC's Center for Business and Industry falls under the umbrella of the Continuing Education program and provides specialized training to area businesses and industries.

The ongoing quest for excellence in service and education for students continues through the leadership of Dr. Larry Keen, with an additional 60 acres of land located off Old Raeford Road. FTCC purchased the land in December 2008 to accommodate a western campus for the citizens of Cumberland County.

FTCC was selected for the Military Friendly Schools List in the 2010 Guide to Military Friendly Schools, GI Jobs. The list honors the top 15 percent of colleges, universities, and trade schools that are doing the most to assist America's veterans as students.

Governor Beverly Perdue visited FTCC's Spring Lake Campus in February 2010, to visit students in the "12 to 6" workforce development initiative under the umbrella of Governor Perdue's JobsNow.

During March 2010, twenty-four FTCC students were extended internship offers through the Disney College Program for the upcoming academic year (August 2010 - May 2011.) With 340 colleges and universities participating in the Disney College

Program, FTCC ranks second in terms of student internship opportunities being offered.

In October of 2010, FTCC established a partnership with the United States Army Special Warfare Center and School to enable soldiers to earn an Associate Degree while attending the Civil Affairs Military Information Support Operations, and Special Forces qualification courses.

FTCC kicked-off a series of planned 50th Anniversary Celebration events with the Fall Convocation in September 2011. Ms. Hilda Pinnix-Ragland, board chair for the North Carolina Community Colleges, was the guest speaker. The 50th Anniversary Celebrations concludes with the 2012 Commencement.

In December 2011, FTCC was officially notified by the Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges (SACS/COC) of its reaffirmation of accreditation with no further monitoring, for the next ten years.

What began as a vision nearly fifty years ago by a group of concerned Cumberland County businessmen has evolved into an establishment that represents a pillar of the community, a mainstay providing community support and a wide range of high-quality, affordable services and educational opportunities to meet the ever-changing, ever-demanding needs of a complex and diverse growing community (Fact Book, 2012).

## FTCC MISSION STATEMENT

"Serve our community as a learning-centered institution to build a globally competitive workforce supporting economic development."

Approved by the FTCC Board of Trustees February 16, 2009  
Reaffirmed: February 20, 2012

## FTCC PURPOSE STATEMENT

The purpose of Fayetteville Technical Community College is to provide affordable vocational-technical, business and industry, general education, college transfer, and continuing education programs, which meet the needs and desires of its diverse students and economic development needs for the community. To improve the educational base of society, FTCC encourages life-long learning and strives to prepare students for further workforce and 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/her abilities and interests. The College is in partnership with the public school system through College 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 students in a variety of delivery modes. 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; Approved: FTCC Board of Trustees, February 16, 2009; Reaffirmed: February 20, 2012

Note: The Administrative Procedures Manual publishes the most current official Purpose Statement for FTCC. Any reprint of the FTCC Purpose Statement must use this source, verbatim and in its entirety. It may be found on the FTCC Website at <http://www.faytechcc.edu/research/HM/APM2000.pdf>.

## **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.

### 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.

### SERVICEMEMBERS OPPORTUNITY COLLEGES (SOC)

Created in 1972 to provide educational opportunities to servicemembers who, because they frequently moved from place to place, had trouble completing college degrees. SOC functions in cooperation with 15 higher education associations, the Department of Defense, and Active and Reserve Components of the Military Services to expand and improve voluntary postsecondary education opportunities for servicemembers worldwide. SOC is funded by the Department of Defense (DoD) through a contract with the American Association of State Colleges and Universities (AASCU). The contract is managed for DoD by the Defense Activity for Non-Traditional Education Support (DANTES).

### SOC CONSORTIUM

Consists of approximately 1,900 institutional members that enroll hundreds of thousands of servicemembers, their family members, and veterans annually in associate, bachelor's, and graduate-level degree programs on school campuses, armories, and military installations within the United States and overseas, and through a variety of distance learning methods.

### 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 404-679-4500) 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.

## **PROGRAM ACCREDITATIONS AND ASSOCIATIONS**

### 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, 3432 Ashland Avenue, Suite G, St. Joseph, MO 64506. (816) 233-3747.

### AMERICAN DENTAL ASSOCIATION COMMISSION ON ACCREDITATION

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.

### 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.

COMMISSION ON ACCREDITATION FOR RESPIRATORY CARE (CoARC)

Fayetteville Technical Community College's Respiratory Therapy Program is accredited by the Commission on Accreditation for Respiratory Care (CoARC), 1248 Hardwood Road, Bedford, TX 76021, Phone (817) 283-2835, Fax (817) 354-8519.

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 (CAAHEP), 1361 Park Street, Clearwater, FL 33756 (727) 210-2350. This accreditation decision was made upon the recommendation of the Accreditation Review Committee on Education for the Surgical Technologist (ARC-ST), 6 West Dry Creek Circle, Suite 110, Littleton, CO 80120 (313) 694-9262, 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](mailto:jrcert@mail.idt.net).

NATIONAL ACCREDITING AGENCY FOR CLINICAL LABORATORY SCIENCES (NAACLS)

Fayetteville Technical Community College's Phlebotomy Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 North River Road, Suite 720, Rosemont, IL 60018-5119, (733) 714-8880

NATIONAL AUTOMOTIVE TECHNICIANS EDUCATION FOUNDATION

Fayetteville Technical Community College's Automotive Systems Technology program is accredited by National Automotive Technicians Education Foundation (NATEF) 101 Blue Seal Drive, Suite 101 • Leesburg, Virginia 20175. NATEF was founded as an independent, non-profit organization with a single mission: To evaluate technician training programs against standards developed by the automotive industry and recommend qualifying programs for certification (accreditation) by ASE, the National Institute for Automotive Service Excellence.

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, 3343 Peachtree Road NE, Suite 500, Atlanta, Georgia 30326. 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:

1. Introduction to Real Estate Appraisal
2. Valuation Principles and Procedures
3. Application of Residential Property Valuation
4. Introduction to Income Property Appraisal
5. Advanced Income Capitalization Procedures
6. 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 a 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 DEPARTMENT OF JUSTICE, CRIMINAL JUSTICE STANDARDS DIVISION

The North Carolina Criminal Justice Education and Training Standards Commission, through N.C.G.S. Chapter 17C, establishes minimum employment, training and retention standards for the State's criminal justice officers. To ensure a consistent level of competency and professionalism among law enforcement officials, the Criminal Justice Standards Division administers the Commission's mandatory certification and training programs. Those programs cover all sworn police officers, correctional officers, probation/parole officers, juvenile justice officers and juvenile court counselors. The NC Department of Justice Training Standards Division can be contacted at NC Department of Justice, P.O. Drawer 149, Raleigh, NC 27602-0149 or (919) 716-6470.

North Carolina Office of Emergency Medical Services

Fayetteville Technical Community College's Emergency Medical Science Program is accredited by the North Carolina Office of Emergency Medical Services, 701 Barbour Drive, Raleigh, North Carolina, 27603-2008, Phone (919) 855-3935, Fax (919) 733-7071.

NORTH CAROLINA STATE BOARD OF FUNERAL SERVICE

Fayetteville Technical Community College's Funeral Service and NC Funeral Directors programs are approved by the North Carolina Board of Funeral Service.

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 (Fact Book 2011/Administrative Procedures Manual).

## THE NCCCS' ACCOUNTABILITY MEASURES

### End-of-Year Report

NCCCS Critical Success Factors  
Performance Measures and Standards (2011)

#### A. Progress of Basic Skills Students

**FTCC MET this standard.**

**NCCCS Standard:** At least seventy-five percent (75%) of all students will have either, (1) progressed within a level of literacy, (2) completed a level or a predetermined goal, and (3) completed a level and advanced to a higher level. (*Continuing Education*)

#### B. Passing Rates on Licensure and Certification Examinations

**FTCC MET this standard**

**NCCCS Standard:** The aggregate institutional passing rate for first-time test takers on all licensure and certification exams will be at least eighty percent (80%). To be rated EIP (Exceptional Institutional Performance), exams (for which the college controlled) will be at least seventy percent (70%) or greater. (*Curriculum Programs and Continuing Education*)

#### C. Performance of College Transfer Students

**FTCC MET this standard.**

**NCCCS Standard:** Eighty-three percent (83%) of students in both associate degrees and students who transferred with 24 or more semester hours must have a GPA equal to or greater than 2.0 after two semesters at a university. To be rated EIP (Exceptional Institutional Performance), the performance of FTCC transfer students must be equivalent to the performance of native UNC sophomores and juniors which was eighty-seven percent (87%). (*Curriculum Programs*)

#### D. Passing Rates of Students in Developmental Courses FTCC did not meet this standard

**NCCCS Standard:** Seventy-five (75%) of students who complete a developmental course in English, Reading or Math will have a grade of "C" or better. (*Curriculum Programs and Student Services*)

#### E. Success of Developmental Students in Subsequent College Level Courses

**FTCC MET this standard.**

**NCCCS Standard:** Eighty percent (80%) of students who completed a developmental course in 2006-2007 and completed subsequent college level course in 2007-2008 will have a passing grade for the college level courses. (*Curriculum Programs and Student Services*)

#### F. Satisfaction of Program Completers and Non-Completers

**FTCC MET this standard.**

**NCCCS Standard:** At least ninety percent (90%) of responding completers (graduates) and non-completers will indicate satisfaction with the quality of college programs and services. (*Curriculum Programs and Office of Institutional Effectiveness and Assessment*)

#### G. Curriculum Student Retention, Graduation, and Transfer

**FTCC MET this standard.**

**NCCCS Standard:** At least sixty-five percent (65%) of the students who enrolled in a curriculum program in the fall of a given year will have completed their program, still be enrolled the following fall, or transferred to another community college or university. (*Curriculum Programs*)

#### H. Client Satisfaction with Customized Training

**FTCC MET this standard.**

**NCCCS Standard:** At least ninety percent (90%) of businesses/industries surveyed will report satisfaction with customized training. (*Continuing Education*)

Source: North Carolina Community College System Report Critical Success



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# ADMISSIONS

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## ADMISSIONS POLICIES AND PROCEDURES

Fayetteville Technical Community College adheres to an “Open Door” admissions policy. Applicants who are high school graduates or 18 years of age, may take courses as a special credit student providing they meet course pre-requisites. Curriculum degrees, diplomas and certificates may have specific requirements for admission beyond the regular requirements to enter FTCC.

### Associate Degree, Diploma, and Certificate Admissions Requirements

1. Applicants must be high school graduates as indicated on an official high school transcript or meet high school requirements as is evidenced by one of the conditions below.
  - a. A state equivalency certificate or GED test results which meet North Carolina equivalency standards are acceptable in lieu of a high school diploma.
  - b. An official college/university transcript showing the award of associate’s degree or higher from a regionally accredited institution(s). Exception: For applicants who are seeking admission into programs having prerequisites at the high school level and the prerequisite is not met with collegiate courses, an official high school transcript is required.
  - c. An United States Military Issued Active Military ID.

The College accepts only official transcripts, which are received by the Admissions Office in a sealed unopened envelope and bear the sender’s raised seal or printed imbedded watermarks. Official transcripts verifying secondary school completion must be sent to the:

Admissions Office  
FTCC  
P.O. Box 35236  
Fayetteville, NC 28303

2. Applicants must submit an application form, including a residency statement.
3. Each applicant is scheduled for the FTCC placement assessment. Previous school records and placement test results will be used in conjunction with the student’s personal aspirations to help plan a workable educational program.
4. 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.

5. Students requesting approval for certification of VA Educational Benefits must provide copies of DD/Form(s) 214 for evaluation of military experience.

### Current High School Students Admissions Requirements

Current High School students participating in programs that involve curriculum courses must submit an official, yet partial, high school transcript in lieu of the final high school transcript. Upon graduation, if the student chooses to enroll in a FTCC degree, diploma or certificate, an official final high school transcript is required.

### Other Reasons for the Submission of Transcripts

Official high school, college/university transcripts are required if an applicant wishes to:

- Apply for veteran’s benefits
- Have previous college/university credit(s) evaluated for transfer credit to FTCC.
- Be exempt from the College’s mathematics, English, and reading placement exam.
- Apply for a health program

### Health Division Admissions Requirements

Priority in consideration for admission to Health Programs will be given to individuals completing the following by January 30. Applications and related materials received after this date will be considered based on program space availability.

- Submit a completed "Application for Admissions" to the Admissions Office.
- Submit an application to the specific Health Program that you wish to enter by January 30 at the Counseling Information Desk.
- Submit official transcripts from high school and each college/university from which you plan to transfer potential credit.
- Complete all program prerequisites.
- 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. An attempt includes grades of A, B, C, D, F, W, and I. Exceptions may be approved by the appropriate health program Dean/Chairperson.
- Science courses must have been satisfactorily completed with a grade of “C” or better within five years of entry into a health program. These courses may be attempted only twice.

**Refer to the FTCC website for the most current information. Go to [www.faytechcc.edu](http://www.faytechcc.edu) and click on Student Handbook.**

(An attempt includes grades of A, B, C, D, F, W, and I.) The appropriate health Dean/Chairperson may approve exceptions.

- A minimum GPA of 2.5 is required on previously completed related classes for degree programs. A minimum GPA of 2.0 is required on previously completed related classes for diploma and certificate programs. Related courses are considered those used as a basis for calculation of competitive admission points.
- A cumulative GPA of 2.0 is required for all health programs.
- Individual programs may have further pre-requisites. Please see your Counselor or health program Advisor to determine these prerequisites.
- The Nursing Assistant program does not require separate health admission. Students are accepted on a first come, first serve basis.

### Selection Criteria

Applicants who meet eligibility requirements will be ranked and selected on a competitive basis.

Grades in designated related courses will be used to determine ranking.

In addition, participation in a departmental information session is required. Sessions will be scheduled by the College. A maximum of 15 additional competitive points may be awarded at that time based on departmental criteria.

### Advanced Placement into Health Programs

Certain health programs may accept students who have transfer credit or approved credit for prior learning for program specific courses outside of the published admission cycle on a space available basis and upon Department Chair approval. Students should contact appropriate Department Chairs for specific program requirements.

Licensed Practical Nurses may be granted placement into the Associate Degree Nursing (ADN) program on a space available basis. Criteria for advanced placement include:

- a. Have a current unrestricted LPN license and have completed 3,600 hours of work experience as a LPN within the last four (4) years
- b. Meet the requirements for admission into the FTCC ADN program
- c. Have a minimum overall GPA of 2.0 and a minimum GPA 2.5 on all related courses
- d. Have satisfactorily completed any developmental course or related science course in no more than two attempts
- e. Have satisfactorily completed related science course within 5 years of entry into the program
- f. Have taken the TEAS test and scored at the level required of ADN students admitted at the beginning of the program

- g. Have completed all related courses within the ADN Program of Study that are noted on the course sequencing sheet prior to the point of advanced placement

### Special Credit (Non-matriculating) Student Admission

Special credit status for (non-matriculating) students: This student status is designed to allow any qualified and interested individual to enroll in college credit courses with appropriate documentation without declaring a major or seeking a degree, diploma, or certificate. The appropriate documentation is required to determine that the course prerequisites have been met. When a student wishes to become a matriculated student, they must follow the current admission requirements for academic program approval.

Special credit students are not eligible for financial aid assistance, i.e., federal financial aid, vocational rehabilitation, veteran services. If you are unsure about aid eligibility and the program you are considering, contact the Financial Aid Office for clarification.

### 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:

Admissions Office  
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:

- (1) FTCC Application
- (2) Preliminary Application (Form A)
- (3) Completed financial certificate (Form B)
- (4) Test of English as a Foreign Language (TOEFL) results (Only official scores sent from Princeton, New Jersey are acceptable.)
- (5) Official high school (secondary) transcript
- (6) Official college or university transcripts, if applicable
- (7) Completed Pre-entrance Medical Record

## Student Visa (F-1 or M-1)

In order to apply for an 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 the applicant's study period, will be issued. A \$100.00 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:

- (1) That they have strong ties to their home country demonstrating their intention to return home (In other words, applicants do not plan to immigrate permanently to the U.S.)
- (2) 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.
- (3) 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 M-1 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 suggest 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. ***International students are assessed tuition at the out-of-state rate.***

## Employment

- (1) 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.
- (2) 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.

**Refer to the FTCC website for the most current information. Go to [www.faytechcc.edu](http://www.faytechcc.edu) and click on Student Handbook.**

## 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:

- (1) FTCC Application
- (2) Presentation of either a valid Passport & Visa or a Resident Alien Card
- (3) FTCC Entrance Assessment Results
- (4) Official high school (secondary) transcript
- (5) 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 TRANSFER STUDENTS

Students who have completed course work at other colleges and universities should submit official transcripts of all post-secondary work. Transcripts will be reviewed during the admissions interview and transfer credit awarded according to the following criteria:

- (1) Prior course work must correspond in instructional hours and content must be substantially similar to FTCC courses required in the degree or diploma being sought.
- (2) Course work must have been completed at a regionally accredited college (i.e., Southern Association of Colleges and Schools or regional counterpart) OR the student may submit the following documentation to be evaluated and a recommendation made by the related department chair:
  - a. Official transcript from the institution attended.
  - b. Statement from the institution regarding any professional accreditations or associations.
  - c. Statement from the institution regarding scheduling system (i.e., semester or quarters).
  - d. Statement from the institution indicating the faculty who taught the course and the academic/professional credentials of that faculty member.
  - e. Course description to include number of class, lab, and/or clinical hours, and course content statement.
  - f. Course syllabus.
  - g. Reference statement indicating the textbook(s).
- (3) Course work must have been completed with a grade of "C" or better.
- (4) Major courses with a 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. Based on the recommendation of the related Department Chairperson, the final decision of the acceptance of transfer credit for major courses will be made by the Council for Academic and Student Services.

- (5) Transfer students must complete a minimum of 25 percent of resident credit at FTCC to be eligible to receive an associate degree. (Note: The American Bar Association requires all paralegal students to complete a minimum of 18 semester hours in legal specialty courses at FTCC.)
- (6) Official FTCC transcripts will not be provided until the student has completed the first term of enrollment at the college.

## TRANSFER CREDIT APPEAL PROCESS

The Testing/Evaluation Center provides credit evaluation of coursework based on official transcripts from all institutions a student has attended. Also included in the evaluation process are documents that pertain to Credit for Prior Learning. A student may appeal a course transfer decision and request a re-evaluation of any transfer credit by following these steps:

1. Review all transfer credit awarded by FTCC via WebAdvisor account, or with a counselor or advisor.
2. Complete the online Transfer Credit Appeal Form or obtain a copy in the Testing Office.
3. Obtain a copy of the course syllabus, course description, and any documentation that will support your appeal from the originating institution(s).
4. Submit the completed Transfer Credit Appeal form and all supporting documentation to the Testing Office. Retain a copy for your records.

The Testing/Evaluation Center will reevaluate the requested course(s) for reconsideration through consultation with the appropriate dean, division, or department chair. Once the re-evaluation is complete the decision will be email to the student's FTCC email account within 30 business days of the receipt of the appeal form, excluding holidays and college closures.

If additional documentation is required from the student for the evaluator or the department chair to make the decision, the student has 2 weeks from the date of the request to supply documentation. Further appeals will be forwarded to the Council for Academic and Student Services.

## 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 NONTRADITIONAL LEARNING

FTCC will evaluate nontraditional 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. (See Handbook on FTCC website.)

### Advanced Placement Examinations

Applicants to the college may request transfer credit for subjects covered under advanced placement examinations. CLEP and DANES 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.

### 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](#).

### 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*.

### Experiential Learning

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

### 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.

### 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.

### SOCAD

Fayetteville Technical Community College is a Servicemembers Opportunity College (SOC). SOC functions in cooperation with 15 higher education associations, the Department of Defense, and Active and Reserve Components of the Military Services to expand and improve voluntary postsecondary education opportunities for servicemembers worldwide. FTCC participates in the SOCAD-2 network with eleven degree programs available. For more information contact the FTCC Ft. Bragg Office at 678-1050.

### READMISSION 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 readmission at the beginning of the next term.
2. Students placed on satisfactory academic progress suspension for not meeting the minimum standards for a second time may appeal for reinstatement to the College by completing the **Student Suspension Appeal For Re-Admission form** through the Director of Student Activities. Reinstatement is subject to successful completion of specific conditions outlined on the **STUDENT SUSPENSION APPEAL FOR READMISSION form**.
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 reentry.
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

FayTech NOW (New Student Orientation Workshop) is designed as a stepping stone for students making the transition to college. During the workshop, students receive information on FTCC policies and procedures, campus resources, and tips for success. Students also log in to their student email, WebAdvisor and Blackboard accounts as part of the workshop. All new and returning students who have been out one year or more are required to attend FayTech NOW in order to obtain program approval.

**Refer to the FTCC website for the most current information. Go to [www.faytechcc.edu](http://www.faytechcc.edu) and click on Student Handbook.**

## REQUIRED PLACEMENT TEST

### 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 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. Assessment scores will be used for course level placement. Each of the three skill areas of English, reading and mathematics is 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 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 degree.
2. Prior to registration for any course which has a specific assessment score as a prerequisite.

Assessment scores may not be more than three years old.

### ASSESSMENT EXEMPTIONS

Students will be exempt from taking the assessment for registration in courses for which they are qualified if they provide an official transcript or other 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 college 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 500 each or ACT composite score of 20 or higher within the last five years. Based on the score of each SAT or ACT section, specific sections of the Accuplacer may be waived.

### Placement Assessment SAT & ACT Waivers

**SAT Section Score waived:** • Math 500 Arithmetic & Algebra • Verbal 500 Reading • Writing 500 Sentence Skills

**ACT Section Score waived:**• Math 20 Arithmetic &

Algebra • Reading 20 Reading • English 20 Sentence Skills  
6. The student chooses to begin with the most basic college preparatory courses: English 70, Math 50 and Reading 70.

### ASSESSMENT PLACEMENT SCORES

CPT/ACCUPLACER	COMPASS	ASSET	COURSE/ COMMENTS
Reading Comp	Reading	Reading	
0-38	0-55	23-30	Red 070
39-59	56-72	31-33	Red 080
60-79	73-81	34-41	Red 090
80-120	81+	42-53	Eng 111 (writing score of 86-120 also required)
Sentence Skills	Writing	Writing Skills	
0-43	0-37	23-27	Eng 070
44-64	38-58	28-33	Eng 080
65-85	59-69	34-41	Eng 090/090A
86-120	70+	42-53	Eng 111 (reading score of 80-120 also required)
Arithmetic	Pre-Algebra	Numerical Skills	
0-36	0-30	23-34	Mat 050
37-54	31-46	35-40	Mat 060
55-120	47+	41-55	Mat 070
55-120	none	41-55	Mat 101 (Diploma Programs)
Elementary Algebra	Algebra	Elementary Algebra	
0-21	none	none	Mat 050
22-33	none	none	Mat 060
34-54	0-45	23-40	Mat 070
55-74	46-66	41-55	Mat 080
55-74	46-66	none	Mat 090 (option for Mat 080)
55-74	46-66	41-55	Mat 110, 115, 120, 121, 140
Elementary Algebra	Algebra	Intermediate Algebra	
75-120	67+	45-55	Mat 145, 151, 155, 161, 171
75-120	67+	45-55	PreMajor Math, Math Ed & Biology
Elementary Algebra	Trigonometry	Intermediate Algebra	
118-120	23+	none	Mat 271 (A.S.-PreMajor Programs)
118-120	23+	none	PreMajor-Chemistry

Revised 04/08/08

## NORTH CAROLINA COMMUNITY COLLEGE SYSTEM APPROVED ASSESSMENTS

**ACCUPLACER:** FTCC administers the ACCUPLACER Computerized Placement Tests and Companion from the College Board. The assessments are Reading Comprehension, Sentence Skills, Computation/Arithmetic and Elementary Algebra.

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 may only take the ACCUPLACER twice in a three-year period at Fayetteville Technical Community College.

Students may not retest for a specific content area while enrolled in that content area until after the 90% point of the class.

Competency exams may be available through individual departments for further academic progression at the discretion of the department/division chair.



Refer to the FTCC website for the most current information. Go to [www.faytechcc.edu](http://www.faytechcc.edu) and click on Student Handbook.

# ACADEMIC INFORMATION

## 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 grade point average (GPA) is determined by dividing the total of quality points earned by the number of term hours scheduled.

Letter grades are used to indicate the quality of a student’s work.

<i>Numerical Grade</i>	<i>Letter Grade</i>	<i>Grade Point Equivalent</i>
93-100	A-Excellent	4 points per credit hour
85-92	B-Good	3 points per credit hour
77-84	C-Average	2 points per credit hour
70-76	D-Below Average	1 point per credit hour
0-69	F-Failure	0 grade point
	I-Incomplete	After eight (8)weeks for 16 week classes and 4 weeks for 8-week classes, the grade becomes an “F”

AU.... Audit (No Credit) – No effect on grade point average

NS .... No Show – No effect on grade point average

P ..... Proficiency – No effect on grade point average

T ..... Transfer – No effect on grade point average

W..... Withdrew from Class(es) - the grade given when a student drops a class after the 10% point in time through the 90% point in time. The grade is not factored into the student’s 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-week class becomes an “F.”

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 two days of the sixteen-week course and the first day of an eight-week course. Developmental classes may not be audited. To receive the AU, the student must meet all course requirements. This grade is permanent and can not be converted to a letter grade.

NS (No Show) is administered when a student registers, but fails to attend class(es) prior to the 10% point of the term.

P (Proficiency) by examination may be given after the student has registered for the course and after a preliminary screening test is given by the department chairperson. The grade equates to a “C” or better. This process must be completed within the first four class days of the term.

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

**Students will receive their grades  
via Web Advisor.**

All final course grades will be letter grades in accordance with the adopted grading system. Grade reports are posted via Web Advisor.

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.

## Pre-Curriculum Developmental Course Grading System

Courses numbered below 100 are pre-curriculum developmental courses and are graded on a ten-point grading scale. The following numerical and letter grades are assigned for pre-curriculum developmental courses:

<u><i>Numerical Grade</i></u>	<u><i>Letter Grade</i></u>
90-100	A - Excellent
80-89	B - Good
70-79	C - Average
0-69	F - Failure*

\*Students who receive a grade of “F” (Failure) on those courses will be required to re-take the course.

Pre-curriculum developmental course grades are not counted as credit towards graduation, not are they calculated into the student’s cumulative Grade Point Average (GPA).

## COURSE REPEAT POLICY AND PROCEDURE

### Course Repeat

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, or WF) will be counted in determining the hours earned and in determining the GPA at the College. However, all grades will be recorded on the student's official transcript. Grades of withdrawal passing (WP) and audit (AU) are not calculated in the GPA, but they will be considered as a repeat grade.

A student's (GPA) is based on the number of credits earned and the grades received. Cumulative GPA reflects all courses taken; major GPA reflects courses in the major.

Specific program requirements for academic progress are outlined in the College catalog (i.e., health programs curricula, 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 course repeats. 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 financial aid: All attempted classes will be counted toward academic progress. (Attempted includes a grade of A, B, C, D, F, W, WP, WF, U, I)

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.

### Course Repeat Procedures

The request for course repeat must be initiated by the student

and directed to the Registrar. All requests must be initiated prior to the final term of enrollment (i.e., at the end of fall term if graduating at the end of the spring term). Students applying for health programs must make the request prior to the January 30 deadline. The "Class Repeat" form is available in the Registrar's office. Note to students taking Developmental Courses (courses designated less than the 100 level, i.e., MAT 070): Developmental Courses may be attempted only twice.

### Grade Forgiveness Procedures

A student may petition in writing to the Dean of Enrollment Management to have grades which are at least seven years of old forgiven. In order for the request to be considered, the course in question must not have been under a previously granted certificate, diploma, or degree. Prior to making this request, it is the student's responsibility to review the change with a counselor to make sure that there are no potential program conflicts, Financial Aid issues, Veteran's Aid issues or third party payment issues. The forgiven grade will remain on the student transcript; however, will no longer be counted in the calculation of the GPA.

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

### Schedule Adjustments and Withdrawals

W (Withdraw) is the grade given when a student withdraws from a course after the 10 percent date of the term, but on or before the 90 percent date of the term. A "W" has no effect on the student's grade point average.

### Withdrawal from Class(es)

Student Withdrawal from Class after the 10 Percent Date.

- A student may withdraw from a class as late as the 90 percent date of the term without penalty. The transcript will indicate a "W". A "W" grade does not negatively impact the student's GPA, but will count as an attempt for purposes of veteran's benefits or financial aid.
- Failure to withdraw properly may result in a failing grade for the course and may jeopardize a student's right to reenroll at a later date.
- A student who withdraws or drops from any portion of a course (classroom, lab, clinic or shop) will be dropped from the entire course (class and lab).
- A student who receives Financial Aid or VA Educational benefits should confer with personnel in those offices before dropping classes or withdrawing from the College to determine the impact of a withdrawal on those benefits.
- In order to withdraw from class(es) a student must submit the Student Online Withdrawal Form found under Registration info on the FTCC website. If the student does not complete the withdrawal process, he/she will remain enrolled in the course and will receive the grade assigned by the Instructor. The instructor will

note the last day of contact with the student, which will impact financial aid owed for repayment.

- Beginning in Fall 2010 faculty will no longer do withdrawals from class for students except when it is an administrative withdrawal by FTCC.

### Administrative Withdrawal by Faculty or Administration

- For Curriculum Courses (numbered 100 or higher): Students who are absent for more than 20 percent of scheduled class sessions may be dropped from the class rolls by the instructor. A grade of “W” will be assigned if the student is dropped prior to the 90 percent date.
- For Developmental Courses (numbered below 100): Students who are absent for more than 10 percent of scheduled class sessions may be dropped from the class rolls by the instructor. A grade of “W” will be assigned if the student is dropped prior to the 90 percent date.
- A student who registers for a class and never attends the class within the first 10% of class meetings is a “No Show.” A “No Show” student will be dropped from the class and a grade of “NS” will be assigned to the student’s record. An “NS” will not count in the student’s GPA or as an attempt for veteran’s benefits or financial aid. Awarded financial aid will be removed from students who withdrew from all classes as a “no show”. Students who have mitigating circumstances explaining their absence need to communicate these to the instructor prior to the 10 percent date. At the discretion of the instructor, a student with mitigating circumstances may be allowed to remain in the course.
- If a student is suspended from the College during the term, a grade of “W” will be assigned for each class in which the student was enrolled that term.

## Course Prerequisite and Co-requisite Guidelines

A prerequisite is a course that must be taken prior to another course. A co-requisite is a course that must be taken at the same time as another course or prior to the course to be taken. The college may mandate prerequisites and co-requisites to ensure students are prepared to meet the requirements of the course material. Students who do not have confirmed prior credit, equivalency via placement test scores, or transfer equivalency that satisfies the stated prerequisites and co-requisites may be administratively dropped from the course. Course prerequisites and co-requisites may be found by using WebAdvisor. Academic Deans, Division Chairs, Department Chairs, and Program Coordinators have the authority to waive a prerequisite or co-requisite based upon verified evidence that the student has the necessary prerequisite or co-requisite experience to meet the

demands of the higher level course. A **Prerequisite Waiver Approval Form** will be completed for each waiver granted when the evidence of the prerequisite or co-requisite is not identified in Datatel.

## TUITION REFUNDS

1. Before classes begin. A 100 percent refund shall be made if the student officially withdraws prior to the first day of class (es) of the academic semester or term as noted in the college calendar. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered is cancelled due to insufficient enrollment.
2. After classes begin. A 75 percent refund shall be made if the student officially withdraws from the class (es) prior to or on the official 10 percent point of the semester.
3. For classes beginning at times other than the first week (seven calendar days) of the semester or term, a 100 percent refund shall be made if the student officially withdraws from the class prior to the first class meeting. A 75 percent refund shall be made if the student officially withdraws from the class prior to or on the 10 percent point of the class.
4. To comply with applicable federal regulations regarding refunds, federal regulations supersede the state refund regulations stated in this Rule.
5. Military Students. A full refund of tuition and fees shall be granted to military reserve and National Guard personnel called to active duty or active duty personnel who have received temporary or permanent reassignments as a result of military operations then taking place outside the state of North Carolina that make it impossible for them to complete their course requirements.

## Tuition/Fee Refund Appeals

Students are **responsible** for charges and payments to their student tuition/fee account.

Appeals for the current and/or immediate prior term only will be considered and reviewed. All other appeals will not be considered. Decisions of the Appeal Committee are final. Book charges may not be appealed.

Certain mitigating circumstances may qualify for a refund of tuition and fees paid to FTCC. Mitigating circumstances may consist of the following:

- Death of an immediate family member. A copy of the death certificate is required.
- Medical emergency which results in the inability to attend class. Medical documentation is required. Medical documentation including the dates of illness or admission to the hospital and/or a signed letter from the doctor is required.

- Unanticipated military service, including TDY, training, activation for deployment and unanticipated reassignment. Proof of orders is required.
- Death of student.

For any other mitigating circumstances, documentation and explanation must be submitted with the appeal form.

Requests for a tuition refund will be reviewed by the Student Tuition/Fee Appeal committee. Appeals are reviewed monthly on the third week of every month. A letter will be mailed within a week after the Appeals Committee meeting indicating the decision of the Appeals Committee.

Financial Aid Students: A dropped class will result in a change in enrollment credit hours, which could generate a refund or a requirement to repay financial aid. Please contact the Financial Aid Office at 910-678-8242 or [finaid@faytechcc.edu](mailto:finaid@faytechcc.edu) with any questions regarding your financial aid prior to submitting this form.

## FEDERAL RETURN OF TITLE IV FUNDS FOR COMPLETE WITHDRAWALS

Students receiving Title IV funding (Federal Pell Grant, Supplemental Educational Opportunity Grant or William D. Ford Federal Direct Loans) who completely withdraw from classes are required to have earned aid evaluated through the federal formula established in the 1999 federal financial aid reauthorization. Unearned aid is returned to the federal financial aid programs. The amount of federal funds returned to the federal programs will be determined based on the date the withdrawal process begins or the last date of attendance. If the date the withdrawal process begins or last date of attendance is not available or known, the federal refund will be based on the 50 percent point of the semester. Return of Title IV funds will not be computed after the 60 percent point of the semester.

## BOOKSTORE REFUNDS

Bookstore refunds are made under the following conditions:

- Students are allowed ten (10) calendar days beginning with the first day of the term to return textbooks for refund or credit.
- 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.
- All refunds will be made by check mailed to the individual student. No cash refunds will be made.
- Military Students: The College shall buy back textbooks through the colleges' bookstore operations to the extent possible. The College will use distance learning technologies and other educational methodologies to help these

students, under the guidance of faculty and administrative staff, complete their course requirements.

## TUITION WAIVERS

(Subject to change)

- (1) Senior citizens, age 65 or over and who are legal residents of North Carolina, are exempt from:
  - a. Up to 6 credit hours of credit instruction per semester; the student activity fee, technology fee, and campus access, parking and Security (CAPS) fee will be charged when total credit hours per semester exceeds 6 credit hours.
  - b. One course of non-credit instruction per semester
- (2) High school juniors and seniors participating in High School Connections and taking eligible course are exempt from tuition unless the course is self-supporting. In addition, students are exempt from the CAPS fee.
- (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) Certain out-of-state students who are members of families that were transferred to this state by businesses, industries, or civilian families transferred by the military, for employment may be eligible for tuition payment at the in-state rate.
- (5) Out-of-state service members and their dependents stationed at a North Carolina base are eligible to be charged the in-state tuition rate. The waiver is for the academic year. Continuing students may re-apply each fall term.
- (6) Members of the armed forces that register through the GoArmyEd website are exempt from the activity fee, technology fee, and CAPS fee based on the agreement between the College and contractual agency.
- (7) Students enrolled in Internet courses only (taking no traditional face-to-face courses) may request a waiver of the student activity fee and CAPS fee.
- (8) Volunteer fireman, local fire department personnel, volunteer rescue and lifesaving department personnel, local rescue and lifesaving department personnel, local law enforcement officers enrolled in training course are exempt from tuition and registration fees.
- (9) Students enrolled in Health and Human Services Development programs are exempt from continuing education registration fees.
- (10) Elementary and secondary school employees enrolled

**Refer to the FTCC website for the most current information. Go to [www.faytechcc.edu](http://www.faytechcc.edu) and click on Student Handbook.**

in courses in first aid or cardiopulmonary resuscitation (CPR) are exempt from continuing education registration fees.

- (11) Full-time college staff members are exempt from tuition and registration fees for one curriculum or continuing education course per semester.
- (12) Law enforcement officers employed by a municipal, county, state, or federal law enforcement agency and trainees that are sponsored by a state, county, or municipal law enforcement agency taking state-mandated Basic Law Enforcement Training Programs are exempt from tuition.
- (13) Tuition/fee waivers are not applicable to courses established on a self-supporting basis.

## **ATTENDANCE POLICY**

Because of the nature of the vast majority of the courses at Fayetteville Technical Community College, the administration has established the following policy. The policy has been established for the benefit of the students who are forced, because of reasons beyond their control, to miss classes as well as those who do not miss any classes (both groups of students are involved). Attendance may be taken separately in each portion of a course (i.e., class, lab, clinic, shop). Missing 20% of any portion of a course may result in administrative withdrawal. When enrolled in developmental studies courses missing 10 percent or any portion of the course may result in administrative withdrawal.

- (1) Instructors will make every effort to advise students who have missed more than 10% of a course that their standing in class is in jeopardy. Students who add a course after the first day of the class are responsible for all materials covered from the beginning. Instructors are encouraged to refer students with excessive absences to the Counseling Office.
- (2) If absences exceed 20% (10 % for developmental studies courses), at any point during the term, the faculty member may: drop the student from the course, or allow the student to continue in the course under conditions set by the instructor.
- (3) Tardy students interrupt the beginning of a class meeting. If a student enters the class after the instructor has started the class, the student shall be recorded as being tardy. Three tardies shall be counted as one absence.
- (4) No absence, for any reason, shall excuse a student from an announced test, examination, or other assigned activities. Make-up of any tests or work missed shall be at the discretion of the faculty member. The make-up of any test or examination shall be scheduled on the earliest

possible date after the student returns to class.

- (5) Special attendance policies are in effect for the following programs: Associate Degree Nursing, BLET, Dental Assisting, Dental Hygiene, Central Sterile Processing, Early Childhood Education Credential Certificates, Emergency Medical Science, EMT classes, Fire Academy (Continuing Education), Nuclear Medicine Technology, Nursing Assistant, Pharmacy Technology, Phlebotomy, Physical Therapist Assistant, Practical Nursing, Radiography, Respiratory Care, Speech Language Pathology Assistant, and Surgical Technology. No department may impose a different attendance policy unless specifically required for licensure purposes. Requests for a more stringent policy must be submitted in writing to, and approved by, the appropriate Program Area Dean.
- (6) Special permission must be obtained from the Registrar/ Curriculum and the faculty member before a friend can sit in on a class. Students are responsible for their guest's behavior while on campus.
- (7) Children are not to be left unattended anywhere on campus. Small children of students are not permitted to sit in classes, labs, or the library.

## **ACADEMIC STANDARDS FOR GRADUATION**

The College requires that students maintain a cumulative and major GPA 2.0 or higher in order to meet institutional standards of progress and to be eligible for graduation.

### **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)**

To remain eligible for state and federal financial aid programs, students need to make Satisfactory Academic Progress (SAP) toward achieving a degree, diploma, or certificate. Standards of Satisfactory Academic Progress are applied to all students who wish to establish or maintain financial aid eligibility at FTCC, regardless if they have received financial aid funds in the past. The standards are established to encourage students to progress toward an educational objective and complete a degree within a reasonable time frame and with the least amount of loan debt. If the standards are not met, students are not eligible for federal and state financial aid.

### **ACADEMIC PROGRESS STANDARDS FOR ALL STUDENTS**

All curriculum students at FTCC are required to meet minimum standards for academic progress. Academic progress is evaluated at the completion of each term by both the Registrar's Office (for all students) and by the Financial Aid Office (for student's receiving financial aid).



### **Maintain a Minimum Cumulative GPA**

- Maintain a *cumulative* grade point average of at least a 2.0.
- Cumulative GPA is based on all credits attempted since your initial date of attendance at FTCC regardless of program.
- Grade forgiveness and program GPA are not factors in the calculation of cumulative GPA.
- A student's cumulative grade point average must meet the minimum standards of the institution according to degree intentions. The minimum cumulative and major grade point average for graduation at FTCC is 2.0.

### **Maintain a Minimum of Completed Credit Hours for Credits Attempted**

- Complete a minimum of 67% of cumulative credit hours attempted.
- Attempted credits include courses with grades of "A" through "F", "W", A\* B\* C\* U\* C@, D@, F@, I\* I, T, S, B@, A@. An F, W, F@, I\*, I, IP or IC grade is not considered a completed credit and will count against your attempted credit calculation and GPA.
- All transfer credits accepted by FTCC will count toward the calculation of attempted credits.
- Credit hours taken for a grade of "audit" (AU) do not apply toward an associate degree, diploma, or certificate program. Therefore, credit hours with this designation are not included in determining enrollment status for financial aid disbursements or Satisfactory Academic Progress. Students with changes in grade type of an "audit" (AU) after the disbursement of financial aid will be reviewed for an enrollment status change. This change may result in a reduction of financial aid eligibility and a balance owed to the College.
- Courses with grades of "I" (Incomplete) or I\* will be considered as credit hours attempted and not completed. Students who have made arrangements with the instructor to complete required course work are not required to re-register for the same class during a subsequent semester to complete the work. Any course carried forward to the next semester for completion will not be counted as part of the new semester enrollment status. If the "incomplete" grade was instrumental in placing a student on financial aid probation or suspension, once completed, the student may appeal for a re-evaluation of Satisfactory Academic Progress by submitting the Satisfactory Academic Progress Appeal form to the Financial Aid office at FTCC.
- Repeated courses will be counted as hours attempted and also toward maximum credits allowable for each type of program for financial aid.

### **Complete A Degree, Diploma or Certificate Program in no More Than 150% of the Average Length of the Program:**

- Cumulative credit hours attempted are defined as all credit hours attempted at FTCC, and all credit hours transferred to FTCC from other institutions.
- Students will not be eligible to receive financial aid

once they have attempted 150 percent of the normal credits required for their approved program of study, i.e., degree, diploma or certificate.

- All attempted credits are counted, including credit for prior learning, and developmental courses; whether or not financial aid was received, or the course work was successfully completed.
- A student who completes an associate degree at FTCC is considered to have reached their maximum program length and is not eligible for financial aid for other programs. Students who have completed a diploma or a certificate may enroll in an associate degree. The course credits obtained toward the diploma/certificate will continue to be calculated as part of the 150% percent of the program length.

## **STUDENT ACADEMIC STANDING PROCEDURES FOR ALL STUDENTS**

All curriculum students at FTCC are required to meet minimum standards for academic progress. Academic progress is evaluated at the completion of each term by the Registrar's and Records Office. This procedure involves reviewing each student's cumulative grade point average (GPA) to evaluate his or her academic progress and academic standing.

Students are encouraged to review the online College Catalog for details of how a student's academic progress may affect his or her continued enrollment. Please keep in mind that Financial Aid and Veterans Services may have more restrictive academic progress and academic standing requirements as conditions of his or her continued funding.

### **GOOD STANDING**

A student is considered to be in good academic standing when he or she earns a cumulative GPA of 2.0 or above.

### **ACADEMIC WARNING**

A student is considered to be on academic warning when his or her cumulative GPA is below 2.0 at the end of the semester. This warning is an indication of potential academic problems and is communicated to the student and the student's advisor and major department(s). A letter is sent via email encouraging attendance at Pathways to Academic Success (PAS) sessions facilitated by Counseling Services and an orientation of the Success Center.

### **ACADEMIC PROBATION**

A student is considered to be on academic probation when the student is already on academic warning and his or her cumulative GPA is still below 2.0 at the end of a semester. The student is placed on academic probation, and this is noted on the student's permanent record. A letter is sent via email requiring the student to meet with his or her academic advisor.

### **ACADEMIC SUSPENSION**

A student who is currently on academic probation and his or her cumulative GPA remains below 2.0 at the end of the semester is considered to be on academic suspension. The student is suspended from the College for one 16-week academic semester. A letter is sent via email requiring the student to meet with his or her academic advisor. The advisor will complete the Academic Probation of Suspension form.

## **DEVELOPMENTAL CLASSES**

Go to [www.faytechcc.edu](http://www.faytechcc.edu) and click on College Catalog for information on developmental classes.

## **DROPPING OR WITHDRAWING FROM CLASSES**

Go to [www.faytechcc.edu](http://www.faytechcc.edu) and click on College Catalog for information on dropping or withdrawing from classes.

## **WITHDRAWALS OR ALL F GRADES/ RETURN OF TITLE IV FUNDS**

Go to [www.faytechcc.edu](http://www.faytechcc.edu) and click on College Catalog for information on withdrawals or all "F" grades/return of Title IV funds.

### ***President's List***

The President's List is generated at the end of each semester for students with a perfect grade point average. This honor is reflected on students' transcripts. Students must be approved for a curriculum prior to the start of the semester. The developmental studies curriculum and courses are excluded from the consideration.

Students must make a final grade of "A" on a minimum of 12 credit hours of curricular work during the term of consideration.

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\*.

Students are NOT eligible for consideration until all course work is completed for the term.

### ***Dean's List***

The Dean's List is generated each semester for students with an outstanding grade point average. This honor is reflected on students' transcripts.

Students must be approved for a curriculum prior to the start of the semester. The developmental studies curriculum and courses are excluded from this consideration.

Students must make a final grade of "A" or "B" on a minimum of 12 credit hours of curricular work during the term of consideration.

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\*.

Students are NOT eligible for consideration until all course work is completed for the term.

### ***The President's Award***

The President's Award is presented to a deserving student at graduation selected by a faculty-staff committee. To be eligible for this award, a student must have a minimum 3.0 GPA 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.

## ***Who's Who***

Students nominated for Who's Who are made by faculty members. Students must have at least a 3.0 GPA and have exhibited leadership abilities, moral character, and commitment to their educational goals.

## ***Ambassadors***

Each year, Fayetteville Technical Community College chooses eight outstanding students to serve as Ambassadors. The Ambassadors act as official hosts and hostesses for various campus events. Ambassador candidates must have completed 12 semester hours at FTCC, have a minimum 2.5 GPA, and be recommended by three members of the College community.

## ***Graduating With Honors***

Any student who has earned a GPA of 4.0 in his/her program of study at FTCC will be granted a diploma or degree with highest honors. Any student who has earned a GPA 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.

## **REQUIREMENTS FOR GRADUATION**

To be eligible for graduation, the student must:

- (1) Successfully complete the curricular requirements in effect at the time the student entered the curriculum. Students who enter a curriculum after the fall term are subject to the curricular requirements in effect at the time of reentry. A student who withdraws from the College and reenters at a later semester, including students who have completed at least one or more semesters, will be subject to curricular requirements in effect at the time of reentry. In cases where students reenter at the beginning of fall semester, they are subject to the requirements for the curriculum at the fall semester re-entry.
- (2) Have met all admissions requirements for the program in which the student will graduate, including receipt of high school transcript/GED and transcripts from all colleges/universities that course credit for the certificate, diploma or degree requirements were derived.
- (3) Have sufficient grade points to average 2.0 major and cumulative GPA.
- (4) Have passing grades in all required courses (certain curricula, especially in the health area, require that a student make at least a "C" on major subject areas for the student to be eligible to take state and national examinations for licensure.)

- (5) Must have taken care of ALL financial indebtedness to Fayetteville Technical Community College, including a graduation fee.
- (6) Applications for degrees or diplomas must be completed by the student and returned no later than the end of the fall semester for the spring graduation and the end of the spring semester for summer graduation from those programs that are completed in sequence during the summer (i.e., Emergency Medical Science, Radiography, and certain vocational curricula). 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 for each automatically voids his/her candidacy for that particular graduation.

**A WORD OF ADVICE: It is important to review your program requirements and your Student Educational Plan two semesters before graduation to be sure you are meeting all requirements. Check with your faculty advisor.**

### Progress Standards for Select Programs

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* – A “C” or better in all NUR and science courses and a satisfactory grade in clinical

*Central Sterile Processing* – A “C” or better in all STP and science courses

*Dental Assisting* – A “C” or better in all DEN and science courses and a satisfactory grade in clinical

*Dental Hygiene* – A “C” or better in all DEN and science courses and a satisfactory grade in clinical

*Emergency Medical Science* – A “C” or better in all EMS and science courses and a satisfactory grade in clinical

*Funeral Service Education* – A “C” or better in all FSE courses and ACC 111, BUS 115, and PSY 141

*Healthcare Management Technology* – A “C” or better in all HMT courses

*Nuclear Medicine Technology* – A “C” or better in all NMT and science courses

*Nursing Assistant* – A “C” or better in all NAS courses

*Paralegal Technology* – A “C” or better in all LEX courses

*Pharmacy Technology* – A “C” or better in all PHM and science courses

*Physical Therapist Assistant* – A “C” or better in all PTA and science courses

*Practical Nursing* – A “C” or better in all NUR and science courses

*Radiography* – A “C” or better in all RAD and science courses

*Respiratory Care Technology* – A “C” or better in all RCP and science courses

*Speech-Language Pathology Assistant* – A “C” or better in all SLP and science courses

*Surgical Technology* (Degree or Diploma) – A “C” or better in all SUR and science courses



**Refer to the FTCC website for the most current information. Go to [www.faytechcc.edu](http://www.faytechcc.edu) and click on Student Handbook.**

# STUDENT RIGHTS, RESPONSIBILITIES, AND JUDICIAL PROCESS

## STUDENT RECORDS

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 law, students have the right to inspect their educational records, correct inaccuracies in the records if warranted, and the records are protected from release of information without written consent. Most student records are open for inspection and review by the student. 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.

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 or this 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:  
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html> or  
<http://www.accessreports.com/statues/FERPA.htm>
7. FTCC reserves the right to deny official 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 social security card). Out-of-town and/or distance learning students may fax or send a copy of the document to the Registrar's Office.

## STUDENT RIGHTS, RESPONSIBILITIES, AND JUDICIAL PROCESS

### Student Rights

Students enrolled at FTCC are encouraged to develop the capacity for critical judgment and to engage in both an instructor led and an independent search for knowledge. Free inquiry and free expression are essential to developing these skills; however, students should exercise this academic freedom with responsibility. Students are required to follow all College guidelines, including the Student Code of Conduct, and to obey all laws when on any FTCC campus or when participating in any campus sponsored or supported event.

- (1) Every student has the right to a learning environment that is free from unreasonable distractions. If a student's behavior interferes with the educational process, that student will be directed to end the activity causing the disruption. A student who continues to disrupt can be removed immediately from class and/or campus. Within a reasonable time after being removed, the student will be advised of his/her options, which are more fully described under the section on Disciplinary Action.
- (2) Students have the right to 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 so long as it is not disruptive to a learning environment.
- (4) Students have the right to inquire about and propose improvements in policies, regulations and procedures affecting the welfare of students through established student government procedures, campus committees, and College officers.
- (5) Students and former students have the right to review their official 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 or in accordance with federal law and the announced policies/procedures of the College. Student rights in this area are more fully described in the following section.

### Student Code of Conduct

The following regulations set forth rules of conduct that prohibit certain types of student behavior. Students are expected to act and dress appropriately for a college environment. Neither actions nor dress should distract others from concentrating on their course of study. The College has established the following Code of Conduct to ensure that an appropriate college environment is maintained. Violation of one or more of these regulations may result in disciplinary sanctions. Students

are not permitted to engage in any of the following activities while participating in any college course, while on campus, while participating in a College-sponsored event, or while in a College owned vehicle.

- (1) Academic dishonesty, including, but not limited to:
  - a. Obtaining test information, research papers, notes and other academic material without authorization;
  - b. Receiving or giving help on tests, projects, or assignments submitted for a grade unless specifically authorized by the instructor; and,
  - c. Plagiarism, which is taking credit for another's ideas or works as if they were your own.
- (2) Theft, vandalism, or misuse of College property wherever it is located.
- (3) Possession, use, or distribution of alcohol or any illegal drug. In addition, students shall not be under the influence of any such substance while on campus, at College events, or in College owned vehicles.
- (4) Using, recording, or disseminating anything which is lewd, offensive, obscene, profane, or vulgar, including, but not limited to, the use of profane or vulgar language.
- (5) Physical violence against another person or threatening physical violence against another person.
- (6) Harassment or intimidation of any other person, including but not limited to, sexual harassment or intimidation.
- (7) Participation in gatherings or demonstrations that interfere with another's ability to freely access College facilities or property. Students shall not disrupt or interfere with the College's educational processes or College functions. Student shall comply with any instruction of a College employee to leave the scene of a disruptive gathering or demonstration.
- (8) Violation of any state law prohibiting the possession of weapons on the campus. Generally, explosives, guns, knives, razors, other sharp instruments, leaded canes, brass knuckles and stun guns are not permitted on campus unless the possession of the weapon is a necessary part of a class in which the student is enrolled and the possession of the weapon is authorized by the student's instructor.
- (9) Tampering with a fire alarm or other safety equipment belonging to the College.
- (10) Gambling.
- (11) Smoking or using other forms of tobacco in any unauthorized area including but not limited to classrooms,

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shops and labs. For areas of the campus where smoking is permitted, refer to the College's policy on Smoking on Campus which is described more fully later in this section.

- (12) Altering or misusing College documents, records or instruments of identification with intent to deceive.
- (13) Financial irresponsibility including, but not limited to, failure to pay College fines, failure to repay College funded loans or passing worthless checks to College officials.
- (14) Violating the terms of any disciplinary probation or any College regulation during the period of probation.
- (15) Failing to follow instructions of College employees.
- (16) Participating in conduct that disturbs peace and order of the College. This includes, but is not limited to yelling, screaming, or talking in an unnecessary or unreasonably loud voice, or using of any device which produces loud and/or disruptive noises.
- (17) Unauthorized use of any electronic device, such as cell phones, recorders, cameras, I-pods, MP3 players, computers, and the like, in a virtual or physical classroom, shop, or lab.
- (18) Permitting any person who is under the age of sixteen (16) and who is not an FTCC student to enter any instructional area without prior authorization. Instructional areas include virtual or face-to-face classrooms, labs, libraries, the Success Center, clinical sites, or shops. However, students under the age of sixteen (16) shall be permitted to enter into any instructional area for purposes related to their own education.
- (19) Violating any College rule, regulation, policy and/or procedure.
- (20) Violating any local, state or federal law or regulation.
- (21) This Student Code of Conduct is not all inclusive. Any conduct which is disruptive to the educational environment of the College is prohibited.

### **Disciplinary Action**

Students who violate College regulations are subject to the disciplinary penalties of the College. If the student's behavior violates both the law and College regulations, the College may take disciplinary action independent of that taken by legal authorities.

- (1) 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 the 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 is 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 Academic Dean or Designee (for curriculum students) or the Associate Vice President for Continuing Education (for continuing education students) 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 Academic Dean or Designee shall resolve the matter in a timely fashion.

- (2) A violation, or possible violation, of the Weapons on Campus policy shall be reported to campus security immediately by phone, 678-8433, Emergency Call-box, or in person. The Director of Public Safety and Security, or designated representative, shall cause a full inquiry to be conducted and notification of civilian police if deemed necessary. An incident report shall be filed on all violations of this policy. Violations shall be reported in the Annual Crime Statistics published by campus security as requested by the Campus Security Act of 1990. The Academic Dean or Designee (for curriculum students) or the Associate Vice President for Continuing Education (for continuing education students) shall be notified by the Director of Public Safety and Security, or designated representative, immediately when any student is believed to have violated the Weapons on Campus policy. In the absence of the Academic Dean or Designee or Associate Vice President for Continuing Education, the next available Dean/administrator/director/supervisor should be notified.

Upon notification by the Director of Public Safety and Security, the Academic Dean or Designee or the Associate Vice President for Continuing Education shall temporarily suspend any student being investigated for a violation of this policy. The temporary suspension shall be imposed until the inquiry into the alleged violation is complete, but under no circumstances shall the temporary suspension exceed five weekdays.

Upon completion of the inquiry, the Academic Dean or Designee or the Associate Vice President for Continuing Education shall determine whether a violation of this policy occurred. If the Dean or Designee or Associate Vice President determines a student did violate this policy, the Dean or Designee or Associate Vice President shall suspend the student for a minimum of 120 days and shall notify the student of any right to appeal the decision. If it is determined the student did not violate this policy, the student shall be immediately allowed to return to class and shall be given every reasonable opportunity to complete any missed coursework.

(3) 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(s) 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. name(s) of the 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 Academic Dean or Designee (for curriculum students) or the Associate Vice President for Continuing Education (for continuing education students).

Within five (5) working days after the charge is filed, Security shall complete a preliminary investigation of the charge, and the Dean or Designee or Associate Vice President shall schedule a meeting with the student. After discussing the alleged infraction with the student, the Dean or Designee or Associate Vice President may act as follows:

- a. Drop the charges
- b. Impose a sanction
- c. Refer the student to a College office or community agency for services

The decision 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 or where the student refuses to cooperate, the Dean or Designee or Associate Vice President shall send a certified letter to the student's last known address providing the student with a list of charges, the decision, and instructions governing the appeal process.

(4) Violations of the Code of Conduct related to academic issues, for example, cheating, plagiarism or classroom disruption will be addressed through the chain of command within the academic area.

The penalty for academic offenses is imposed or recommended by the instructor teaching the course. Ignorance of the rules or carelessness about plagiarism or cheating is no excuse.

Penalties for plagiarism and cheating that may be imposed by the instructor include but are not limited to the following:

- re-writing the assignment
- receiving a "0" on the assignment
- failing the course in which the assignment was submitted

Penalties for plagiarism and cheating that may be recommended

include but are not limited to the following:

- academic probation
- academic suspension
- expulsion from the college

When probation, suspension, or expulsion is recommended, the recommendation must be submitted to the appropriate Academic Dean within five (5) working days of the discovery of the incident. Within five (5) working days after the recommendation is made, the appropriate Dean/Associate Vice President shall complete a preliminary investigation of the charge and shall schedule a meeting with the student. After discussing the alleged infraction with the student, the administrative official may act as follows:

- a. Drop the charges
- b. Impose a sanction
- c. Refer the student to a College office or community agency for services

The decision of the Dean/Associate Vice President 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/Associate Vice President, or where the student refuses to cooperate, the Dean/Associate Vice President shall send a certified letter to the student's last known address providing the student with a list of charges, the Dean/Associate Vice President's decision, and instructions governing the appeal process.

(5) 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.

## Sanctions

The following sanctions are examples of those that may be imposed for discipline:

- (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.

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- (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 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 the damage, misuse, destruction, or loss of 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, diplomas, or right to register or participate in graduation ceremonies:** imposed when financial obligations are not met. (Will not be allowed to register until all financial obligations are 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 Vice President for Administrative Services before returning to the 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 and Student Affairs.
- (10) **Group Probation:** This is given to a College club or other organized group for a specific 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. Re-charter after that time must be approved by the President.

### **Student Dress Code**

The Trustees of Fayetteville Technical Community College recognize the importance of maintaining an education environment which promotes rigorous academic studies, encourages critical thinking, and teaches students skills necessary to be successful in the workplace. The Trustees authorize individual educational programs to implement and enforce dress codes when required to protect the health and safety of students. Additionally, the Trustees hereby determine that all students not in such a program should be encouraged to dress, while on campus, in a manner appropriate for an educational environment.

Effective June 1, 2011

### **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/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 following 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.

### **Appeal of Disciplinary Sanction**

The Academic Dean or Designee (for curriculum students) or the Associate Vice President for Continuing Education (for continuing education students) investigates charges of misconduct and determines the action to be taken. The decision of the Dean or Designee or Associate Vice President is presented to the student in writing within five (5) working 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 a student wished to appeal the decision, he or she must submit the appeal in writing within five (5) working days of receipt of the Dean's or Vice President's decision to the Student Appeals Committee through the Director of Counseling.
- (2) The decisions of the FTCC Student Appeals Committee are referred to the Associate for Student Services as



recommendations. The Associate 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) days working days from the receipt of the recommendation of the Student Appeals Committee.

- (3) If the student wished 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.

### **Appeal of Attendance Problems**

The instructor, according to guidelines published in the Student Handbook, may drop students who have excessive absences.

- (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 dropped for attendance problems may be allowed to continue attending class until the appeal has been resolved.

### **Appeal of Grades**

Grading is the prerogative of the faculty member. Appeals concerning grades given for a course must be directed to the faculty member assigning the grade and must be in writing. The faculty member assigning the grade and the student appealing the grade shall discuss the circumstances and attempt to resolve the appeal. Failing to reach a satisfactory resolution, the student may appeal in accordance with the specific procedures described below. The appeal of a grade must be initiated no later than the last day of the fourth full month after the course grade was assigned.

- (1) The student shall present the appeal in writing to the chairperson or coordinator of the department within which the protested grade was earned. The chairperson or coordinator shall, by conferring with the student and the faculty member, seek resolution by mutual agreement. If applicable, the student should continue to attend classes throughout the appeals process.
- (2) If the student wishes to appeal the final decision of the chairperson or coordinator, the student must appeal in writing to the appropriate Academic Dean or Director. If, after conferring with the student, the Instructor, and the Department Chairperson, the matter remains unresolved, the Dean shall convene the Academic Review Committee.
- (3) The Academic Review Committee will consist of the convening Dean or Director and four FTCC faculty members, at least one of whom, if possible, shall be qualified to teach the course. The committee will be appointed by the Dean or Director. The faculty member assigning the grade shall not be appointed to the Academic Review Committee. During the appeal process, the appropriate Department Chairperson and/or faculty member will provide all relevant information to the appeal. The student's written appeal will be provided to the committee and, if requested by the student, the student shall be afforded the right to personally appear and provide testimony to the committee and to ask questions of anyone providing evidence to the committee. Upon receiving all relevant evidence presented, the committee shall determine whether the grade assigned by the instructor shall be upheld. If the grade is not upheld, the committee shall make a decision as to how a grade shall be assigned to the student. The Dean will notify, in writing, the faculty member, the student, and the Department Chairperson of the committee's decision within five working days. The resulting grade must be submitted within College guidelines and may not be further appealed.

### **Appeal of Academic Probation and Suspension**

All curriculum students at FTCC are mandated to meet minimum standards for academic progress. Failure to meet these standards will result in a student being placed on Warning, Probation, or Suspension for Financial Aid (FA) and/or academic studies. These students are required to attend the Pathway to Academic Success (PAS) workshop offered by Counseling Services. Attendance is also required at an orientation to the Success Center.

Any consideration of academic standing or reinstatement must be approved by the Director of Student Activities after completion of the Student Suspension Appeal for re-admission form. The decision of the Director of Student Activities in matters of Academic Probation or Academic Suspension is final and not subject to further appeal.

**Refer to the FTCC website for the most current information. Go to [www.faytechcc.edu](http://www.faytechcc.edu) and click on Student Handbook.**

## Appeal of 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). A 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 5 days from the date of the certified letter to clear the debt with FTCC. If after 15 days the debt is not cleared, the debt is submitted to the Cumberland County District Attorney's Office Worthless Check Program, the North Carolina Attorney General's Office and the North Carolina Debt Set-Off Program for collection.

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.

The Debt Collection Act 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.

## Appeal of Student Tuition/Fees

Students are **responsible** for charges and payments to their student tuition/fee account.

A dropped class will result in a change in enrolled credit hours, which could generate a refund or a requirement to repay financial aid. Please contact the Financial Aid Office with any questions regarding your financial aid prior to submitting this drop for a class or withdrawal from all classes.

Certain mitigating circumstances may qualify for a refund of tuition and fees paid to FTCC. Mitigating circumstances may consist of the following:

- Death of an immediate family member. A copy of the death certificate is required.
- Medical emergency which results in the inability to attend class. Medical documentation is required. Please attach medical documentation including the dates of illness or admission to the hospital and/or a signed letter from the doctor.
- Unanticipated military service, including TDY, training, activation for deployment and unanticipated reassignment. Proof of orders is required.

For mitigating circumstances, students should complete and submit the Student Tuition/Fee Appeal form with all supporting documentation. Requests for a tuition refund will be reviewed by the Student Tuition/Fee Appeal committee. Appeals are reviewed on the third week of every month. A letter will be mailed within a week after the Appeals Committee meeting.

Appeals for the current and/or immediate prior term only will be considered and reviewed. No other appeals will be considered. Decisions of the Appeal Committee are final. Book charges may not be appealed.

## 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 initially appealed in writing no later than ten (10) College days after the date of the Director of Admissions' letter to the Associate Vice President for Student Services. 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.

## Financial Aid Students

A dropped class will result in a change in enrolled credit hours, which could generate a refund or a requirement to repay financial aid. Please contact the Financial Aid Office with any questions regarding your financial aid prior to submitting this a drop for a class or withdrawal from all classes.

## 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

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 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

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. There is an expanding reliance on electronic communication among students, faculty, staff, and administration at Fayetteville Technical Community College (FTCC). This is motivated by the convenience, speed, cost-effectiveness, and environmental advantages of using Email rather than printed communication. Because of this increasing reliance and acceptance of electronic communication, Email is considered an official form of communication between the College and its applicants and students. Students should maintain the confidentiality of their email account as the college sends confidential information to students by email. Implementation of these procedures ensures that students have access to this critical form of communication. All applicants or students are assigned an Email account hosted by Google.

## WEAPONS ON CAMPUS POLICY

### 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) and a violation of College policy.

1. It shall be a violation of college policy for any person to possess or carry, whether openly or concealed, any of the following items while on FTCC campus or at the site of any FTCC class, activity or program:
  - a. Any gun or firearm, including, but not limited to a rifle, pistol, BB gun, air pistol, or air rifle;
  - b. Any powerful explosive device, including, but not limited to, dynamite cartridge, bomb, grenade, or mine;
  - c. Any knife or other sharp-pointed or edged instrument, such as, but not limited to, a bowie knife, dirk, dagger, switchblade knife, razor, or razor blade; or
  - d. Any slingshot, leaded cane, blackjack, or metallic knuckles.
2. The possession of any item listed above shall not be in violation of College policy if the possession is permitted by law, as may be the case for certain courses such as Basic Law Enforcement Training.

3. Instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance on campus are exempted from this policy.
4. Any person, other than an FTCC student, found to violate this policy shall be removed from campus and shall not be permitted to return to campus for 120 calendar days.
5. Students in violation of this policy shall be suspended for a minimum of 120 days and shall not be permitted on any property owned or used by the College. 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 minor.
6. Students in violation of this policy may be placed on a 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, activities or program;
  - c. Subsequent conviction of a violation of the law; or,
  - d. Use of weapon to harm or threaten another individual.

### Procedures

A violation of this policy or possible violations shall be reported to campus security immediately by phone, 678-8433, Emergency Callbox, or in person. The Director of Public Safety and Security, or designated representative, shall cause a full inquiry to be conducted and notification of civilian police if deemed necessary. An incident report shall be filed on all violations of this policy. Violations shall be reported in the Annual Crime Statistics published by campus security as requested by the Campus Security Act of 1990.

1. The appropriate Associate Vice President or Dean shall be notified by the Director of Public Safety and Security, or designated representative, immediately when any student is believed to have violated the Weapons on Campus policy. In the absence of the Associate Vice President or Dean, the next available Dean/administrator/director/supervisor should be notified.
2. Upon notification by the Director of Public Safety and Security, the Associate Vice President or Dean shall temporarily suspend any student being investigated for a violation of this policy. The temporary suspension shall be imposed until the inquiry into the alleged violation is complete, but under no circumstances shall the temporary suspension exceed five weekdays.
3. Upon completion of the inquire, the Associate Vice President or Dean shall determine whether a violation of this policy occurred. If the Associate Vice President or Dean determines a student did violate this policy, the Associate Vice President or Dean shall suspend the student for a minimum of 120 days and shall notify the student of any right to appeal the decision. If it is determined the student did not violate this policy, the student shall be im-

mediately allowed to return to class and shall be given every reasonable opportunity to complete any missed coursework.

### Precautions

If a violation is observed, the following actions should be taken:

1. Do not approach the individual. Stay calm.
2. Either notify campus security or have someone else do it.
3. Monitor individual from a safe distance or take cover if necessary.
4. Notify other persons in the area.
5. If possible, get a good description of the individual, vehicle, or weapon.
6. Stay alert.
7. If necessary, get away from the affected area.
8. Do not take chances.

## SMOKING ON CAMPUS

All buildings on the FTCC campus are smoke-free. In addition, smoking adjacent to buildings will only be permitted at outdoor areas that have been designated by the President as smoking areas. This policy is implemented to reduce second-hand smoke at building entrances. The designated smoking areas are listed below:

BLDG #	NAME	LOCATION
1	Administration Bldg	Rear of building
2	Library/Learning Center	Patio between Library & VCC
3	CH	Center patio area
4	LH	Patio area by snack bar
5	HS	Large center courtyard area
6	NC	Patio area by snack bar
7	SDC	Rear patio by canopy
8	CBI	Rear door leading to P/L #19
9	ATC	Patio area by vending area
10	CEC	Patio area by snack bar
11	HTC	Patio area adjacent to callbox
#32		
12	ECC	Door on end of building nearest the Access Rd
13	Auto Body Shop	Rear door
14	CJC	Covered patio area towards front of building
15	VCC	Patio between Library & VCC
16	Horticulture	Outside of classroom bldg away from the entrance
17	Warehouse/Print Shop	Rear door of print shop
SLC		CEC wing entrance

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# STUDENT EMAIL STANDARDS

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## College Use of Email

Email is an official form of communication within FTCC. Therefore, the College has the right to send communications to applicants and students via Email and the College has a right to expect that those communications will be received and read in a timely manner.

## Appropriate Use of Student Email

Students should not use their student Email account for personal use. Student Email is not appropriate for transmitting sensitive or confidential information unless its use for such purposes is matched by an appropriate level of security. Email shall not be the sole method for notification of any legal action.

## Redirection of Email

A student may have their Email electronically redirected to another email address. If a student wishes to have Email redirected from their official Address to another Email address (e.g., @aol.com, @hotmail.com, or an address on a departmental server), they may do so, but at their own risk. FTCC will not be responsible for the handling of Email by outside vendors. Having email redirected does not release a student from the responsibilities associated with communications sent to their official email address.

## Educational Uses of Email

Faculty may determine how Email will be used in their classes. It is highly recommended that if faculty have Email requirements

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Having email redirected does not release a student from the responsibilities associated with communications sent to their official email address.

## Educational Uses of Email

Faculty may determine how Email will be used in their classes. It is highly recommended that if faculty have Email requirements and expectations, they specify these requirements in their course syllabi. Faculty may expect that student's official Email addresses are being accessed, and faculty may use Email for their courses accordingly.

## MANAGEMENT INFORMATION SERVICES

Management Information Services (MIS) maintains the campus local area network. MIS is responsible for the management, administration, and upgrades of the local area network, computer labs, shared applications, and systems.

The Fayetteville Technical Community College (FTCC) network consists of both a wired and wireless local area network. FTCC has guidelines that define roles, responsibilities and acceptable use of the College's LAN. Users are expected to abide by the following guidelines.

## GENERAL USAGE GUIDELINES

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. Responsible behavior should also be exercised when using one's own personal computing device connected to the FTCC wireless network. The College does not attempt to articulate all required or unacceptable behavior by its users. 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. Users of the network are responsible for any actions taken that cause damages or affect other computers or portable computing devices. Users should not engage in activities/actions which damage or disrupt hardware or communications such as virus creation and propagation, and overloading networks with excessive data.

3. Individuals will not use College computer resources to engage in any illegal activities. Users of the FTCC network must comply with all federal, state, and local laws that apply.
4. All computer software is protected by 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. Users must respect the legal protection applied to programs, data, photographs, music, written documents and other material as provided by copyright, trademark, patent, licensure and other proprietary rights mechanisms.
5. Users shall not create, display, advocate, or transmit threatening, racist, sexist, pornographic, obscene, offensive, annoying or harassing language and/or material, including broadcasting unsolicited messages, sending unwanted mail, or accessing websites for these purposes.
6. Users shall not use the FTCC network to intentionally gain unauthorized access to any systems or sensitive information. Users will not gain, or attempt to gain, unauthorized access to other's files, folders, or storage areas of any kind.
7. Use of content management systems (e.g. BlackBoard) should be for the purposes of communicating and documenting class or educational related activities.
8. Users are discouraged from conducting confidential transactions (e.g online banking) over FTCC network.
9. Individuals are responsible for the proper use of their accounts, including proper password protection and appropriate use of Internet resources. An access account assigned to an individual must not be used by others. Users are responsible for notifying MIS Help Desk (678-8502) if they find that their account login information has been compromised in any way.
10. Users will refrain from monopolizing systems and services, such as overloading resources, putting excessive demands on disk space, printer paper and supplies.
11. The College's website, [www.faytechcc.edu](http://www.faytechcc.edu), will serve as the only official website representing FTCC. Users are not permitted to use the College's name or any association with the College in web sites that are not owned, created, and/or maintained by FTCC.
12. Fayetteville Technical Community College is in no way liable for any damage, undesired resource usage, or detrimental effects that may occur to the user's computer or any portable computing device while attached to the wireless network.

13. Individuals connecting to the wireless network are responsible for having current operating system updates and up-to-date antivirus software installed on their computer and any portable electronic devices.

Failure to follow the FTCC General Use Guidelines can result in the suspension of access rights and disciplinary action as deemed appropriate by the College.

Management Information Services office reserves the right to make revisions/updates to these guidelines at any time.

MIS has the responsibility to monitor, filter, log, and block network activities and locations, to include email, as required to ensure that all computer resources perform optimally and are safe from technology threats. MIS reserves the right to restrict access to the FTCC network as deemed necessary to protect the integrity of the network infrastructure, systems, and information.



# FREE SPEECH AND PUBLIC ASSEMBLY POLICY AND PROCEDURE

Fayetteville Technical Community College recognizes and supports the rights of free speech. This policy informs members of the College community and the public of the manner in which they may engage in constitutionally protected speech and expression at Fayetteville Technical Community College. It is intended to ensure the primary educational purpose of the College.

The College will protect the rights of freedom of speech, petition, and peaceful assembly. The right to regulate reasonable time, location, and restrictions concerning acts of expression and dissent will be maintained by the College. Any acts that are disruptive to normal operations of the College including but not limited to classes, College business, or invades the rights of others will not be tolerated. Faculty, staff, and students engaging in disruptive activity may be subject to disciplinary action. Any participant in a disruptive activity may face criminal charges.

## Registration and Use of Designated Free Speech Area

A. *Requests for Free Speech.* Individuals or groups wishing to exercise their free speech should submit a written request to the Director of Student Activities at least three working days prior to the desired date. The following information must be included in this written request.

- Name of the person or organization submitting the request
- Purpose of speech requested
- Date and times requested
- List of planned activities  
(i.e., speech, signs, distribution of literature)
- Anticipated number of participants and attendance

Approvals are for one day only for a maximum of three continuous hours, between 8:00 a.m. and 10:00 p.m.

B. *Designated Free Speech Area.* College designated areas for free speech are listed below:

- Main Campus - Student Center Gazebo
- Spring Lake Campus - TBA
- Horticulture Education Center - TBA

College sponsored events have first priority on the use of campus facilities. Requests for the Gazebo will be assigned to the person or organization that requests the area first. The College reserves the right to relocate any assembly to ensure that the activity does not interfere with the normal operation of the College or interfere with the rights of others.

## Guidelines for Speech and Public Assembly

- (1) *Amplification Systems:* Public address and amplification systems may not be used. This includes megaphones and PA systems.
- (2) *The Right to Dissent:* The right to dissent is the complement of the right to speak, but these rights need not occupy the same forum at the same time. The speaker is entitled to communicate his or her message to the audience during their allotted time, and the audience is entitled to hear the message and see the speaker during that time. A dissenter must not substantially interfere with the speaker's ability to communicate or the audience's ability to hear and see the speaker. Likewise the audience must respect the right to dissent.
- (3) *Picketing and Distribution of Literature:* Picketing in an orderly manner or distributing literature within the free speech area is acceptable when approved during the request process as coordinated and approved by the Director of Student Activities. Picketing is not permitted inside College buildings.
- (4) *Symbolic Protest:* During a presentation, displaying a sign, gesturing, wearing symbolic clothing, or otherwise protesting silently is permissible unless it is a disruptive activity or impedes access, such as acts that block the audience's view or prevents the audience from being able to pay attention.
- (5) *Marches:* Campus marches are permitted on campus only with the approval of the Director of Student Activities per Requests for Free Speech.

In order to ensure the safety of participants and bystanders and to minimize the disruption upon College classes and daily operations, this request must specify the desired march route and total/maximum number of participants.

Pickets/marchers must march in single file, not abreast, and may not march closer together than 15 feet, except in passing one another. Pickets not marching shall remain at least 15 feet apart. Minor children, six years of age or younger, may walk abreast or be carried by their parent or guardian.

Pickets shall be restricted to the use of the outermost half of the sidewalk or other public way nearest the street and shall not at any time nor in any way obstruct, interfere with, or block persons entering or existing vehicles; persons crossing streets or otherwise using the public way; the entrance or exit to any building or access to property abutting the street or sidewalk; or pedestrian or vehicular traffic.

## Conduct and Manner

- (1) Those who exercise free speech as a part of this policy must not
  - Threaten passers-by
  - Interfere with, impede, or cause blockage of the flow of vehicular or pedestrian traffic.
  - Interfere with or disrupt any other lawful activity in the same general location at the same time.
  - Commit any act likely to create an imminent safety or health hazard.
  - Post materials on any walls, windows, doors, sidewalks, trees, light poles, etc., or any other College equipment except as approved by the Director of Student Activities.
  - Carry signs or placards that exceed two feet by two feet promoting the objective of the activity. They must not contain profane language or words that would tend to incite violence.
- (2) Public speech or activities that are likely to incite or produce imminent lawless action or that is, under current legal standards, either defamatory or obscene is prohibited. Violations of the FTCC Student Code of Conduct are prohibited.
- (3) Participants in College free speech activities cannot refuse to identify him or herself to College officials when such activities are on College property. A person may identify him/herself by presenting a student/faculty/or staff ID card, driver's license, or some other form of government issued identification.
- (4) Individuals who damage or destroy College property shall be held responsible for such damage or destruction. This includes lawns, shrubs, trees, etc.
- (5) A request for use of free speech areas may be denied if determined that the proposed speech/activity will constitute a clear and present danger to the orderly operation of the College.
- (6) All applicable College regulations, state, and federal laws and municipal ordinances apply when engaging in activities on College property. Failure to do so may result in immediate removal from College property and other appropriate action by College officials and/or police.

## Interference with Free Speech or Public Assembly

Persons shall not physically interfere in the use of the sidewalk or address profane, indecent, abusive, or threatening language to or at individuals to provoke them or lead to a breach of the peace.

Whenever free passage is obstructed by a crowd, the persons composing such crowd shall disperse or move on when directed by College officials, security, police. Failure to do so may result in disciplinary action.

## Intellectual Property Rights

“Intellectual Property” includes all inventions, improvements, copyright eligible works, and tangible research materials produced by employees and/or students of FTCC.

- (1) All employees and/or students who produce or who anticipate producing Intellectual Property have a duty to promptly disclose their discoveries or invention to the President or his designee in order to prevent the development of a conflict of interest or a conflict of commitment.
- (2) The President may appoint an Intellectual Property Committee to process, investigate, and make recommendations to the President when Intellectual Property notifications occur or issues arise.
- (3) The College shall own all Intellectual Property that is made, discovered, or created by an employee who is specifically hired or commissioned by the College for that purpose and who receives compensation for those specific services from the College.
- (4) The College shall own any Intellectual Property that is made, discovered, or created by an employee within the scope of his or her employment by the College or whose position description may include such duties, unless otherwise provided by written agreement between the individual and the College.
- (5) The College shall own all Intellectual Property that is made, discovered, or created by an employee and/or student who uses College resources and time in the development of the Intellectual Property, unless otherwise provided by written agreement between the individual and the College. “College resources” means institutional facilities, staff, and materials.
- (6) Intellectual Property created by an employee and/or student entirely on his or her personal time and not involving the use of College facilities or materials shall be the property of the individual. An individual's “personal time” shall mean time other than that devoted to normal or assigned functions in teaching or College service. The term “College facilities” shall mean any facility, including equipment and material, available to the individual as a direct result of the individual's affiliation



with the College, and which would not be available to a non-College individual on the same basis. An employee and/or student who claims that Intellectual Property is made on personal time has the responsibility to demonstrate that the Property so claimed is created on personal time.

- (7) An employee and/or student who anticipates or has already produced Intellectual Property using both his or her own resources and time **and** the resources and time of the College, will meet with the College President or his Designee to discuss his or her efforts and to agree on a possible division of the value of the rights produced.
- (8) The College may release its rights of ownership of Intellectual Property to the individual, if the institution is convinced that no College facilities, time, or materials were used in the development of the Intellectual Property and that it was made on personal time.
- (9) The College retains the rights to all Intellectual Property, which would be owned by the College under this policy created by employees who leave employment with the College. The College may grant the individual non-exclusive use of the Intellectual Property for a specified period of time at another nonprofit educational institution.
- (10) Prior to entering any consulting agreement involving Intellectual Property Rights with any third party, where any College time, facilities, materials or other resources are involved, College employees and/or students, must present the proposed agreement to the College President or his designee for review and approval.
- (11) The College owns all rights to its logo, seal, and other related materials.
- (12) Exceptions to the above policies are authorized if approved by the President of the College following a favorable review and recommendation by the Intellectual Property Committee.



Refer to the FTCC website for the most current information. Go to [www.faytechcc.edu](http://www.faytechcc.edu) and click on Student Handbook.

# CRIME REPORT

## On-Campus Crime Statistics

<i>Type Incident</i>	<i>Number 2007</i>	<i>Number 2008</i>	<i>Number 2009</i>	<i>Number 2010</i>	<i>Number 2011</i>
Criminal Homicide	0	0	0	0	0
Murder & Nonnegligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Forcible Sexual Assault	0	0	0	0	0
Non-Forcible Sexual Assault	0	0	0	0	0
Robbery	0	0	0	1	1
Aggravated Assault	0	0	0	0	0
Burglary/Larcenies	0/33	4/26	0/44	1/56	0/48
Motor Vehicle Theft	0	2	1	1	3
Liquor Violations	1	1	1	0	0
Drug Violations	0	1	1	1	0
Weapons Violations	7	1	1	3	7
Arson-	0	1	0	0	0

## Off-Campus Crime Report

FTCC is located in what the Fayetteville Police Department calls Zone 10, which covers the Morganton Road and McPherson Church Road areas. The boundaries are Fort Bragg Road, Sycamore Dairy Road, Pinecrest Drive, Churchill Drive, and residential areas, including Summertime, Kirkwood, Huntington Park, Murray Hills, VanStory Hills, McPherson Estates, Lockwood, Kingsford, Howard Acres, and Woodsland.

## Off-Campus Crime Statistics

<i>Type Incident</i>	<i>Number 2006</i>	<i>Number 2007</i>	<i>Number 2008</i>	<i>Number 2009</i>	<i>Number 2010</i>
Murder	0	3	1	0	0
Rape	2	2	2	2	0
Robbery	27	19	14	9	14
Assault	17	15	28	16	12
Burglary	75	111	96	25	123
Larceny	318	381	285	115	309
Auto Theft	46	40	16	6	28

Refer to the Annual Security Report for information on campus crime statistics. Current policies are implemented from the FTCC Board of Trustees. The Annual Security Report contains three years of campus crime statistics and campus security policy statements. The Annual Security Report can be obtained, upon request, from the Security Department, General Classroom Building, Room 102, or through the FTCC website at

[https://rpt2web.faytechcc.edu/report2web/secure/enterprise/entities/institutionaleffectiveness/handbooksmanuals/2011-05-18%60%606180/fccannualcampuscrimereport-2011-05-18\\_102727.pdf](https://rpt2web.faytechcc.edu/report2web/secure/enterprise/entities/institutionaleffectiveness/handbooksmanuals/2011-05-18%60%606180/fccannualcampuscrimereport-2011-05-18_102727.pdf)

**Refer to the FTCC website for the most current information. Go to [www.faytechcc.edu](http://www.faytechcc.edu) and click on Student Handbook.**

# DRUG AND ALCOHOL POLICY

## Drug and Alcohol Prevention Program

The use and abuse of drugs and alcohol are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users and/or abusers of drugs or alcohol may impair the well-being of all employees, students, the public at large, and result in damage to College property. Therefore, in compliance with the Federal Drug-Free Workplace and Drug-Free Schools and Campuses Regulations, it is the policy of this College that the unlawful use, possession, manufacture, distribution, or dispensation of a controlled substance or alcohol, is prohibited while in the College workplace, on College premises, or as part of any college-sponsored activities. Any employee or student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution. The specifics of this policy are as follows:

I-27.1 FTCC does not differentiate among unlawful users, pushers or sellers of drugs or alcohol. Any employee or student who unlawfully possesses, uses, sells, gives or transfers a controlled substance or alcoholic beverage to another person while in the College workplace, on College premises, or as part of any college-sponsored activity, will be subject to disciplinary action up to and including termination or expulsion, and referral for prosecution.

I-27.2 The term “controlled substance” means any drug listed in 21 CFR part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of North Carolina General Statutes. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to: heroin, PCP, cocaine, “crack”, and marijuana. They also include “legal drugs” which are not prescribed by a licensed physician. The term alcoholic beverage includes beer, wine, whiskey and any other beverage listed in Chapter 18B of the General Statutes of North Carolina.

I-27.3 If any employee or student is convicted of violating any criminal drug or alcoholic beverage control statute while in the College workplace, on college premises, or as part of any college-sponsored activity, he or she will be subject to disciplinary action up to and including termination or expulsion. Specifically, any such person who is convicted of a felony, or of a misdemeanor which results in an active prison sentence will, if a student, be expelled, or if an employee, be terminated from employment (subject to existing disciplinary policies applicable to employees and State or Federal law which may apply). Other misdemeanor convictions will be evaluated on a case-by-case basis, and the penalties to be imposed may range from written warnings or mandatory counseling or rehabilitation to expulsion from enrollment or discharge from employment. Any such person charged with a violation of these policies concerning

illegal drugs may be suspended from enrollment or employment before initiation or completion of disciplinary proceedings if the Office of Human Resources determines that the continued presence of such person within the College community would constitute a clear and immediate danger to the health or welfare of other members of the community after an appropriate predetermination inquiry. All employees and students of the College are currently eligible and are encouraged to participate without cost in an employee assistance program which offers among its many services, drug and alcohol abuse counseling.

I-27.4 Each employee or student is required to inform the Office of the Vice President for Human Resources at the College, in writing, within five (5) days after he or she is convicted of violation of any federal, state, or local criminal drug or alcoholic beverage control statute where such violation occurred while in the College workplace, on College premises, or as part of any College-sponsored activity. A conviction means a plea of or a finding of guilt (including a plea of nolo contendere) and the imposition of a judgment by a judge sitting with or without a jury in any federal or state court. As a condition of further employment on any federal government grant, the law requires all employees to abide by this policy.

I-27.5 The Office of the Vice President for Human Resources must notify the U.S. governmental agency from which a grant was made within ten (10) days after receiving notice from the grant employee or otherwise receiving actual notice of a drug conviction. Disciplinary action against the convicted employee must be undertaken by the College within 30 days.

I-27.6 A description of applicable state sanctions and the health risks associated with the use of both illicit drugs and alcohol is available in the offices of the Vice President for Human Resources and the Vice President for Legal Services.

(Excerpt taken from FTCC Administrative Procedures Manual, February 16, 2009)



**Refer to the FTCC website for the most current information. Go to [www.faytechcc.edu](http://www.faytechcc.edu) and click on Student Handbook.**

## Commonly Abused Drugs

Commercial/Street Names	Health Consequences
<b>Cannabinoids</b> <i>Euphoria, slowed thinking and reaction time, confusion, impaired balance and coordination/cough, frequent respiratory infections; impaired memory and learning; increased heart rate, anxiety; panic attacks; tolerance, addiction</i>	
<b>Hashish:</b> boom, chronic, gangster, hash, hash oil, hemp <b>Marijuana:</b> blunt, dope, ganja, grass, herb, joints, Mary Jane, pot, reefer, sinsemilla, skunk, weed	Slowed thinking and reaction time, confusion, impaired balance/cough, frequent respiratory infections; impaired memory and learning; increased heart rate, anxiety
<b>Depressants</b> <i>Reduced anxiety; feeling of well-being; lowered inhibitions; slowed pulse and breathing; lowered blood pressure, poor concentration/fatigue; confusion; impaired coordination, judgment; addiction, respiratory depression and arrest; death</i>	
<b>Barbiturates:</b> <i>Amytal, Nembutal, Seconal, Phenobarbital:</i> barbs, reds, red birds, phennies, tooies, yellows, yellow jackets	Sedation, drowsiness/depression, unusual excitement, fever, irritability, poor judgment, slurred speech, dizziness, life-threatening withdrawal
<b>Methaqualone:</b> <i>Quaalude, Sopor, Parest:</i> ludes, quad	Euphoria/depression, poor reflexes, slurred speech, coma
<b>Dissociative Anesthetics</b> <i>Increased heart rate and blood pressure, impaired motor function/memory loss; numbness; nausea/vomiting</i>	
<b>PCP and analogs:</b> <i>phencyclidine;</i> angel dust, boat, hog, love boat, peace pill	Possible decrease in blood pressure and heart rate, panic, aggression, violence/loss of appetite, depression
<b>Hallucinogens</b> <i>Altered states of perception and feeling; nausea; persisting perception disorder (flashbacks)</i>	
<b>LSD:</b> <i>lysergic acid diethylamide:</i> acid, blotter, boomers, cubes, microdot, yellow sunshines	Increased body temperature; heart rate, blood pressure; loss of appetite, sleeplessness, numbness, weakness, tremors, LSD only - Persistent mental disorders
<b>Mescaline:</b> buttons, cactus, mesc, peyote	Same as LSD
<b>Opioids and Morphine Derivatives</b> <i>Pain relief, euphoria, drowsiness/nausea, constipation, confusion, sedation, respiratory depression and arrest, tolerance, addiction, unconsciousness, coma, death</i>	
<b>Codeine:</b> <i>Empirin with Codeine, Fiorinal with Codeine, Robitussin A-C; Tylenol with Codeine:</i> Captain Cody, schoolboy; (with glutethimide) doors & fours, loads	Less analgesia, sedation, and respiratory depression than morphine
<b>Heroin:</b> <i>Diacetyl-morphine:</i> Brown sugar, dope, H, horse, junk, skag, skunk, smack, white horse	Staggering gait
<b>Stimulants:</b> <i>Increased heart rate, blood pressure, metabolism; feelings of exhilaration, energy, increased mental alertness/rapid or irregular heart beat; reduced appetite, weight loss, heart failure, nervousness, insomnia</i>	
<b>Amphetamine:</b> <i>Biphetamine, Dexedrine;</i> bennies, black beauties, crosses, hearts, LA turnaround, speed, truck drivers, uppers	Rapid breathing/tremor, loss of coordination, irritability, anxiousness, restlessness, delirium, panic, paranoia, impulsive behavior, aggressiveness, addiction, psychosis
<b>Cocaine:</b> <i>Cocaine hydrochloride:</i> blow, bump, C, candy, Charlie, coke, crack, flake, rock, snow, toot	Increased temperature/chest pain, respiratory failure, nausea, abdominal pain, strokes, seizures, headaches, malnutrition, panic attacks
<b>Methamphetamine:</b> <i>Desoxyn:</i> chalk, crank, crystal, fire, glass, go fast, ice, meth, speed	Aggression, violence, psychotic behavior/memory loss, cardiac and neurological damage; impaired memory and learning, tolerance, addiction
<b>Nicotine:</b> cigarettes, cigars, smokeless tobacco, snuff, spit tobacco, bidis, chew	Additional effects attributable to tobacco exposure; adverse pregnancy outcomes; chronic lung disease, cardiovascular disease, stroke, cancer, tolerance, addiction

Resource from National Institute on Drug Abuse, February 19, 2009.  
For further information link to [www.nida.nih.gov](http://www.nida.nih.gov)

## Signs of Addiction

Signs that you or someone you know may have a drug or alcohol addiction include:

### Psychological signals

- Use of drugs or alcohol as a way to forget problems or to relax
- Withdrawal or keeping secrets from family and friends
- Loss of interest in activities that used to be important
- Problems with schoolwork, such as slipping grades or absences
- Changes in friendships, such as hanging out only with friends who use drugs
- Spending a lot of time figuring out how to get drugs
- Stealing or selling belongings to be able to afford drugs
- Failed attempts to stop taking drugs or drinking
- Anxiety, anger, or depression
- Mood swings

### Physical signals

- Changes in sleeping habits
- Feeling shaky or sick when trying to stop
- Needing to take more of the substance to get the same effect
- Changes in eating habits, including weight loss or gain

## Resources for Drug and Alcohol Prevention

FEDERAL		
Name	Address	Website
Alcoholics Anonymous	A.A. World Services, Inc. P.O. Box 459, New York, NY 10163 (212) 870-3400	<a href="http://www.aa.org">www.aa.org</a>
Narcotics Anonymous	Main Office P.O. Box 999, Van Nuys, CA 91409 (818) 773-999	<a href="http://www.na.org">www.na.org</a>
National Clearinghouse for Alcohol and Drug Information	SAMHSA's NCADI P.O. Box 2345, Rockville, NC 20847-2345	<a href="http://ncadi.samhsa.gov">http://ncadi.samhsa.gov</a>
National Institute on Drug Abuse	NIDA - National Institutes of Health 6001 Executive Blvd, Rm 5213, Bethesda, MD 20892-9561 (310) 443-1124	<a href="http://www.nida.nih.gov">www.nida.nih.gov</a>
LOCAL		
Alcoholics Anonymous	Cape Fear Intergroup 310 Green Street Suite 202B, Fayetteville, NC 28301 (910) 678-8733	<a href="http://www.aa.org">www.aa.org</a>
Cape Fear Valley Behavioral Health Care	3425 Melrose Road, Fayetteville, NC (910) 609-3700	<a href="http://www.capefearvalley.com">www.capefearvalley.com</a>
Cumberland County Mental Health Center	Alcohol-Drug & Crisis Stabilization Unit 1724 Roxie Avenue, Fayetteville, NC 28304 (910) 484-1745	<a href="http://www.ccmentalhealth.org">www.ccmentalhealth.org</a>
Fort Bragg	Soldier and Family Assistance Center Soldier Support Ctr. 5 <sup>th</sup> floor, Army Abuse and Substance Program (910) 643-6669	<a href="http://www.fortbraggmwr.com/sfac.php">www.fortbraggmwr.com/sfac.php</a>
Narcotics Anonymous	Fayetteville, NC 866-418-9500	<a href="http://www.na.org">www.na.org</a>
Pope Air Force Base	43 <sup>RD</sup> Medical Group 383 Maynard Street, Pope AFB, NC28302-2383 (910) 394-1182 (main) Ask for Substance Abuse Clinic	<a href="http://www.pope.af.mil">www.pope.af.mil</a>

Refer to the FTCC website for the most current information. Go to [www.faytechcc.edu](http://www.faytechcc.edu) and click on Student Handbook.

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# INCLEMENT WEATHER POLICY

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## In Case of Bad Weather

In the event of severe weather, the College may be closed. The local media will be notified as soon as a decision is made.

Refer to the FTCC website for the most current information regarding school delays and/or closings.

Tune in to any of the following for the latest information on the closing of the College.

### Television Stations

WRAL (Channel 5) Cable 3  
WTVD (Channel 11) Cable 11  
WNCN (Channel 17)  
News 14

### Radio Stations

WAZZ – 1190 AM  
WFAI – 1230 AM  
WFLB – 96.5 FM  
WFNC – 640 AM  
WGQR – 105.7 FM  
WKML – 95.7 FM  
WMGU – 106.9 FM  
WQSM – Q98.1 FM  
WRCQ – 103.5 FM  
WTEL – 1160 AM  
WZFZ – 99.1 FM

*Curriculum students are to log into their blackboard sites for class assignments.*



Refer to the FTCC website for the most current information. Go to [www.faytechcc.edu](http://www.faytechcc.edu) and click on Student Handbook.

# CURRICULUM PROGRAMS

**Scholarship/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910)678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

Accounting (A25100)	Government Procurement & Contracting Certificate (C2512HC2)	Fire Protection Technology (A55240)
Advertising & Graphic Design (A30100)	Nonprofit Management Certificate (C2512HC3)	Funeral Service Education (A55260)
Digital Graphics Certificate (C30100C1)	Carpentry (D35180)	Funeral Service Education - N.C. Funeral Director (D55260)
Air Conditioning, Heating & Refrigeration Technology (A35100)	General Contractor's License Preparation (C35180C1)	General Occupational Technology (A55280)
Air Conditioning, Heating & Refrigeration (D35100)	Central Sterile Processing (C45180)	Healthcare Management Technology (A25200)
Basic Air Conditioning, Heating & Refrigeration (C35100)	Civil Engineering Technology (A40140)	Horticulture Technology/Management (A1524A)
Architectural Technology (A40100)	Collision Repair & Refinishing Technology (D60130)	Basic Landscape Maintenance (C1524A)
Architectural Engineering Construction CAD (C40100C1)	Basic Collision Repair & Refinishing Technology Certificate (C60130C1)	Horticulture Science Certificate (C1524AC2)
Green/Sustainable Architecture (C40100C2)	Computer Information Technology (A25260)	Hospitality Management (A25110)
Associate Degree Nursing (A45110)	Computer Technologies Certificate (C25260C1)	Hotel & Restaurant Management Certificate (C25110C1)
Associate in Arts (A10100)	Linux Certificate (C25260C2)	Event Planning Certificate (C25110C2)
Associate in Arts Diploma (D10100)	Hardware & Software Certificate (C25260C3)	Infant/Toddler Care Certificate (C55290)
Associate in Fine Arts (A10200)	Microsoft Networking Certificate (C25260C4)	Information System Security (A25270)
Associate in Fine Arts/Art (A1020A)	Microsoft Desktop Support Certificate (C25260C6)	Manicuring/Nail Technology Certificate (C55400)
Associate in Fine Arts/Drama (A1020C)	Computer-Integrated Machining (A50210)	Medical Office Administration (A25310)
Associate in Fine Arts/Music & Music Education (A1020D)	Basic Computer-Integrated Machining (C50210C1)	Medical Office Administration Certificate (C25310C1)
Associate in General Education (A10300)	Computer Programming (A25130)	Medical Coding Specialist Certificate (C25310C2)
Associate in Science (A10400)	Visual Basic Programming (C25130C4)	Dental Office Specialist Certificate (C25310C3)
Associate in Science Diploma (D10400)	JAVA Programming (C25130C5)	Inpatient Medical Coding Specialist Certificate (C25310C4)
Automotive Systems Technology (A60160)	Database Programming Certificate (C25130C6)	Networking Technologies (A25340)
Automotive Suspension, Brakes, & Heating/Air Conditioning Certificate (C60160C1)	C# Programming Certificate (C25130C7)	Cisco Networking Certificate (C25340C3)
Automotive Engine Performance Certificate (C60160C2)	Cosmetology (A55140)	Nuclear Medicine Technology (A45460)
Automotive Power Trains Certificate (C60160C3)	Cosmetology (D55140)	Nursing Assistant Certificate (C45480)
Automotive Electrical/Electronics Systems Certificate (C60160C4)	Criminal Justice Technology (A55180)	Office Administration (A25370)
Medium/Heavy Truck Maintenance Certificate (C60160C5)	Criminal Justice Technology Dual Enrollment FSU (A55180A)	Basic Office Administration Certificate (C25370C1)
Basic Law Enforcement Training (C55120)	Essential Law Enforcement Operations Certificate (C55180C4)	Office Finance Specialist Certificate (C25370C2)
Building Construction Technology (A35140)	Courts & the Law Certificate (C55180C5)	Paralegal Technology (A25380)
Introduction to Building Construction Technology Certificate (C35140C3)	Principles of Corrections Certificate (C55180C6)	Paralegal (D25380)
Business Administration (A25120)	Criminal Investigations Certificate (C55180C7)	Pharmacy Technology (A45580)
Small Business Startup Certificate (C25120C1)	Private Investigations/Loss Prevention Certificate (C55180C8)	Pharmacy Technology (D45580)
Small Business Management Certificate (C25120C2)	Home& Security Certificate (C55180C9)	Physical Therapist Assistant (A45620)
Entrepreneurship I (C25120C5)	Criminal Justice Technology/Financial Crime/Computer Fraud (A5518B)	Plumbing (D35300)
Entrepreneurial Innovation Certificate (C25120C6)	Criminal Justice Technology/Latent Evidence (A5518A)	Basic Plumbing(C35300C1)
Entrepreneurial Applications Certificate (C25120C7)	Criminal Justice Technology/Latent Evidence (C5518AC1)	Practical Nursing (D45660)
Contract Management Certificate (C25120C8)	Culinary Arts (A55150)	Radiography (A45700)
Organizational Leadership Certificate (C25120C9)	Pantry Chef (Garde Manger) (C55150C1)	Respiratory Therapy (A45720)
Business Foundations Certificate (C25120C10)	Baking (C55150C2)	School-Age Education (A55440)
Business Administration - Banking & Finance (A2512A)	Demi-Chef Certificate (C55150C3)	School-Age Education Diploma (D55440)
Fundamentals of Banking Certificate (C2512AC1)	Dental Assisting (D45240)	Simulation & Game Development (A25450)
Bank Lending Certificate (C2512AC2)	Dental Hygiene (A45260)	Simulation & Modeling Technician Diploma (D25450)
Business Administration - Human Resources Management (A2512C)	Early Childhood Associate (A55220)	SGD Basics Certificate (C25450C1)
Equal Opportunity & Employee Relations Certificate (C2512CC1)	Early Childhood Associate/Dual Enrollment with FSU (A55220A)	Interactive 3D Certificate (C25450C2)
Payroll & Benefits Specialist Certificate (C2512CC2)	Child Care Administration (C55220C1)	Speech-Language Pathology Assistant (A45730)
Training & Development Specialist Certificate (C2512CC3)	Child Care Development (C55220C2)	Surgical Technology (A45740)
Human Resources Assistant Certificate (C2512CC4)	Child Care Professional (C55220C3)	Surgical Technology (D45740)
Human Resources Leadership Certificate (C2512CC5)	Lateral Entry Teacher Certificate (C55220C6)	Surgical Technology (Bridging) (D45740B)
Human Resources Staffing Specialist Certificate (C2512CC6)	Electrical/Electronics Technology (A35220)	Surveying Technology (A40380)
Business Administration - Marketing & Retailing (A2512F)	Electrical/Electronics Technology (D35220)	Web Technologies (A25290)
Marketing & Retailing Management Certificate (C2512FC1)	Basic Electricity, Motors & Controls, & PLC Certificate (C35220C1)	Web Basics Certificate (C25290C1)
Sales & Customer Service Certificate (C2512FC2)	Electronics Engineering Technology (A40200)	Web Programming Certificate (C25290C2)
E-Marketing Certificate (C2512FC3)	Electronics Engineering Technology (D40200)	Web Management Certificate (C25290C3)
Business Administration - Operations Management (A2512G)	Emergency Medical Science (A45340)	Web Back-Office Certificate (C25290C4)
Logistics Management Certificate (C2512GC1)	Emergency Medical Science Bridging (A45340B)	Server Side Web Programming Certificate (C25290C5)
Total Quality Management Certificate (C2512GC2)	Emergency Medical Science (D45340)	Web Database Certificate (C25290C6)
Acquisitions & Procurement Certificate (C2512GC3)	Emergency Medical Science (C45340)	Social Media Certificate (C25290C9)
Project Leadership Certificate (C2512GC4)	Emergency Preparedness Technology (A55420)	Welding Technology (D50420)
Business Administration - Public Administration (A2512H)	Esthetics Technology Certificate (C55230)	Basic Welding Technology (C50420C1)
Community Leadership Certificate (C2512HC1)		

## Consortiums

**A55300** Interpreter Education (ISA with Blue Ridge Community College)

**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, Placement Test Equivalent**Diploma:** Not Applicable**Length of Program:****Prerequisite:****Certificate:** Not Applicable**Length of Program:****Prerequisite:**

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

**License or Certification Information:** None Required**Program Information Contact:**

Curriculum Chairperson: Ron O'Brien

Telephone Number: (910) 678-8512

Office Location: Cumberland Hall, Room 377V

Email: [obrienr@faytechcc.edu](mailto:obrienr@faytechcc.edu)

Department Office: Cumberland Hall, Room 377

Telephone: (910) 678-8292

FTCC Web Site: [www.faytechcc.edu](http://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/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 03/16/12

**ACCOUNTING (A25100)**

Effective: Fall 2012

Revised: 03/16/12

Length: 5 Semesters

Prerequisite: 2 Units of Algebra, Placement Test Equivalent

Award: Associate in Applied Science

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	0	1
ACC120	Prin of Financial Accounting	3	2	0	4
BUS115	Business Law I	3	0	0	3
CIS110	Introduction to Computers	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>15</b>	<b>6</b>	<b>0</b>	<b>18</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
CTS130	Spreadsheet	2	2	0	3
ECO251	Prin of Microeconomics	3	0	0	3
<b>Totals</b>		<b>13</b>	<b>6</b>	<b>0</b>	<b>16</b>

**SUMMER SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC225	Cost Accounting	3	0	0	3
CTS230	Advanced Spreadsheet	2	2	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
ACC150	Accounting Software Appl	1	2	0	2
ACC220	Intermediate Accounting I	3	2	0	4
ACC226	Adv Managerial Accounting	3	0	0	3
COM 231	Public Speaking	3	0	0	3
or					
ENG114	Prof Research & Reporting	3	0	0	3
ECO252	Prin of Macroeconomics	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**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC221	Intermediate Accounting II	3	2	0	4
BUS225	Business Finance	2	2	0	3
BUS228	Business Statistics	2	2	0	3
	Major Elective	3	0	0	3
<b>Totals</b>		<b>10</b>	<b>6</b>	<b>0</b>	<b>13</b>



**TOTAL REQUIRED CREDITS.... 71**

**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.

**\*Note:** Students **may not** take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

**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, Placement Test Equivalent

**Diploma:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Certificate:** Digital Graphics Certificate (C30100C1)

**Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma, Placement Test Equivalent

**Certificate:** Graphic Design Basics Certificate (C30100H1) **Length of Program:** 2 Semesters

**Prerequisite:** Placement Test Equivalent

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

**License or Certification Information:** None Required

**Program Information Contact:**

Department Chairperson: Victor Forrester

Telephone Number: (910) 678-8231

Office Location: Virtual College Center, Room 200B

Email: [forrestv@faytechcc.edu](mailto:forrestv@faytechcc.edu)

Department Office: Virtual College Center, Room 230

Telephone: (910) 678-8347

FTCC Web Site: [www.faytechcc.edu](http://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/Title IV Financial Aid/VA Services:** Scholarships/Title

IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** Child Care Associate, Student Center, Room 142, Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 04/26/12

**ADVERTISING & GRAPHIC DESIGN (A30100)**

Effective: Fall 2012

Revised: 04/26/12

Length: 5 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Associate in Applied Science

**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	0	1
ART114	Art History Survey I	3	0	0	3
ART121	Two-Dimensional Design	0	6	0	3
ART131	Drawing I	0	6	0	3
GRD110	Typography I	2	2	0	3
GRD151	Computer Design Basics	1	4	0	3
	<b>Totals</b>	<b>7</b>	<b>18</b>	<b>0</b>	<b>16</b>

**Spring Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ART115	Art History Survey II	3	0	0	3
ENG111	Expository Writing	3	0	0	3
GRD142	Graphics Design II	2	4	0	4
GRD152	Computer Design Tech I	1	4	0	3
GRD265	Digital Print Production	1	4	0	3
	<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
ART264	Digital Photography I	1	4	0	3
COM231	Public Speaking	3	0	0	3
	<b>Totals</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>6</b>

**Fall Semester 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
GRD131	Illustration I	1	3	0	2
GRD153	Computer Design Tech II	1	4	0	3
GRD241	Graphic Design III	2	4	0	4
MAT140	Survey of Mathematics	3	0	0	3
PSY150	General Psychology	3	0	0	3
	<b>Totals</b>	<b>10</b>	<b>11</b>	<b>0</b>	<b>15</b>

**Spring Semester 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
GRD242	Graphic Design IV	2	4	0	4
GRD271	Multimedia Design I	1	3	0	2
GRD280	Portfolio Design	2	4	0	4
GRD285	Client/Media Relations	1	2	0	2
<b>Totals</b>		<b>6</b>	<b>13</b>	<b>0</b>	<b>12</b>

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

Co-op Option: NA

**ADVERTISING & GRAPHIC DESIGN/  
DIGITAL GRAPHICS CERTIFICATE (C30100C1)**

Effective: Fall 2012

Revised: 04/26/12

Length: 2 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Certificate

**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
*GRD151	Computer Design Basics	1	4	0	3
**GRD152	Computer Design Tech I	1	4	0	3
<b>Totals</b>		<b>2</b>	<b>8</b>	<b>0</b>	<b>6</b>

**Spring Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
GRD153	Computer Design Tech II	1	4	0	3
GRD263	Illustrative Imaging	1	4	0	3
GRD271	Multimedia Design I	1	3	0	2
<b>Totals</b>		<b>3</b>	<b>11</b>	<b>0</b>	<b>8</b>

**TOTAL REQUIRED CREDITS.... 14**

\*First eight weeks \*\*Second eight weeks

Co-op Option: NA

**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 (D35100)**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:** For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

**License or Certification Information:** None Required**Program Information Contact:**

Curriculum Chairperson: Justin Hawkes

Telephone Number: (910) 678-8428

Office Location: Lafayette Hall, Room 146A

Email: [hawkesj@faytechcc.edu](mailto:hawkesj@faytechcc.edu)

Department Office: Lafayette Hall, Room 120

Telephone: (910) 678-8383

FTCC Web Site: [www.faytechcc.edu](http://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/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 01/23/12

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

Effective: Fall 2011

Revised: 01/07/11

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	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>8</b>	<b>17</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
	Major 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
COM231	Public speaking	3	0	0	3
or					
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</b>	<b>16</b>

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

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

\***Note:** Students **may not** take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

**A/C, HEATING & REFRIGERATION (D35100)****Evening/Weekend Program**

Effective: Fall 2011

Revised Date: 01/07/11

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

Effective: Fall 2011

Revised: 01/07/11

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 through out 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

Prefix No.	Title	Class	Lab	Clinical	Credit
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

Prefix No.	Title	Class	Lab	Clinical	Credit
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

Prefix No.	Title	Class	Lab	Clinical	Credit
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

Prefix No.	Title	Class	Lab	Clinical	Credit
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

### ARCHITECTURAL TECHNOLOGY **A40100**

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.

#### Awards

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

**Length of Program:** 5 Semesters

**Prerequisite:** High School Diploma, 2 Units of Algebra, Placement Test Equivalent

**Diploma:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Certificate:** Architectural Engineering Construction CAD (C40100C1)

**Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma, Placement Test Equivalent

**Certificate:** Green/Sustainable Architecture Certificate (C40100C2)

**Length of Program:** 3 Semesters

**Prerequisite:** High School Diploma, Placement Test Equivalent

**Certificate:** Green/Sustainable Architecture Certificate (C40100H1)

**Length of Program:** 3 Semesters

**Prerequisite:** Placement Test Equivalent

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

**License or Certification Information:** None Required

#### **Program Information Contact:**

Curriculum Chairperson: Phyllis Bell

Telephone Number: (910) 678-8539

Office Location: Advanced Technology Center, Room 244A

Email: [bellp@faytechcc.edu](mailto:bellp@faytechcc.edu)

Department Office: Advanced Technology Center, Room 244

Telephone: (910) 678-8458

FTCC Web Site: <http://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/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 01/12/12

**ARCHITECTURAL TECHNOLOGY (A40100)**

Effective: Fall 2012

Revised: 01/12/12

Length: 5 Semesters

Prerequisite: High School Diploma, 2 Units of Algebra, Placement Test Equivalent

Award: Associate in Applied Science

**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	0	1
ARC111	Intro to Arch Technology	1	6	0	3
ARC112	Constr Mats & Methods	3	2	0	4
ENG111	Expository Writing	3	0	0	3
MAT121	Algebra/Trigonometry I	2	2	0	3
or					
MAT161	College Algebra	3	0	0	3
and					
MAT161A	College Algebra Lab	0	2	0	1
	Humanities/Fine Arts Elective	3	0	0	3
	<b>Totals</b>	<b>13</b>	<b>10</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
PHY121	Applied Physics I	3	2	0	4
PSY118	Interpersonal Psychology	3	0	0	3
or					
PSY150	General Psychology	3	0	0	3
	<b>Totals</b>	<b>10</b>	<b>16</b>	<b>0</b>	<b>16</b>

**Summer Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ARC221	Architectural 3-D CAD	1	4	0	3
ARC240	Site Planning	2	2	0	3
	<b>Totals</b>	<b>3</b>	<b>6</b>	<b>0</b>	<b>6</b>

**Fall Semester 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
ARC211	Light Constr Technology	1	6	0	3
ARC220	Adv Architect CAD	1	3	0	2
ARC230	Environmental Systems	3	3	0	4
ARC231	Arch Presentations	2	4	0	4
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
	<b>Totals</b>	<b>10</b>	<b>16</b>	<b>0</b>	<b>16</b>

**Spring Semester 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
ARC210	Intro to Sustain Design	1	3	0	2

ARC213	Design Project	2	6	0	4
ARC235	Architectural Portfolio	2	3	0	3
ARC261	Solar Technology	1	2	0	2
	Major Elective	2	0	0	3
	<b>Totals</b>	<b>8</b>	<b>14</b>	<b>0</b>	<b>14</b>

**TOTAL REQUIRED CREDITS... 69**

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

**Note:** Students **may not** take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

**ARCHITECTURAL TECHNOLOGY/  
ARCHITECTURAL ENGINEERING CONSTRUCTION CAD  
CERTIFICATE (C40100C1)**

Effective: Fall 2012

Revised: 01/12/12

Length: 2 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Certificate

**Fall Semester**

Prefix No.	Title	Class	Lab	Clinical	Credit
ARC111	Intro to Arch Technology	1	6	0	3
DFT151	CAD I	2	3	0	3
	<b>Totals</b>	<b>3</b>	<b>9</b>	<b>0</b>	<b>6</b>

**Spring Semester**

Prefix No.	Title	Class	Lab	Clinical	Credit
ARC240	Site Planning	2	2	0	3
DFT152	CAD II	2	3	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

**ARCHITECTURAL TECHNOLOGY/  
GREEN/SUSTAINABLE ARCHITECTURE CERTIFICATE  
(C40100C2)**

Effective: Fall 2012

Revised: 01/12/12

Length: 2 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Certificate

**Fall Semester**

Prefix No.	Title	Class	Lab	Clinical	Credit
*ARC111	Intro to Arch Technology	1	6	0	3
**ARC114	Architectural CAD	1	3	0	2
**ARC114A	Architectural CAD Lab	0	3	0	1
	<b>Totals</b>	<b>2</b>	<b>12</b>	<b>0</b>	<b>6</b>

**Spring Semester**

Prefix No.	Title	Class	Lab	Clinical	Credit
ARC112	Constr Matls & Methods	3	2	0	4
ARC210	Intro to Sustain Design	1	3	0	2
<b>Totals</b>		<b>4</b>	<b>5</b>	<b>0</b>	<b>6</b>

**Summer Semester**

Prefix No.	Title	Class	Lab	Clinical	Credit
ARC113	Residential Arch Tech	1	6	0	3
<b>Totals</b>		<b>1</b>	<b>6</b>	<b>0</b>	<b>3</b>

**TOTAL REQUIRED CREDITS... 15****Co-op Option:** NA

\*First eight weeks    \*\*Second eight weeks

**ASSOCIATE DEGREE NURSING A45110**

The Associate Degree Nursing curriculum provides knowledge, skills, and strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to meet individual needs which impact health, quality of life, and achievement of potential.

Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes the nurse as a member of the interdisciplinary team providing safe, individualized care while employing evidence-based practice, quality improvement, and informatics.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN). Employment opportunities are vast within the global health care system and may include positions within acute, chronic, extended, industrial, and community health care facilities.

**Awards****Associate Degree:** Associate Degree Nursing (A45110)**Length of Program:** 5 Semesters

**Prerequisite:** Must meet College Admission Criteria, current, unrestricted, and on North Carolina Registry CNA I (program must require a combination of clinical/classroom/laboratory hours) and / or LPN, TEAS Test score basic or higher. In addition for Advanced Placement, current unrestricted LPN license with 3600 hours of work experience as an LPN within the past four years. 1 Unit of Biology, Algebra & Chemistry

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

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

**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 Accrediting Commission, 3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326, Ph# (404) 975-5000

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

**Program Information Contact:**

Curriculum Chairperson: Carolyn Stovall

Telephone Number: (910) 678-8482

Office Location: Health Technology Center, Room 253-M

Email: [stovallc@faytechcc.edu](mailto:stovallc@faytechcc.edu)

Department Office: Health Technology Center, Room 253

Telephone: (910) 678-8392

FTCC Web Site: [www.faytechcc.edu](http://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> for consideration of entry into the program. Specific health program admission requirements must be met before a student is eligible for admission. Advanced Placement students enter during the summer semester.

**Scholarship/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**NCLEX Pass Rate:**

2008 first time pass rate 89%. 2008 total pass rate 88%.

2009 first time pass rate 98%. 2009 total pass rate 98%

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 12/28/11

**ASSOCIATE DEGREE NURSING (A45110)**

Effective: Fall 2012

Revised: 12/28/11

Length: 5 Semesters

Prerequisites: Must meet College Admission Criteria, current, unrestricted, and on North Carolina Registry CNA I (program must require a combination of clinical/classroom/laboratory hours) and / or LPN, TEAS Test score basic or higher. In addition for Advanced Placement, current unrestricted LPN license with 3600 hours of work experience as an LPN within the past four years.

1 Unit of Biology, Algebra &amp; Chemistry

Award: Associate in Applied Science

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	0	1
BIO168	Anatomy and Physiology I	3	3	0	4

ENG111	Expository Writing	3	0	0	3
NUR111	Intro to Health Concepts	4	6	6	8
PSY150	General Psychology	3	0	0	3
	<b>Totals</b>	<b>14</b>	<b>9</b>	<b>6</b>	<b>19</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO169	Anatomy and Physiology II	3	3	0	4
NUR112	Health-Illness Concepts	3	0	6	5
NUR114	Holistic Health Concepts	3	0	6	5
PSY241	Developmental Psych	3	0	0	3
	<b>Totals</b>	<b>12</b>	<b>3</b>	<b>12</b>	<b>17</b>

**SUMMER SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Introduction to Computers	2	2	0	3
or					
CIS113	Computer Basics	0	2	0	1
NUR113	Family Health Concepts	3	0	6	5
or					
NUR214	Nsg Transition Concepts	3	0	3	4
	<b>Totals</b>	<b>3</b>	<b>2</b>	<b>6</b>	<b>6</b>

**FALL SEMESTER 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
NUR211	Health Care Concepts	3	0	6	5
NUR212	Health System Concepts	3	0	6	5
or					
NUR221	LPN to ADN Concepts I	6	0	9	9
	<b>Totals</b>	<b>6</b>	<b>0</b>	<b>12</b>	<b>10</b>

**SPRING SEMESTER 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
*COM231	Public Speaking	3	0	0	3
or					
*ENG115	Oral Communication	3	0	0	3
NUR213	Complex Health Concepts	4	3	15	10
or					
NUR223	LPN to AND Concepts II	6	0	9	9
	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.... 68****Co-Op Option:** NA

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

- \*It is recommended that students take COM231 instead of ENG115.
- \*MAT 140 or higher is highly recommended for success in this program.
- \***Note:** Students **may not** take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

**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 humanities/fine arts, social/behavioral sciences, mathematics, physical education, English, communications 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, Placement Test Credit Equivalent

**Diploma:** Associate in Arts Diploma (D10100)

**Length of Program:** 4 Semesters

**Prerequisite:** High School Diploma, Algebra I, Algebra II, Placement Test Credit Equivalent

**Certificate:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

**License or Certification Information:** None Required

**Program Information Contact:**

Division Chairperson: Anthony Hubert

Telephone Number: (910) 678-8302

Office Location: Horace Sisk, Room 616A

Email: [huberta@faytechcc.edu](mailto:huberta@faytechcc.edu)

Department Office: Horace Sisk, Room 616

Telephone: (910) 678-8295

FTCC Web Site: [www.faytechcc.edu](http://www.faytechcc.edu)

**Application Deadlines:** None

**Scholarship/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 04/26/12

**ASSOCIATE IN ARTS (A10100)**

Effective: Fall 2012

Revised: 04/26/12

Length: 4 Semesters

Prerequisites: High School Diploma, Algebra I, Algebra II, Placement

Test Credit Equivalent

Award: Associate in Arts

**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	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>15</b>	<b>4</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
or					
ENG114	Prof Research & Reporting	3	0	0	3
	Math/Comp Sci/Statistics Elec	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	0	2	0	1
	Social/Behav 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/Behav 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/Behav 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: NA****\*Note:** The acceptance of transfer credit is ultimately up to the

receiving institution. Where choices are available it is best to contact the institution you plan to attend to maximize your selection.

**ASSOCIATE IN ARTS DIPLOMA (D10100)**

Effective: Fall 2012

Revised: 04/26/12

Length: 4 Semesters

Prerequisites: High School Diploma, Algebra I, Algebra II, Placement

Test Credit Equivalent

Award: Associate in Arts Diploma

**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	0	1
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
<b>Totals</b>		<b>13</b>	<b>0</b>	<b>0</b>	<b>13</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
or					
ENG114	Prof Research & Reporting	3	0	0	3
	Math/Comp Sci/Statistics Elec	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Social/Behav Science Elective	3	0	0	3
	Natural Science Elective	3	3	0	4
<b>Totals</b>		<b>14</b>	<b>5</b>	<b>0</b>	<b>16</b>

**Fall Semester 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
	Literature Elective	3	0	0	3
	Social/Behav Science Elective	3	0	0	3
<b>Totals</b>		<b>6</b>	<b>0</b>	<b>0</b>	<b>6</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
<b>Totals</b>		<b>9</b>	<b>3</b>	<b>0</b>	<b>10</b>

**TOTAL REQUIRED CREDITS... 45****Co-op Option: NA****\*Note:** The acceptance of transfer credit is ultimately up to the receiving institution. Where choices are available it is best to contact the institution you plan to attend to maximize your selection.



**ASSOCIATE IN FINE ARTS****A10200**

The course work in the Associate in Fine Arts program includes literature, humanities, social/behavioral science, mathematics, and natural science. Graduates should have a sound basic knowledge of the fine arts. The Associate in Fine Arts program concentrates heavily on the fine arts and is recommended for those who plan to continue a Bachelor of fine Arts degree program. The Associate in Fine Arts program is part of the Comprehensive Articulation Agreement, which allows graduates of this program to transfer to one of the constituent institutions of the University of North Carolina system. Graduates completing the Associate of Fine Arts degree will have demonstrated the ability to achieve academic and other learning goals in their study area enhancing employment opportunities.

Upon completion of the program, the student will receive an Associate in Fine Arts degree.

**Awards**

**Associate Degree:** Associate in Fine Arts (A10200)

**Length of Program:** 5 Semesters

**Prerequisite:** High School Diploma, Algebra I, Placement Test Equivalent

**Diploma:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Certificate:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

**License or Certification Information:** None Required

**Program Information Contact:**

Curriculum Chairperson: Sean McDaniel

Telephone Number: (910) 678-0042

Office Location: ART 1

Email: [mcdanies@faytechcc.edu](mailto:mcdanies@faytechcc.edu)

Department Office: Horace Sisk, Room 616

Telephone: (910) 678-8295

FTCC Web Site: [www.faytechcc.edu](http://www.faytechcc.edu)

**Application Deadlines:** None

**Scholarship/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 03/23/12

**ASSOCIATE IN FINE ARTS (A10200)**

Effective: Fall 2012

Revised: 03/23/12

Length: 5 Semesters

Prerequisites: High School Diploma, Algebra I, Placement Test Equivalent

Award: Associate in Fine Arts

**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	0	1
ART131	Drawing I	0	6	0	3
ENG111	Expository Writing	3	0	0	3
DAN110	Dance Appreciation	3	0	0	3
	Mathematics Elective	3	0	0	3
<b>Totals</b>		<b>10</b>	<b>6</b>	<b>0</b>	<b>13</b>

**Spring Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
DRA130	Acting I	0	6	0	3
ENG112	Argument-Based Research	3	0	0	3
	or				
ENG113	Literature-Based Research	3	0	0	3
MUS110	Music Appreciation	3	0	0	3
	Natural Sciences Elective	3	3	0	4
	Social/Behav Science Elective	3	0	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
	Social/Behav Science Elective	3	0	0	3
	Major Elective	0	6	0	3
<b>Totals</b>		<b>3</b>	<b>6</b>	<b>0</b>	<b>6</b>

**Fall Semester 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
	Hums/Fine Arts Lit Elective	3	0	0	3
	Social/Behav Science Elective	3	0	0	3
	Major Electives	6	0	0	6
<b>Totals</b>		<b>15</b>	<b>0</b>	<b>0</b>	<b>15</b>

**Spring Semester 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
	Hum/Fine Arts Elective	3	0	0	3
	Major Electives	12	0	0	12
<b>Totals</b>		<b>15</b>	<b>0</b>	<b>0</b>	<b>15</b>

**TOTAL REQUIRED CREDITS... 65**

**Co-op Option:** NA

**\*Note:** The acceptance of transfer credit is ultimately up to the receiving institution. Where choices are available it is best to contact the institution you plan to attend to maximize your selection.

**ASSOCIATE IN FINE ARTS/ART A1020A**

The Associate in Fine Arts/Art curriculum provides the basic course work in humanities/fine arts, English, mathematics, and social sciences with additional concentration in the Visual Arts. Graduates should have a sound basic knowledge of the Visual Arts. Upon successful completion of a college transfer degree option, students are prepared to continue their education as juniors in their field of study. The Associate in Fine Arts program is part of the Comprehensive Articulation Agreement, which allows graduates of this program to transfer to one of the constituent institutions of the University of North Carolina System. Graduates completing the Associate of Fine Arts degree will have demonstrated the ability to achieve academic and other learning goals in their study area enhancing employment opportunities.

Upon completion of the program, the student will receive an Associate in Fine Arts degree.

**Awards**

**Associate Degree:** Associate in Fine Arts/Visual Arts (A1020A)

**Length of Program:** 5 Semesters

**Prerequisite:** High School Diploma, Placement Test Equivalent

**Diploma:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Certificate:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

**License or Certification Information:** None Required

**Program Information Contact:**

Curriculum Chairperson: Sean McDaniel

Telephone Number: (910) 678-0042

Office Location: ART 1

Email: [mcdanies@faytechcc.edu](mailto:mcdanies@faytechcc.edu)

Department Office: Horace Sisk, Room 616

Telephone: (910) 678-8295

FTCC Web Site: [www.faytechcc.edu](http://www.faytechcc.edu)

**Application Deadlines:** None

**Scholarship/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 04/26/12

**ASSOCIATE IN FINE ARTS/ART (A1020A)**

Effective: Fall 2012

Revised: 04/26/12

Length: 5 Semesters

Prerequisites: High School Diploma, Placement Test Equivalent

Award: Associate in Fine Arts

**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	0	1
ENG111	Expository Writing	3	0	0	3
ART114	Art History Survey I	3	0	0	3
ART121	Two- Dimensional Design	0	6	0	3
ART131	Drawing I	0	6	0	3
	Mathematics Elective	3	0	0	3
<b>Totals</b>		<b>10</b>	<b>12</b>	<b>0</b>	<b>16</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
ART115	Art History Survey II	3	0	0	3
ART122	Three-Dimensional Design	0	6	0	3
	Natural Sciences Elective	3	3	0	4
	Social/Behav Science Elective	3	0	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
	Social/Behav Science Elective	3	0	0	3
	Social/Behav Sci HIS Elective	3	0	0	3
<b>Totals</b>		<b>3</b>	<b>0</b>	<b>0</b>	<b>6</b>

**Fall Semester 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
	Hum/Fine Arts Lit Elective	3	0	0	3
	Major Electives	12	0	0	12
<b>Totals</b>		<b>15</b>	<b>0</b>	<b>0</b>	<b>15</b>

**Spring Semester 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
	Hum/Fine Arts Elective	3	0	0	3
	Major Electives	9	0	0	9
<b>Totals</b>		<b>12</b>	<b>0</b>	<b>0</b>	<b>12</b>

**TOTAL REQUIRED CREDITS... 65**

**Co-op Option:** NA

**\*Note:** The acceptance of transfer credit is ultimately up to the receiving institution. Where choices are available it is best to contact the institution you plan to attend to maximize your selection.

**ASSOCIATE IN FINE ARTS/DRAMA A1020C**

The Associate in Fine Arts/Drama curriculum provides the basic course work in humanities/fine arts, English, mathematics, and social sciences with additional concentration in Drama. Graduates should have a sound basic knowledge of the theatre. Upon successful completion of a college transfer degree option, students are prepared to continue their education as juniors in their field of study. The Associate in Fine Arts program is part of the Comprehensive Articulation Agreement which allows graduates of this program to transfer to one of the constituent institutions of the University of North Carolina system. Graduates completing the Associate of Fine Arts degree will have demonstrated the ability to achieve academic and other learning goals in their study area enhancing employment opportunities.

Upon completion of the program, the student will receive an Associate in Fine Arts degree.

**Awards**

**Associate Degree:** Associate in Fine Arts/Drama (A1020C) **Length of Program:** 5 Semesters

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

**Diploma:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Certificate:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

**License or Certification Information:** None Required

**Program Information Contact:**

Curriculum Chairperson: Sean McDaniel

Telephone Number: (910) 678-0042

Office Location: ART 1

Email: [mcdanies@faytechcc.edu](mailto:mcdanies@faytechcc.edu)

Department Office: Horace Sisk, Room 616

Telephone: (910) 678-8295

FTCC Web Site: [www.faytechcc.edu](http://www.faytechcc.edu)

**Application Deadlines:** None

**Scholarship/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

**ASSOCIATE IN FINE ARTS/DRAMA (A1020C)**

Effective: Fall 2011

Revised: 02/23/11

Length: 5 Semesters

Prerequisites: High School Diploma, Algebra I

Award: Associate in Fine Arts

**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	0	1
ENG111	Expository Writing	3	0	0	3
DRA120	Voice for Performance	3	0	0	3
DRA130	Acting I	0	6	0	3
DRA140	Stagecraft I	0	6	0	3
	Mathematics Elective	3	0	0	3
	<b>Totals</b>	<b>10</b>	<b>12</b>	<b>0</b>	<b>16</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
DRA131	Acting II	0	6	0	3
DRA145	Stage Make-up	1	2	0	2
	Natural Sciences Elective	3	3	0	4
	Social/Behav Science Elective	3	0	0	3
	<b>Totals</b>	<b>10</b>	<b>11</b>	<b>0</b>	<b>15</b>

**Summer Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
	Social/Behav Science Elective	3	0	0	3
	Major Elective	0	9	0	3
	<b>Totals</b>	<b>3</b>	<b>9</b>	<b>0</b>	<b>6</b>

**Fall Semester 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
	Hum/Fine Arts Lit Elective	3	0	0	3
	Major Electives	8	0	0	8
	<b>Totals</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>14</b>

**Spring Semester 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
	Humanities/Fine Arts Elective	3	0	0	3
	Social/Behav Sci HIS Elective	3	0	0	3
	Major Electives	8	0	0	8
	<b>Totals</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>14</b>

**TOTAL REQUIRED CREDITS... 65**

**Co-op Option:** NA

**\*Note:** The acceptance of transfer credit is ultimately up to the receiving institution. Where choices are available it is best to contact the institution you plan to attend to maximize your selection.

## ASSOCIATE IN FINE ARTS/ MUSIC AND MUSIC EDUCATION A1020D

The Associate in Fine Arts/Music and Music Education curriculum provides the basic course work in humanities/fine arts, English, mathematics, and social sciences with additional concentration in Music and Music Education. Graduates should have a sound basic knowledge of Music and Music Education. Upon successful completion of a college transfer degree option, students are prepared to continue their education as juniors in their field of study. The Associate in Fine Arts program is part of the Comprehensive Articulation Agreement which allows graduates of this program to transfer to one of the constituent institutions of the University of North Carolina System. Graduates completing the Associate of Fine Arts degree will have demonstrated the ability to achieve academic and other learning goals in their study area enhancing employment opportunities.

Upon completion of the program, the student will receive an Associate in Fine Arts degree.

### Awards

**Associate Degree:** Associate in Fine Arts/Music and Music Education (A1020D)

**Length of Program:** 5 Semesters

**Prerequisite:** High School Diploma, Placement Test Equivalent

**Diploma:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Certificate:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

**License or Certification Information:** None Required

### **Program Information Contact:**

Curriculum Chairperson: Sean McDaniel

Telephone Number: (910) 678-0042

Office Location: ART 1

Email: [mcdanies@faytechcc.edu](mailto:mcdanies@faytechcc.edu)

Department Office: Horace Sisk, Room 616

Telephone: (910) 678-8295

FTCC Web Site: [www.faytechcc.edu](http://www.faytechcc.edu)

**Application Deadlines:** None

**Scholarship/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 04/26/12

## ASSOCIATE IN FINE ARTS/MUSIC AND MUSIC EDUCATION (A1020D)

Effective: Fall 2012

Revised: 04/26/12

Length: 5 Semesters

Prerequisites: High School Diploma, Placement Test Equivalent

Award: Associate in Fine Arts

### Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	0	1
ENG111	Expository Writing	3	0	0	3
MUS121	Music Theory I	3	2	0	4
MUS161	Applied Music I	1	2	0	2
	Ensemble Elective	0	2	0	1
	Mathematics Elective	3	0	0	3
<b>Totals</b>		<b>11</b>	<b>6</b>	<b>0</b>	<b>14</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
MUS122	Music Theory II	3	2	0	4
MUS162	Applied Music II	1	2	0	2
	Ensemble Elective	0	2	0	1
	Natural Sciences Elective	3	3	0	4
	Social/Behav Science Elective	3	0	0	3
<b>Totals</b>		<b>13</b>	<b>9</b>	<b>0</b>	<b>17</b>

### Summer Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
	Social/Behav Sci HIS Elective	3	0	0	3
	Major Electives	3	0	0	3
<b>Totals</b>		<b>3</b>	<b>0</b>	<b>0</b>	<b>6</b>

### Fall Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
MUS151	Class Music I	0	2	0	1
MUS221	Music Theory III	3	2	0	4
MUS261	Applied Music III	1	2	0	2
	Ensemble Elective	0	2	0	1
	Hum/Fine Arts Lit Elective	3	0	0	3
	Major Electives	3	0	0	3
<b>Totals</b>		<b>10</b>	<b>0</b>	<b>0</b>	<b>14</b>

### Spring Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
MUS152	Class Music II	0	2	0	1
MUS222	Music Theory IV	3	2	0	4
MUS262	Applied Music IV	1	2	0	2
	Ensemble Elective	0	2	0	1
	Humanities/Fine Arts Elective	3	0	0	3
	Social/Behav Science Elective	3	0	0	3
<b>Totals</b>		<b>10</b>	<b>8</b>	<b>0</b>	<b>14</b>

**TOTAL REQUIRED CREDITS... 65****Co-op Option:** NA

**\*Note:** The acceptance of transfer credit is ultimately up to the receiving institution. Where choices are available it is best to contact the institution you plan to attend to maximize your selection.

**ASSOCIATE IN GENERAL EDUCATION A10300**

The Associate in General Education curriculum is designed for the academic enrichment of students who wish to broaden their education, with emphasis on personal interest, growth and development.

Course work includes study in the areas of humanities and fine arts, social and behavioral sciences, natural science and mathematics, and English composition. Opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers will be provided.

Through these skills, students will have a sound base for lifelong learning. Graduates are prepared for advancements within their field of interest and become better qualified for a wide range of employment opportunities.

**Awards**

**Associate Degree:** Associate in General Education (A10300) **Length of Program:** 4 Semesters

**Prerequisite:** High School Diploma, Algebra I, Algebra II, Placement Test Equivalent

**Diploma:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Certificate:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

**License or Certification Information:** None Required

**Program Information Contact:**

Curriculum Chairperson: Chris Diorietes

Telephone Number: (910) 678-8443

Office Location: Horace Sisk, Room 618G

Email: [diorietc@faytechcc.edu](mailto:diorietc@faytechcc.edu)

Department Office: Horace Sisk, Room 618

Telephone: (910) 678-8237

FTCC Web Site: [www.faytechcc.edu](http://www.faytechcc.edu)

**Application Deadlines:** None

**Scholarship/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 102; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 11/13/11

**ASSOCIATE IN GENERAL EDUCATION (A10300)**

Effective: Fall 2012

Revised: 11/13/11

Length: 4 Semesters

Prerequisites: High School Diploma, Algebra I, Algebra II, Placement Test Equivalent

Award: Associate Degree

**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	0	1
ENG111	Expository Writing	3	0	0	3
COM231	Public Speaking	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Natural Sciences/Mathematics	3	0	0	3
	Social/Behavioral Sciences	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
ENG112	Argument-Based Research	3	0	0	3
or					
ENG113	Literature-Based Research	3	0	0	3
or					
ENG 114	Prof Research & Reporting	3	0	0	3
	Major Electives	10	0	0	10
	MAT-115 or higher	3	0	0	3
<b>Totals</b>		<b>16</b>	<b>0</b>	<b>0</b>	<b>16</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:** NA

**ASSOCIATE IN SCIENCE****A10400**

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 Science program leans more toward mathematics and the physical and life sciences and is intended for those pursuing the Bachelor of Science degree. 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.

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

**Awards**

**Associate Degree:** Associate in Science (A10400)

**Length of Program:** 4 Semesters

**Prerequisite:** High School Diploma, Algebra I, Algebra II, Placement Test Equivalent

**Diploma:** Associate in Science Diploma (D10400)

**Length of Program:** 3 Semesters

**Prerequisite:** High School Diploma, Algebra I, Algebra II, Placement Test Equivalent

**Certificate:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

**License or Certification Information:** None Required

**Program Information Contact:**

Curriculum Chairperson: Chris Diorietes

Telephone Number: (910) 678-8443

Office Location: Horace Sisk, Room 618G

Email: [diorietc@faytechcc.edu](mailto:diorietc@faytechcc.edu)

Department Office: Horace Sisk, Room 618

Telephone: (910) 678-8237

FTCC Web Site: [www.faytechcc.edu](http://www.faytechcc.edu)

**Application Deadlines:** None

**Scholarship/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 12/08/11

**ASSOCIATE IN SCIENCE (A10400)**

Effective: Fall 2012

Revised: 12/08/11

Length: 4 Semesters

Prerequisites: High School Diploma, Algebra I, Algebra II, Placement Test Equivalent

Award: Associate in Science

**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	0	1
CIS110	Introduction to Computers	2	2	0	3
ENG111	Expository Writing	3	0	0	3
MAT171	Precalculus Algebra	3	0	0	3
	Humanities/Fine Arts 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>

**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
or					
ENG114	Prof Research & Reporting	3	0	0	3
	Major Elective	0	2	0	1
	Natural Science Elective	3	3	0	4
	Nat Sci/Mathematics Elective	3	0	0	3
	Social/Behav Science Elective	3	0	0	3
	Soc/Behav Sci Hist Elective	3	0	0	3
<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
	Humanities/Fine Arts Elective	3	0	0	3
	Hum/Fine Arts Lit Elective	3	0	0	3
	Major Elective	7	0	0	7
	Nat Sci/Mathematics Elective	3	0	0	3
<b>Totals</b>		<b>16</b>	<b>0</b>	<b>0</b>	<b>16</b>

**Spring Semester 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
	Nat Sci/Mathematics Elective	3	0	0	3
	Major Elective	6	0	0	6
	Social/Behav Science Elective	3	0	0	3
<b>Totals</b>		<b>15</b>	<b>0</b>	<b>0</b>	<b>15</b>

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

**Co-op Option:** NA

**\*Note:** The acceptance of transfer credit is ultimately up to the receiving institution. Where choices are available it is best to contact the institution you plan to attend to maximize your selection.

**ASSOCIATE IN SCIENCE DIPLOMA (D10400)**

Effective: Fall 2012

Revised: 12/08/11

Length: 3 Semesters

Prerequisites: High School Diploma, Algebra I, Algebra II, Placement Test Equivalent

Award: Associate in Science Diploma

**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	0	1
ENG111	Expository Writing	3	0	0	3
MAT171	Precalculus Algebra	3	0	0	3
MAT171A	Precalculus Algebra Lab	0	2	0	1
	Humanities/Fine Arts Elective	3	0	0	3
	Natural Science Elective	3	3	0	4
	Social/Behav Science Elective	3	0	0	3
	<b>Totals</b>	<b>15/16</b>	<b>5/7</b>	<b>0</b>	<b>18</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
or					
ENG114	Prof Research & Reporting	3	0	0	3
	Hum/Fine Arts Lit Elective	3	0	0	3
	Major Elective	4	0	0	4
	Natural Science Elective	3	3	0	4
	Social/Behav Science Elective	3	0	0	3
	<b>Totals</b>	<b>16</b>	<b>3</b>	<b>0</b>	<b>17</b>

**Fall Semester 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	3	0	0	3
	Nat Sci/Mathematics Elective	3	0	0	3
	Social/Behav Science Elective	3	0	0	3
	<b>Totals</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>12</b>

**TOTAL REQUIRED CREDITS.... 47****Co-op Option:** NA

**\*Note:** The acceptance of transfer credit is ultimately up to the receiving institution. Where choices are available it is best to contact the institution you plan to attend to maximize your selection.

**AUTOMOTIVE SYSTEMS TECHNOLOGY A60160**

The Automotive Systems Technology program prepares individuals for employment as automotive service technicians. It provides an introduction to automotive careers and increases student awareness of the challenge associated with this fast and ever-changing field.

Classroom and lab experiences integrate technical and academic course work. Emphasis is placed on theory, servicing and operation of brakes, electrical/electronic systems, engine performance, steering/suspension, automatic transmission/transaxles, engine repair, climate control, and manual drive trains.

After completion of this curriculum, students should be prepared to take the ASE exam and be ready for full-time employment in dealerships and repair shops in the automotive service industry.

**Awards****Associate Degree:** Automotive Systems Technology (A60160)**Length of Program:** 5 Semesters**Prerequisite:** High School Diploma, Placement Test Equivalent**Diploma:** Not Applicable**Length of Program:****Prerequisite:****Certificate:** Automotive Suspension, Brakes, & Heating/Air Conditioning (C60160C1)**Length of Program:** 2 Semesters**Prerequisite:** High School Diploma, Placement Test Equivalent**Certificate:** Automotive Engine Performance Certificate (C60160C2)**Length of Program:** 2 Semesters**Prerequisite:** High School Diploma, Placement Test Equivalent**Certificate:** Automotive Power Trains Certificate (C60160C3)**Length of Program:** 2 Semesters**Prerequisite:** High School Diploma, Placement Test Equivalent**Certificate:** Automotive Electrical/Electronics Systems Certificate (C60160C4)**Length of Program:** 2 Semesters**Prerequisite:** High School Diploma, Placement Test Equivalent**Certificate:** Medium/Heavy Truck Maintenance Certificate (C60160C5)**Length of Program:** 3 Semesters**Prerequisite:** High School Diploma, Placement Test Equivalent

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

**License or Certification Information:** None Required**Program Information Contact:**

Curriculum Chairperson: Brian Oldham

Telephone Number: (910) 678-8260

Office Location: Advanced Technology Center, Room 15A

Email: [oldhamb@faytechcc.edu](mailto:oldhamb@faytechcc.edu)

Department Office: Advanced Technology Center, Room 244

Telephone: (910) 678-8458

FTCC Web Site: [www.faytechcc.edu](http://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/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study may or may not be eligible for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 01/12/12

### AUTOMOTIVE SYSTEMS TECHNOLOGY (A60160)

Effective: Fall 2012

Revised: 01/12/12

Length: 5 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Associate in Applied Science

#### Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	0	1
AUT116	Engine Repair	2	3	0	3
AUT116A	Engine Repair Lab	0	3	0	1
AUT151	Brake Systems	2	3	0	3
AUT151A	Brakes Systems Lab	0	3	0	1
AUT161	Basic Auto Electricity	4	3	0	5
		-----	-----	-----	-----
<b>Totals</b>		<b>9</b>	<b>15</b>	<b>0</b>	<b>14</b>

#### Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
AUT181	Engine Performance 1	2	3	0	3
AUT181A	Engine Performance 1 Lab	0	3	0	1
AUT231	Man Trans/Axles/Drtrains	2	3	0	3
AUT231A	Man Trans/Ax/Drtrains Lab	0	3	0	1
PHY122	Applied Physics II	3	2	0	4
	Humanities/Fine Arts Elective	3	0	0	3
		-----	-----	-----	-----
<b>Totals</b>		<b>10</b>	<b>14</b>	<b>0</b>	<b>15</b>

#### Summer Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
AUT183	Engine Performance 2	2	6	0	4
AUT281	Adv Engine Performance	2	2	0	3
CIS113	Computer Basics	0	2	0	1
		-----	-----	-----	-----
<b>Totals</b>		<b>4</b>	<b>10</b>	<b>0</b>	<b>8</b>

#### Fall Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
AUT141	Suspension & Steering Sys	2	3	0	3
AUT141A	Suspension & Steering Sys Lab	0	3	0	1
AUT163	Adv Auto Electricity	2	3	0	3
AUT163A	Adv Auto Electricity Lab	0	3	0	1
AUT211	Automotive Machining	2	6	0	4

ENG111	Expository Writing	3	0	0	3
		-----	-----	-----	-----
<b>Totals</b>		<b>9</b>	<b>18</b>	<b>0</b>	<b>15</b>

#### Spring Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
AUT113	Automotive Servicing 1	0	6	0	2
AUT171	Auto Climate Control	2	4	0	4
AUT221	Auto Transm/Transaxles	2	3	0	3
AUT221A	Auto Transm/Transax Lab	0	3	0	1
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
PSY118	Interpersonal Psychology	3	0	0	3
		-----	-----	-----	-----
<b>Totals</b>		<b>10</b>	<b>16</b>	<b>0</b>	<b>16</b>

### TOTAL REQUIRED CREDITS... 68

**Co-op Option:** Qualified students may elect to take up to one (1) credit hour of Cooperative Education in lieu of one (1) credit hour of Major electives provided they acquire approval from the Department Chairperson and the Co-op Director.

**Note:** Students may **not** take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

### AUTOMOTIVE SYSTEMS TECHNOLOGY/ AUTOMOTIVE SUSPENSION, BRAKES, AND HEATING/AIR CONDITIONING CERTIFICATE (C60160C1)

Effective: Fall 2012

Revised: 01/12/12

This evening certificate program is designed to prepare moderately experienced automotive mechanics to take ASE certification exams in three areas. The certification areas include: A4-Suspension and Steering; A5-Brakes; and A7-Heating and Air Conditioning. 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, Placement Test Equivalent

Award: Certificate

#### Fall Semester

Prefix No.	Title	Class	Lab	Clinical	Credit
AUT141	Suspension & Steering Sys	2	3	0	3
AUT141A	Suspension & Steering Lab	0	3	0	1
AUT151	Brake Systems	2	3	0	3
AUT151A	Brakes Systems Lab	0	3	0	1
AUT161	Basic Auto Electricity	4	3	0	5
		-----	-----	-----	-----
<b>Totals</b>		<b>8</b>	<b>15</b>	<b>0</b>	<b>13</b>

#### Spring Semester

Prefix No.	Title	Class	Lab	Clinical	Credit
AUT171	Auto Climate Control	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



**AUTOMOTIVE SYSTEMS TECHNOLOGY/  
AUTOMOTIVE ENGINE PERFORMANCE CERTIFICATE  
(C60160C2)**

Effective: Fall 2012  
Revised: 01/12/12

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, Placement Test Equivalent

Award: Certificate

**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
AUT161	Basic Auto Electricity	4	3	0	5
AUT183	Engine Performance 2	2	6	0	4
	<b>Totals</b>	<b>6</b>	<b>9</b>	<b>0</b>	<b>9</b>

**Spring Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
AUT181	Engine Performance 1	2	3	0	3
AUT181A	Engine Performance 1 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.... 16**

**Co-op Option: NA**

**AUTOMOTIVE SYSTEMS TECHNOLOGY/  
AUTOMOTIVE POWER TRAINS CERTIFICATE (C60160C3)**

Effective: Fall 2012  
Revised: 01/12/12

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, Placement Test Equivalent

Award: Certificate

**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
AUT116	Engine Repair	2	3	0	3
AUT116A	Engine Repair Lab	0	3	0	1
	<b>Totals</b>	<b>2</b>	<b>6</b>	<b>0</b>	<b>4</b>

**Spring Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
AUT221	Auto Transm/Transaxles	2	3	0	3
AUT221A	Auto Transm/Transax Lab	0	3	0	1
AUT231	Man Trans/Axles/Drtrains	2	3	0	3
AUT231A	Man Trans/Ax/Drtrains Lab	0	3	0	1
	<b>Totals</b>	<b>4</b>	<b>12</b>	<b>0</b>	<b>8</b>

**TOTAL REQUIRED CREDITS.... 12**

**Co-op Option: NA**

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

Effective: Fall 2012  
Revised: 01/12/12

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, Placement Test Equivalent

Award: Certificate

**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
AUT161	Basic Auto Electricity	4	3	0	5
AUT181	Engine Performance 1	2	3	0	3
AUT181A	Engine Performance 1 Lab	0	3	0	1
	<b>Totals</b>	<b>6</b>	<b>9</b>	<b>0</b>	<b>9</b>

**Spring Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
AUT163	Adv Auto Electricity	2	3	0	3
AUT163A	Adv Auto Electricity Lab	0	3	0	1
	<b>Totals</b>	<b>2</b>	<b>6</b>	<b>0</b>	<b>4</b>

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

**Co-op Option: NA**

**AUTOMOTIVE SYSTEMS TECHNOLOGY/  
MEDIUM/HEAVY TRUCK MAINTENANCE CERTIFICATE  
(C60160C5)**

Effective: Fall 2012  
Revised: 01/12/12

This evening certificate program is designed to prepare moderately experienced heavy equipment mechanics to take ASE certification exams. The certification areas include: T5-Suspension and Steering and T4-Brakes. The courses focus on the certificate related competencies.

Length: 3 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent  
Award: Certificate

**Fall Semester**

Prefix No.	Title	Class	Lab	Clinical	Credit
HET231	Med/Hvy Duty Brake Sys	1	3	0	2
HET232	Med/Hvy Duty Brake Sys Lab	0	3	0	1
HET233	Suspension and Steering	2	4	0	4
<b>Totals</b>		<b>3</b>	<b>10</b>	<b>0</b>	<b>7</b>

**Spring Semester**

Prefix No.	Title	Class	Lab	Clinical	Credit
HET125	Preventive Maintenance	1	3	0	2
HET126	Preventive Maintenance Lab	0	3	0	1
AUT161	Basic Auto Electricity	4	3	0	5
<b>Totals</b>		<b>5</b>	<b>9</b>	<b>0</b>	<b>8</b>

**Fall Semester**

Prefix No.	Title	Class	Lab	Clinical	Credit
HET115	Electronic Engines	2	3	0	3
<b>Totals</b>		<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>

**TOTAL REQUIRED CREDITS.... 18**

**Co-Op Option:** NA

**BASIC LAW ENFORCEMENT TRAINING C55120**

Basic Law Enforcement Training (BLET) is designed to give students essential skills required for employment as a law enforcement officer with state, county, or municipal governments, or with private enterprise.

This program utilizes State commission-mandated topics and methods of instruction. General subjects include, but are not limited to, criminal, juvenile, civil, traffic, and alcoholic beverage laws, investigative, patrol, custody, and court procedures, emergency responses, ethics and community relations.

Successful graduates receive a curriculum certificate and are qualified to take the certification examinations mandated by the North Carolina Criminal Justice Education and Training Standards Commission.

**Awards**

**Associate Degree:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Diploma:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Certificate:** Basic Law Enforcement Training (C55120)

**Length of Program:** 1 Semester

**Prerequisite:** High School Diploma

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

**License or Certification Information:** Graduates are eligible to take the North Carolina Criminal Justice Education and Training Standards Commission exam.

**Program Information Contact:**

BLET School Director: John Ellinwood

Telephone Number: (910) 678-1032

Office Location: Spring Lake Campus, Room 118

Email: [ellinwoj@faytechcc.edu](mailto:ellinwoj@faytechcc.edu)

Department Office: Spring Lake Campus, Room 118

Telephone: (910) 678-1032

FTCC Web Site: [www.faytechcc.edu](http://www.faytechcc.edu)

**Application Deadlines:** None

**Scholarship/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 07/01/11

**BASIC LAW ENFORCEMENT TRAINING (C55120)**

Effective: Fall 2011

Revised: 12/15/10

Length: 1 Semester

Prerequisite: High School Diploma

Award: Certificate

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC100	Basic Law Enforcement Trn	9	30	0	19
<b>Totals</b>		<b>9</b>	<b>30</b>	<b>0</b>	<b>19</b>

**TOTAL REQUIRED CREDITS.... 19**

**Co-Op Option:** NA

Successful graduates receive a curriculum certificate and are qualified to take the certification examinations mandated by the North Carolina Criminal Justice Education and Training Standards Commission. Successful graduates will also receive credit for the following curriculum courses: CJC-131, CJC-132, CJC-221, CJC-225, and CJC-231.

## BUILDING CONSTRUCTION TECHNOLOGY

**A35140**

The Building Construction Technology curriculum is designed to provide students with an overview of the building construction industry. Construction labs/lecture courses and other related classes, provide students with up-to-date knowledge on materials, trends, and techniques of the ever-changing construction industry.

Course work includes basic construction concepts such as general construction, blueprint reading, construction estimating, and project management. Students will also diversify their knowledge of construction in other areas like electrical wiring, construction surveying, plumbing, statics/strength of materials, and HVAC.

Graduates should qualify for entry-level jobs in any general construction setting and be able to advance quickly to management positions such as supervisors, superintendents, project coordinators, project planners, estimators, and inspectors.

### Awards

**Associate Degree:** Building Construction Technology (A35140)

**Length of Program:** 5 Semesters

**Prerequisite:** High School Diploma, Placement Test Equivalent

**Diploma:** NA

**Length of Program:**

**Prerequisite:**

**Certificate:** Introduction to Building Construction Technology Certificate (C35140C3)

**Length of Program:** 1 Semester

**Prerequisite:** High School Diploma, Placement Test Equivalent

**Certificate:** Introduction to Building Construction Technology Certificate (C35140H1)

**Length of Program:** 1 Semester

**Prerequisite:** Placement Test Equivalent

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

**License or Certification Information:** None Required

### **Program Information Contact:**

Curriculum Chairperson: Keith Carter

Telephone Number: (910) 678-8475

Department Office: Cumberland Hall, Room 334

Email: [carterk@faytechcc.edu](mailto:carterk@faytechcc.edu)

Telephone: (910) 678-8357

Office Location: Cumberland Hall, Room 319

FTCC Web Site: [www.faytechcc.edu](http://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/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 02/03/12

## BUILDING CONSTRUCTION TECHNOLOGY (A35140)

Effective Date: Fall 2012

Revised: 02/03/12

Length: 5 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Associate in Applied Science

### FALL SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	0	1
BPR130	Blueprint Reading/Constr	1	2	0	2
CAR110	Intro to Carpentry	2	0	0	2
CAR111	Carpentry I	3	15	0	8
MAT120	Geometry & Trigonometry	2	2	0	3
		-----	-----	-----	-----
	<b>Totals</b>	<b>9</b>	<b>19</b>	<b>0</b>	<b>16</b>

### SPRING SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
CAR112	Carpentry II	3	15	0	8
CAR114	Residential Bldg Codes	3	0	0	3
CST241	Planning/Estimating	2	2	0	3
ENG111	Expository Writing	3	0	0	3
		-----	-----	-----	-----
	<b>Totals</b>	<b>11</b>	<b>17</b>	<b>0</b>	<b>17</b>

### SUMMER SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
CAR113	Carpentry III	3	9	0	6
PSY118	Interpersonal Psychology	3	0	0	3
		-----	-----	-----	-----
	<b>Totals</b>	<b>6</b>	<b>9</b>	<b>0</b>	<b>9</b>

### FALL SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
	or				
ENG115	Oral Communication	3	0	0	3
CST131	OSHA/Safety/Certification	2	2	0	3
	Major Electives	7	0	0	7
		-----	-----	-----	-----
	<b>Totals</b>	<b>12</b>	<b>2</b>	<b>0</b>	<b>13</b>

### SPRING SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
CST221	Statics/Structures	3	3	0	4
	Humanities/Fine Arts Elective	3	0	0	3
	Major Electives	7	0	0	7
		-----	-----	-----	-----
	<b>Totals</b>	<b>13</b>	<b>3</b>	<b>0</b>	<b>14</b>

**TOTAL REQUIRED CREDITS.... 69**

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

**\*Note:** Students **may not** take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

**BUILDING CONSTRUCTION TECHNOLOGY/  
INTRODUCTION TO BUILDING CONSTRUCTION  
TECHNOLOGY CERTIFICATE (C35140C3)**

Effective Date: Fall 2012

Revised: 02/03/12

Length: 1 Semester

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Associate in Applied Science

**FALL SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
BPR130	Blueprint Reading/Constr	1	2	0	2
CAR111	Carpentry I	3	15	0	8
CAR114	Residential Bldg Codes	3	0	0	3
CST131	OSHA/Safety/Certification	2	2	0	3
<b>Totals</b>		<b>9</b>	<b>19</b>	<b>0</b>	<b>16</b>

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

**Co-op Option:** NA

**BUSINESS ADMINISTRATION A25120**

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small businesses or industries.

**Awards**

**Associate Degree:** Business Administration (A25120)

**Length of Program:** 5 Semesters

**Prerequisite:** High School Diploma, Placement Test Equivalent

**Diploma:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Certificate:** Small Business Startup (C25120C1)

**Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma, 1 Unit of Algebra, Placement Test Equivalent

**Certificate:** Small Business Management (C25120C2)

**Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma, 1 Unit of Algebra, Placement Test Equivalent

**Certificate:** Entrepreneurship I (C25120C5)

**Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma, Placement Test Equivalent

**Certificate:** Entrepreneurial Innovation (C25120C6)

**Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma, 1 Unit of Algebra, Placement Test Equivalent

**Certificate:** Entrepreneurial Applications (C25120C7)

**Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma, 1 Unit of Algebra, Placement Test Equivalent

**Certificate:** Contract Management (C25120C8)

**Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma, 1 Unit of Algebra, Placement Test Equivalent

**Certificate:** Organizational Leadership (C25120C09)

**Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma, Placement Test Equivalent

**Certificate:** Business Foundations (C25120C10)

**Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma, Placement Test Equivalent

**Certificate:** Business Foundations (C25120H1)

**Length of Program:** 2 Semesters

**Prerequisite:** Placement Test Equivalent

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

**License or Certification Information:** None Required

**Program Information Contact:**

Curriculum Chairperson: Cindy Burns

Telephone Number: (910) 678-8541

Office Location: Cumberland Hall, Room 377H

Email: [burns@faytechcc.edu](mailto:burns@faytechcc.edu)

Department Office: Cumberland Hall, Room 377

Telephone: (910) 678-8292

FTCC Web Site: [www.faytechcc.edu](http://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/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 02/03/12

### BUSINESS ADMINISTRATION (A25120)

Effective: Fall 2012

Revised: 02/03/12

Length: 5 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Associate in Applied Science

#### FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	0	1
BUS110	Introduction to Business	3	0	0	3
BUS115	Business Law I	3	0	0	3
CIS110	Introduction to Computers	2	2	0	3
or					
CIS111	Basic PC Literacy	1	2	0	2
ENG111	Expository Writing	3	0	0	3
	Math Elective	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
BUS116	Business Law II	3	0	0	3
BUS121	Business Math	2	2	0	3
BUS135	Principles of Supervision	3	0	0	3
CTS130	Spreadsheet	2	2	0	3
	<b>Totals</b>	<b>13</b>	<b>6</b>	<b>0</b>	<b>16</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

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS137	Principles of Management	3	0	0	3
BUS153	Human Resource Mgt.	3	0	0	3
BUS225	Business Finance	2	2	0	3
ECO251	Prin of Microeconomics	3	0	0	3
MKT223	Customer Service	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>

#### SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS285	Business Management Issues	2	2	0	3
COM231	Public Speaking	3	0	0	3

or

ENG115	Oral Communication	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	6	0	0	6
	<b>Totals</b>	<b>14</b>	<b>2</b>	<b>0</b>	<b>15</b>

#### TOTAL REQUIRED CREDITS.... 70

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

**\*Note:** Students **may not** take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

### BUSINESS ADMINISTRATION/ SMALL BUSINESS STARTUP CERTIFICATE (C25120C1)

Effective: Fall 2012

Revised: 02/03/12

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, and basics of accounting. 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, 1 Unit of Algebra, Placement Test Equivalent

Award: Certificate

#### FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC120	Prin of Financial Accounting	3	2	0	4
BUS110	Introduction to Business	3	0	0	3
CIS110	Introduction to Computers	2	2	0	3
or					
CIS111	Basic PC Literacy	1	2	0	2
	<b>Totals</b>	<b>7</b>	<b>4</b>	<b>0</b>	<b>9</b>

#### SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS115	Business Law I	3	0	0	3
BUS230	Small Business Management	3	0	0	3
MKT223	Customer Service	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

**BUSINESS ADMINISTRATION/  
SMALL BUSINESS MANAGEMENT CERTIFICATE  
(C25120C2)**

Effective: Fall 2012  
Revised: 02/03/12

The Small Business Management certificate is designed to prepare individuals in basic business principles and management of a small business.

This certificate program covers the general field of business, supervision, basic accounting principles, business plans, and special problems associated with management of a small business.

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

Length: 2 Semesters

Prerequisite: High School Diploma, 1 Unit of Algebra, Placement Test Equivalent

Award: Certificate

**FALL SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC120	Prin of Financial Accounting	3	2	0	4
CIS110	Introduction to Computers	2	2	0	3
or					
CIS111	Basic PC Literacy	1	2	0	2
MKT120	Principles of Marketing	3	0	0	3
<b>Totals</b>		<b>7</b>	<b>4</b>	<b>0</b>	<b>9</b>

**SPRING SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS135	Principles of Supervision	3	0	0	3
BUS225	Business Finance	2	2	0	3
BUS230	Small Business Management	3	0	0	3
<b>Totals</b>		<b>8</b>	<b>2</b>	<b>0</b>	<b>9</b>

**TOTAL REQUIRED CREDITS.... 18**

**Co-op Option: NA**

**BUSINESS ADMINISTRATION/  
ENTREPRENEURSHIP I CERTIFICATE (C25120C5)**

Effective: Fall 2012  
Revised: 02/03/12

The Entrepreneurship I 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, and managing the small business.

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

Length: 2 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Certificate

**FALL SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS110	Introduction to Business	3	0	0	3
BUS115	Business Law I	3	0	0	3
MKT120	Principles of Marketing	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
BUS137	Principles of Management	3	0	0	3
BUS139	Entrepreneurship I	3	0	0	3
BUS230	Small Business Management	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**

**BUSINESS ADMINISTRATION/  
ENTREPRENEURIAL INNOVATION CERTIFICATE  
(C25120C6)**

Effective: Fall 2012  
Revised: 02/03/12

The Entrepreneurial Innovation certificate is designed to train individuals in organizational creativity and developing new profitable business ventures. Students will create business ideas and evaluate their viability. Feasible ideas will be developed and culminate into a business plan.

This certificate program covers the basics of innovation, planning, and implementation of new business ideas.

Upon completion of this program, students should be able to write a business plan and evolve business ideas into business ventures.

Length: 2 Semesters

Prerequisite: High School Diploma & 1 Unit of Algebra, Placement Test Equivalent

Award: Certificate

**FALL SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS110	Introduction to Business	3	0	0	3
ETR220	Innovation and Creativity	3	0	0	3
MKT120	Principles of Marketing	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
BUS121	Business Math	2	2	0	3
BUS139	Entrepreneurship I	3	0	0	3
ECO251	Principles of Microeconomics	3	0	0	3
<b>Totals</b>		<b>8</b>	<b>2</b>	<b>0</b>	<b>9</b>

**TOTAL REQUIRED CREDITS.... 18**

**Co-op Option: NA**

**BUSINESS ADMINISTRATION/  
ENTREPRENEURIAL APPLICATIONS CERTIFICATE  
(C25120C7)**

Effective: Fall 2012  
Revised: 02/03/12

The Entrepreneurial Applications certificate is designed to train individuals in the creation and operation of an entrepreneurial venture. Students will create business ideas and evaluate their viability. Feasible ideas will be developed and culminate into a business plan.

This certificate program covers the basics of innovation, planning, and implementation of new business ideas.

Upon completion of this program, students should be able to write a business plan and evolve business ideas into business ventures.

Length: 2 Semesters

Prerequisite: High School Diploma, 1 Unit of Algebra, Placement Test Equivalent

Award: Certificate

**FALL SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC120	Prin of Financial Acct	3	2	0	4
BUS115	Business Law I	3	0	0	3
CIS110	Introduction to Computers	2	2	0	3
or					
CIS111	Basic PC Literacy	1	2	0	2
<b>Totals</b>		<b>7</b>	<b>0</b>	<b>0</b>	<b>9</b>

**SPRING SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS230	Small Business Management	3	0	0	3
ECM210	Intro. to E-Commerce	2	2	0	3
ETR240	Funding for Entrepreneurs	3	0	0	3
<b>Totals</b>		<b>8</b>	<b>2</b>	<b>0</b>	<b>9</b>

**TOTAL REQUIRED CREDITS.... 18**

**Co-op Option:** NA

**BUSINESS ADMINISTRATION/  
CONTRACT MANAGEMENT CERTIFICATE (C25120C8)**

Effective: Fall 2012  
Revised: 02/03/12

The Contract Management certificate is designed to train individuals who will be working in contract administration. Students will learn the processes involved in contract administration including oversight, work specification, contract law, documentation, cost controls, and pricing.

Upon completion of this program, students should be able to understand and manage contracts.

Length: 2 Semesters

Prerequisite: High School Diploma & 1 Unit of Algebra, Placement Test Equivalent

Award: Certificate

**FALL SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
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BUS115	Business Law I	3	0	0	3
BUS121	Business Math	2	2	0	3
BUS171	Government Contracts	3	0	0	3
<b>Totals</b>		<b>8</b>	<b>2</b>	<b>0</b>	<b>9</b>

**SPRING SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS274	Contract Administration	3	0	0	3
BUS276	Government Contract Law	3	0	0	3
BUS278	Contract Cost and Pricing	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

**BUSINESS ADMINISTRATION/  
ORGANIZATIONAL LEADERSHIP CERTIFICATE (C25120C9)**

Effective: Fall 2012  
Revised: 02/03/12

The Organizational Leadership certificate is designed to prepare individuals for leadership positions across organizations and industries. The certificate emphasizes leadership development and management skills with a focus on group behavior and motivation needed for leaders of teams, departments, and organizations.

Course work includes organizational behavior, roles of leaders, and diversity. Problem solving skills are emphasized.

Upon completion of this program, students should be able to identify organizational needs and be able to more effectively manage.

Length: 2 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Certificate

**FALL SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS135	Principles of Supervision	3	0	0	3
BUS255	Org Behavior in Business	3	0	0	3
	BUS Elective	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
BUS137	Principles of Management	3	0	0	3
	BUS Elective	3	0	0	3
	OMT Elective	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

**BUSINESS ADMINISTRATION/  
BUSINESS FOUNDATIONS CERTIFICATE (C25120C10)**

Effective: Fall 2012  
Revised: 02/03/12

The Business Foundations certificate is designed to teach students basic business principles. The certificate emphasizes business concepts from an individual, business, and national perspective.

Course work includes an introduction to business principles, business law, management, marketing, and economics. Problem identification with alternative solutions is emphasized.

Upon completion of this certificate, students should be able to identify core business concepts.

Length: 2 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Certificate

**FALL SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS110	Introduction to Business	3	0	0	3
BUS115	Business Law I	3	0	0	3
	<b>Totals</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>

**SPRING SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS137	Principles of Management	3	0	0	3
ECO251	Prin of Microeconomics	3	0	0	3
	or				
ECO252	Prin of Macroeconomics	3	0	0	3
MKT120	Principles of Marketing	3	0	0	3
	<b>Totals</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>9</b>

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

**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 & 1 Unit of Algebra

**Diploma:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Certificate:** Fundamentals of Banking Certificate (C2512AC1)

**Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma, 1 Unit of algebra, & ENG-090, Red-090 or Placement Test Credit Equivalent

**Certificate:** Bank Lending Certificate (C2512AC2)

**Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma, 1 Unit of algebra, & ENG-090, Red-090 or Placement Test Credit Equivalent

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

**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](mailto:foxxd@faytechcc.edu)

Department Office: Cumberland Hall, Room 377

Telephone: (910) 678-8292

FTCC Web Site: [www.faytechcc.edu](http://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/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 07/01/11

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

Effective: Fall 2011

Revised: 01/27/11

Length: 5 Semesters

Prerequisite: High School Diploma & 1 Unit of Algebra

Award: Associate in Applied Science

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	0	1
BAF110	Principles of Banking	3	0	0	3
BUS115	Business Law I	3	0	0	3
CIS110	Introduction to Computers	2	2	0	3



or					
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
BUS110	Introduction to Business	3	0	0	3
BUS137	Principles of Management	3	0	0	3
	Major Elective	3	0	0	3
		-----	-----	-----	-----
	<b>Totals</b>	<b>15</b>	<b>2</b>	<b>0</b>	<b>16</b>

**SUMMER SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
CTS130	Spreadsheet	2	2	0	3
	Major Elective	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
BAF131	Fund of Bank Lending	3	0	0	3
BAF222	Money & Banking	3	0	0	3
BUS225	Business Finance	2	2	0	3
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communications	3	0	0	3
ECO251	Prin of Microeconomics	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**

Prefix No.	Title	Class	Lab	Clinical	Credit
BAF232	Consumer Lending	3	0	0	3
BAF234	Residential Mort Lending	3	0	0	3
BAF235	Analyzing Fin Statements	3	0	0	3
ECO252	Prin of Macroeconomics	3	0	0	3
	Humanities/Fine Arts Elec	3	0	0	3
		-----	-----	-----	-----
	<b>Totals</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>15</b>

**TOTAL REQUIRED CREDITS.... 70**

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

**Note:** Students **may not** take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

**BUSINESS ADMINISTRATION/BANKING AND FINANCE/  
FUNDAMENTALS OF BANKING CERTIFICATE (C2512AC1)**

Effective: Fall 2011  
Revised: 01/27/11

The Fundamentals of Banking Certificate is designed to give the individual a basic understanding of banking principles, laws, and teller operations.

This certificate program covers the basics of accounting, teller training, law and banking, commercial lending, and customer service.

Upon completion of this program, students should be able to understand basic principles and functions in the banking industry.

Length: 2 Semesters

Prerequisite: High School Diploma, 1 Unit of Algebra & ENG-090, RED-090 or Placement Test Credit Equivalent.

Award: Certificate

**FALL SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC120	Prin of Financial Acct	3	2	0	4
BAF110	Principles of Banking	3	0	0	3
CIS110	Introduction to Computers	2	2	0	3
or					
CIS111	Basic PC Literacy	1	2	0	2
MKT223	Customer Service	3	0	0	3
		-----	-----	-----	-----
	<b>Totals</b>	<b>10</b>	<b>4</b>	<b>0</b>	<b>12</b>

**SPRING SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
BAF131	Fund of Bank Lending	3	0	0	3
BAF141	Law & Banking: Principles	3	0	0	3
		-----	-----	-----	-----
	<b>Totals</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>

**TOTAL REQUIRED CREDITS.... 18**

**Co-op Option:** NA

**BUSINESS ADMINISTRATION/BANKING AND FINANCE/  
BANK LENDING CERTIFICATE (C2512AC2)**

Effective: Fall 2011  
Revised: 01/27/11

The Bank Lending Certificate is designed to provide the student with an understanding of the many and varied aspects of bank lending.

This certificate program covers the basics of consumer, commercial, and residential mortgage lending.

Upon completion of this program, students should be able to understand function of lending in the banking industry.

Length: 2 Semesters

Prerequisite: High School Diploma, 1 Unit of Algebra & ENG-090, RED-090 or Placement Test Credit Equivalent.

Award: Certificate

**FALL SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC120	Prin of Financial Acct	3	2	0	4
CIS110	Introduction to Computers	2	2	0	3
or					
CIS111	Basic PC Literacy	1	2	0	2
	<b>Totals</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>6</b>

**Length of Program:** 2 Semesters**Prerequisite:** High School Diploma, Placement Test Equivalent**Certificate:** Human Resources Assistant Certificate (C2512CC4)**Length of Program:** 2 Semesters**Prerequisite:** High School Diploma, Placement Test Equivalent**Certificate:** Human Resources Leadership Certificate (C2512CC5)**Length of Program:** 2 Semesters**Prerequisite:** High School Diploma, Placement Test Equivalent**SPRING SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
BAF131	Fund of Bank Lending	3	0	0	3
BAF141	Law & Banking: Principles	3	0	0	3
BAF232	Consumer Lending	3	0	0	3
BAF234	Residential Mort Lending	3	0	0	3
	<b>Totals</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>12</b>

**Certificate:** Human Resources Staffing Specialist Certificate (C2512CC6)**Length of Program:** 2 Semesters**Prerequisite:** High School Diploma, Placement Test Equivalent**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.**License or Certification Information:** None Required**TOTAL REQUIRED CREDITS.... 18****Co-op Option:** NA**BUSINESS ADMINISTRATION/  
HUMAN RESOURCES MANAGEMENT A2512C**

Human Resources Management is a concentration under the curriculum title of Business Administration. The curriculum is designed to meet the demands of business and service agencies. The objective is the development of generalists and specialists in the administration, training, and management of human resources.

Course work includes studies in management, interviewing, placement, needs assessment, planning, compensation and benefits, and training techniques. Also included are topics such as people skills, learning approaches, skills building, and development of instructional and training materials.

Graduates from this program will have a sound business educational base for life-long learning. Students will be prepared for employment opportunities in personnel, training, and other human resources development areas.

**Awards****Associate Degree:** Business Administration/Human Resources Management (A2512C) **Length of Program:** 5 Semesters**Prerequisite:** High School Diploma, Placement Test Equivalent**Diploma:** Not Applicable **Length of Program:****Prerequisite:****Certificate:** Equal Opportunity and Employee Relations Certificate (C2512CC1)**Length of Program:** 2 Semesters**Prerequisite:** High School Diploma, Placement Test Equivalent**Certificate:** Payroll and Benefits Specialist Certificate (C2512CC2)**Length of Program:** 2 Semesters**Prerequisite:** High School Diploma Placement Test Equivalent.**Certificate:** Training and Development Specialist Certificate (C2512CC3)**Program Information Contact:**

Curriculum Coordinator: Linda Sanders

Telephone Number: (910) 678-8235

Office Location: Cumberland Hall, Room 377F

Email: [sandersl@faytechcc.edu](mailto:sandersl@faytechcc.edu)

Department Office: Cumberland Hall, Room 377

Telephone: (910) 678-8292

FTCC Web Site: [www.faytechcc.edu](http://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/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 12/21/11

**BUSINESS ADMINISTRATION/HUMAN RESOURCES  
MANAGEMENT (A2512C)**

Effective: Fall 2012

Revised: 12/21/11

Length: 5 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Associate in Applied Science

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	0	1
BUS110	Introduction to Business	3	0	0	3

BUS115	Business Law I	3	0	0	3
BUS121	Business Math	2	2	0	3
CIS110	Introduction to Computers	2	2	0	3
or					
CIS111	Basic PC Literacy	1	2	0	2
ENG111	Expository Writing	3	0	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 Acct	3	2	0	4
BUS153	Human Resource Mgt	3	0	0	3
BUS217	Employment Law & Regs	3	0	0	3
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
	Math Elective	3	0	0	3
	<b>Totals</b>	<b>15</b>	<b>2</b>	<b>0</b>	<b>16</b>

**SUMMER SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS137	Principles of Management	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**

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS234	Training & Development	3	0	0	3
BUS256	Recruit, Select & Per Plan	3	0	0	3
BUS258	Compensation & Benefits	3	0	0	3
BUS260	Business Communications	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>0</b>	<b>0</b>	<b>18</b>

**SPRING SEMESTER 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS240	Business Ethics	3	0	0	3
BUS259	HRM Applications	3	0	0	3
ECO252	Prin of Macroeconomics	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	3	0	0	3
	<b>Totals</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>15</b>

**TOTAL REQUIRED CREDITS.... 70**

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

**Note:** Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

**BUSINESS ADMINISTRATION/HUMAN RESOURCES  
MANAGEMENT/  
EQUAL OPPORTUNITY AND EMPLOYEE RELATIONS  
CERTIFICATE (C2512CC1)**

Effective: Fall 2012

Revised: 12/21/11

This certificate is designed to provide individuals with the basics of employment law and regulations for both public and private sector employee relations positions. In addition, individuals will acquire knowledge which will enable them to employ ethical practices in their interactions with employees.

The certificate covers the basics of business and employment law, diversity in management, and general human resources management practices. Also included in the program are the foundations of organizations behavior.

Upon completion of the certificate, students should be able to research and analyze data in the areas of contract and employment law and apply this information in the workplace in an employee relations position. Students should be able to transfer the course credits to the Business Administration/Human Resources Management program for an Associate of Applied Science degree.

Length: 2 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Certificate

**FALL SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS115	Business Law I	3	0	0	3
BUS153	Human Resource Mgt.	3	0	0	3
BUS255	Org Behavior in Business	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
BUS217	Employment Law and Regs.	3	0	0	3
BUS240	Business Ethics	3	0	0	3
BUS261	Diversity in Mgmt	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

**BUSINESS ADMINISTRATION/HUMAN RESOURCES  
MANAGEMENT/  
PAYROLL AND BENEFITS SPECIALIST CERTIFICATE  
(C2512CC2)**

Effective: Fall 2012

Revised: 12/21/11

The Payroll and Benefits Certificate is designed to provide individuals with the basics of handling payroll transactions and adjustments for both public and private sector payroll and benefits type position.

The certificate program covers the general field of financial and payroll accounting, compensation and benefits, employment law, basics of business law, and general human resources management practices.

Upon completion of this program, students should be able to research and analyze data in the areas of payroll and benefits transactions, compensation and benefits, and employment law and regulations in the workplace as a payroll and benefits specialist or related type position. Students should be able to transfer the course credits to the Human Resources Management program for an Associate of Applied Science degree.

Length: 2 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent.

Award: Certificate

#### FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC120	Prin of Financial Acct	3	2	0	4
BUS115	Business Law I	3	0	0	3
BUS153	Human Resource Mgt.	3	0	0	3
<b>Totals</b>		<b>9</b>	<b>2</b>	<b>0</b>	<b>10</b>

#### SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC140	Payroll Accounting	1	2	0	2
BUS217	Employment Law and Regs.	3	0	0	3
BUS258	Compensation & Benefits	3	0	0	3
<b>Totals</b>		<b>7</b>	<b>2</b>	<b>0</b>	<b>8</b>

#### TOTAL REQUIRED CREDITS.... 18

Co-op Option: NA

#### BUSINESS ADMINISTRATION/HUMAN RESOURCES MANAGEMENT/ TRAINING AND DEVELOPMENT SPECIALIST CERTIFICATE (C2512CC3)

Effective: Fall 2012

Revised: 12/21/11

This certificate is designed to provide individuals with training and development skills necessary to enable workers to effectively use their skills, improve existing skills, increase job satisfaction, and reduce job turnover. Effective employee training and development will help organizations increase performance and improve business results.

This certificate program covers the basics of training and development, computer software, training presentations, and organizational behavior. Upon completion of this certificate, students should be able to provide effective training and development activities in the workplace. Students should be able to transfer the course credits to the Business Administration/Human Resources Management program for an Associate of Applied Science degree.

Length: 2 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Certificate

#### FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS234	Training and Development	3	0	0	3
CIS110	Introduction to Computers	2	2	0	3

or

CIS111	Basic PC Literacy	1	2	0	2
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	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
BUS236	Adv Training & Dev	3	0	0	3
BUS255	Org Behavior in Business	3	0	0	3
CTS130	Spreadsheet	2	2	0	3
<b>Totals</b>		<b>8</b>	<b>2</b>	<b>0</b>	<b>9</b>

#### TOTAL REQUIRED CREDITS.... 17

Co-op Option: NA

#### BUSINESS ADMINISTRATION/HUMAN RESOURCES MANAGEMENT/ HUMAN RESOURCES ASSISTANT CERTIFICATE (C2512CC4)

Effective: Fall 2012

Revised: 12/21/11

This certificate is designed to provide individuals with the skills necessary to provide support for the day-to-day operations of a human resources office. The duties of an HR Assistant will include supporting the administration of policies, procedures, and programs. A HR Assistant will handle such responsibilities as employee, departmental, and organizational development.

The certificate program covers the basics of HR office management: legal and regulatory concerns, diversity issues, recruitment and selection, compensation and benefits, and employee training and development. Also included are personnel planning activities.

Upon completion of the certificate, students should be able to effectively assist with the management of a Human Resources office. Students should be able to transfer the course credits to the Business Administration/Human Resources Management program for an Associate of Applied Science degree.

Length: 2 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Certificate

#### FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS115	Business Law I	3	0	0	3
BUS234	Training and Development	3	0	0	3
BUS256	Recruit Select & Per Plan	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
BUS217	Employment Law and Regs	3	0	0	3
BUS258	Compensation and Benefits	3	0	0	3

BUS261	Diversity in Mgmt	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

**BUSINESS ADMINISTRATION/HUMAN RESOURCES  
MANAGEMENT/HUMAN RESOURCES LEADERSHIP  
CERTIFICATE (C2512CC5)**

Effective: Fall 2012  
Revised: 12/21/11

This certificate is designed to provide individuals with the skills necessary to execute HR responsibilities in the contemporary workplace. Individuals in this position will develop plans to facilitate organizational change. They will manage human talent.

The certificate program covers the basics of HR leadership and includes basic management principles, concepts of organizational behavior, staffing functions, personnel planning, performance management, and diversity issues. In addition, the program provides problem-solving skills for use in addressing organizational HR challenges.

Upon completion of the certificate, students should be able to provide an organization with effective HR leadership. Students should be able to transfer the course credits to the Business Administration/Human Resources Management program for an Associate of Applied Science degree.

Length: 2 Semesters  
Prerequisite: High School Diploma, Placement Test Equivalent  
Award: Certificate

**FALL SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS137	Principles of Management	3	0	0	3
BUS153	Human Resource Management	3	0	0	3
OMT156	Problem-Solving Skills	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
BUS255	Org Behavior in Business	3	0	0	3
BUS256	Recruit Select & Per Plan	3	0	0	3
BUS261	Diversity in Mgmt	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

**BUSINESS ADMINISTRATION/HUMAN RESOURCES  
MANAGEMENT/HUMAN RESOURCES STAFFING  
SPECIALIST CERTIFICATE (C2512CC6)**

Effective: Fall 2012  
Revised: 12/21/11

This certificate is designed to provide individuals with the skills necessary to perform talent acquisition and retention activities.

Individuals in this position will be involved in workforce planning activities, job fairs and media relations. They will maintain a database of job applicants. They will also provide effective customer service to both internal and external customers.

The certificate program covers the basics of HR management principles, recruitment, selection, and personnel planning skills, diversity issues, and customer service. The program also covers basic computer and spreadsheet skills.

Upon completion of the certificate, students should be able to effectively perform HR staffing skills for an organization. Students should be able to transfer the course credits to the Business Administration/Human Resources Management program for an Associate of Applied Science degree.

Length: 2 Semesters  
Prerequisite: High School Diploma, Placement Test Equivalent  
Award: Certificate

**FALL SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS153	Human Resource Mgt.	3	0	0	3
CIS110	Introduction to Computers	2	2	0	3
	or				
CIS111	Basic PC Literacy	1	2	0	2
MKT223	Customer Service	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
CTS130	Spreadsheet	2	2	0	3
BUS256	Recruit Select & Per Plan	3	0	0	3
BUS261	Diversity in Mgmt	3	0	0	3
	<b>Totals</b>	<b>8</b>	<b>2</b>	<b>0</b>	<b>9</b>

**TOTAL REQUIRED CREDITS.... 17****Co-op Option:** NA

**BUSINESS ADMINISTRATION/  
MARKETING AND RETAILING** **A2512F**

Marketing and Retailing is a concentration under the curriculum title of Business Administration. This curriculum is designed to provide students with fundamental skills in marketing and retailing.

Course work includes marketing, retailing, merchandising, selling, advertising, computer technology, and management.

Graduates should qualify for marketing positions within manufacturing, retailing, and service organizations.

**Awards**

**Associate Degree:** Business Administration/Marketing and Retailing (A2512F) **Length of Program:** 5 Semesters  
**Prerequisite:** High School Diploma & 1 Unit of Algebra

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

**Certificate:** Marketing and Retailing Management Certificate (C2512FC1)

**Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma

**Certificate:** Sales and Customer Service Certificate (C2512FC2)

**Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma

**Certificate:** e-Marketing Certificate (C2512FC3)

**Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

**License or Certification Information:** None Required

**Program Information Contact:**

Curriculum Coordinator: Sharon Seaford

Telephone Number: (910) 678-8208

Office Location: Cumberland Hall, Room 377C

Email: [seafords@faytechcc.edu](mailto:seafords@faytechcc.edu)

Department Office: Cumberland Hall, Room 377

Telephone: (910) 678-8292

FTCC Web Site: [www.faytechcc.edu](http://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/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study may or may not be eligible for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 07/01/11

**BUSINESS ADMINISTRATION/MARKETING AND RETAILING (A2512F)**

Effective: Fall 2011

Revised: 01/27/11

Length: 5 Semesters

Prerequisite: High School Diploma & 1 Unit of Algebra

Award: Associate in Applied Science

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	0	1
BUS110	Introduction to Business	3	0	0	3
CIS110	Introduction to Computers	2	2	0	3

or

CIS111	Basic PC Literacy	1	2	0	2
ENG111	Expository Writing	3	0	0	3
MKT120	Principles of Marketing	3	0	0	3
MKT223	Customer Service	3	0	0	3
<b>Totals</b>		<b>14</b>	<b>2</b>	<b>0</b>	<b>15</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS115	Business Law I	3	0	0	3
CIS162	MM Presentation Software	2	2	0	3
MAT115	Mathematical Models	2	2	0	3
MKT122	Visual Merchandising	3	0	0	3
MKT123	Fundamentals of Selling	3	0	0	3
MKT220	Advertising and Sales Promotion	3	0	0	3
<b>Totals</b>		<b>16</b>	<b>4</b>	<b>0</b>	<b>18</b>

**SUMMER SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS137	Principles of Management	3	0	0	3
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
<b>Totals</b>		<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>

**FALL SEMESTER 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC120	Prin of Financial Accounting	3	2	0	4
ECO251	Prin of Microeconomics	3	0	0	3
MKT221	Consumer Behavior	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	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
ECO252	Prin of Macroeconomics	3	0	0	3
MKT225	Marketing Research	3	0	0	3
MKT227	Marketing Applications	3	0	0	3
	Major Elective	6	0	0	6
<b>Totals</b>		<b>15</b>	<b>0</b>	<b>0</b>	<b>15</b>

**TOTAL REQUIRED CREDITS.... 70**

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

**\*Note:** Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

**BUSINESS ADMINISTRATION/MARKETING AND  
RETAILING/MARKETING AND RETAILING MANAGEMENT  
CERTIFICATE (C2512FC1)**

Effective: Fall 2011

Revised: 01/27/11

The Marketing and Retailing Management Certificate is designed to prepare students to understand the fundamental skills in marketing and retailing management.

This certificate program includes course work in marketing, selling, advertising, marketing research, customer service and retail management.

Upon completion of this program, students should be prepared for entry-level, marketing positions in manufacturing, retailing, and service organizations.

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

**FALL SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
MKT120	Principles of Marketing	3	0	0	3
MKT123	Fundamentals of Selling	3	0	0	3
MKT223	Customer Service	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
MKT121	Retailing	3	0	0	3
MKT220	Advertising & Sales Promotion	3	0	0	3
MKT225	Marketing Research	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

**BUSINESS ADMINISTRATION/MARKETING AND  
RETAILING/SALES AND CUSTOMER SERVICE  
CERTIFICATE (C2512FC2)**

Effective: Fall 2011

Revised: 01/27/11

The Sales and Customer Service Certificate is designed to prepare individuals to understand the fundamental skills needed for sales presentations and customer service.

This certificate program covers the basics of consumer behavior, selling, electronic sales presentations, and customer service.

Upon completion of this program, students should be able to give an effective sales presentation and provide quality customer service.

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

**FALL SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
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CIS110	Introduction to Computers	2	2	0	3
or					
CIS111	Basic PC Literacy	1	2	0	2
MKT221	Consumer Behavior	3	0	0	3
MKT223	Customer Service	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
CIS162	MM Presentation Software	2	2	0	3
MKT123	Fundamentals of Selling	3	0	0	3
	Major Elective	2/3	0/2	0	3
<b>Totals</b>		<b>7/8</b>	<b>2/4</b>	<b>0</b>	<b>9</b>

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

Co-op Option: NA

**BUSINESS ADMINISTRATION/MARKETING AND  
RETAILING/E-MARKETING CERTIFICATE (C2512FC3)**

Effective: Fall 2011

Revised: 01/27/11

The e-marketing Certificate is designed to provide individuals with the fundamental skills needed to market products (goods and services) via the World Wide Web.

This certificate program covers coursework in computer operations and the use of software; Internet/Web fundamentals and E-Commerce; marketing, advertising and sales promotion and retailing.

Upon completion of this program, students should be prepared with a working knowledge and skill set to market effectively using the Internet.

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
or					
CIS111	Basic PC Literacy	1	2	0	2
and					
CIS162	MM Presentation Software	2	2	0	3
MKT120	Principles of Marketing	3	0	0	3
WEB110	Internet/Web Fundamentals	2	2	0	3
<b>Totals</b>		<b>7</b>	<b>4</b>	<b>0</b>	<b>9</b>

**SPRING SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
ECM210	Intro. to E-Commerce	2	2	0	3
MKT121	Retailing	3	0	0	3
MKT220	Advertising and Sales Promotion	3	0	0	3
<b>Totals</b>		<b>8</b>	<b>2</b>	<b>0</b>	<b>9</b>

**TOTAL REQUIRED CREDITS.... 18**

Co-op Option: NA

**BUSINESS ADMINISTRATION/  
OPERATIONS MANAGEMENT****A2512G**

Operations Management is a concentration under the curriculum title of Business Administration. This curriculum is designed to educate individuals in the technical and managerial aspects of operations for manufacturing and service industries.

Emphasized are analytical reasoning, problem solving, and continuous improvement concepts required in today's dynamic business and industry environments. Concepts include quality, productivity, organizational effectiveness, financial analysis, and the management of human, physical, and information resources.

Graduates should qualify for leadership positions or enhance their professional skills in supervision, team leadership, operations planning, quality assurance, manufacturing and service management, logistics/distribution, health and safety, human resources management, and inventory/materials management.

**Awards**

**Associate Degree:** Business Administration/Operations Management (A2512G)

**Length of Program:** 5 Semesters

**Prerequisite:** High School Diploma, Placement Test Equivalent

**Diploma:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Certificate:** Logistics Management Certificate (C2512GC1) **Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma, Placement Test Equivalent

**Certificate:** Total Quality Management Certificate (C2512GC2)

**Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma, Placement Test Equivalent

**Certificate:** Acquisitions and Procurement Certificate (C2512GC3)

**Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma, Placement Test Equivalent

**Certificate:** Project Leadership Certificate (C2512GC4)

**Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma, Placement Test Equivalent

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

**License or Certification Information:** None Required

**Program Information Contact:**

Program Coordinator: Bridget Petzold

Telephone Number: (910) 678-8444

Office Location: Cumberland Hall, Room 377D

Email: [petzoldb@faytechcc.edu](mailto:petzoldb@faytechcc.edu)

Department Office: Cumberland Hall, Room 377

Telephone: (910) 678-8292

FTCC Web Site: [www.faytechcc.edu](http://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/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 12/21/11

**BUSINESS ADMINISTRATION/OPERATIONS  
MANAGEMENT (A2512G)**

Effective: Fall 2012

Revised: 12/21/11

Length: 5 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Associate in Applied Science

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	0	1
BUS110	Introduction to Business	3	0	0	3
CIS110	Introduction to Computers	2	2	0	3
or					
CIS111	Basic PC Literacy	1	2	0	2
ENG111	Expository Writing	3	0	0	3
ISC121	Enviro. Health & Safety	3	0	0	3
OMT110	Intro to Operations Mgmt	3	0	0	3
	Math Elective	3	0	0	3
<b>Totals</b>		<b>17</b>	<b>2</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
BUS135	Principles of Supervision	3	0	0	3
CTS130	Spreadsheet	2	2	0	3
OMT112	Materials Management	3	0	0	3
	Humanities/Fine Art Elective	3	0	0	3
<b>Totals</b>		<b>14</b>	<b>4</b>	<b>0</b>	<b>16</b>

**SUMMER SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS115	Business Law I	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**

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS137	Principles of Management	3	0	0	3
ECO252	Principles of Macroeconomics	3	0	0	3
ISC131	Quality Management	3	0	0	3



ISC210	Oper & Prod Planning	3	0	0	3
LOG110	Introduction to Logistics	3	0	0	3
	<b>Totals</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>15</b>

**SPRING SEMESTER 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS285	Business Management Issues	2	2	0	3
COM231	Public Speaking	3	0	0	3
	or				
ENG114	Professional Research & Reporting	3		0	0 3
ECO251	Prin of Microeconomics	3	0	0	3
OMT260	Issues in Operations Mgt.	3	0	0	3
	Major Elective	3	0	0	3
	<b>Totals</b>	<b>14</b>	<b>2</b>	<b>0</b>	<b>15</b>

**TOTAL REQUIRED CREDITS.... 70**

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

**\*Note:** Students **may not** take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

**BUSINESS ADMINISTRATION/OPERATIONS  
MANAGEMENT/LOGISTICS MANAGEMENT CERTIFICATE  
(C2512GC1)**

Effective: Fall 2012  
Revised: 12/21/11

The Logistics Management Certificate program is designed to prepare students to understand the fundamental skills in Operations and Production Management. It also is highly focused towards those skills necessary for successful job performance in the area of Logistics Management.

This certificate program includes course work in computer applications, operations and production management, material management, work measurement techniques, and problem solving skills in an industrial setting.

Upon completion of this program, students should be prepared for entry-level, Operations Management and/or Logistics Management positions in manufacturing, retailing, and service organizations.

Length: 2 Semesters  
Prerequisite: High School Diploma, Placement Test Equivalent  
Award: Certificate

**FALL SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Introduction to Computers	2	2	0	3
	or				
CIS111	Basic PC Literacy	1	2	0	2
OMT110	Intro to Operations Mgmt	3	0	0	3
OMT156	Problem Solving Skills	3	0	0	3
LOG110	Introduction to Logistics	3	0	0	3
	<b>Totals</b>	<b>10</b>	<b>2</b>	<b>0</b>	<b>11</b>

**SPRING SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
ISC210	Oper & Prod Planning	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>

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

**Co-op Option:** NA

**BUSINESS ADMINISTRATION/OPERATIONS  
MANAGEMENT/TOTAL QUALITY MANAGEMENT  
CERTIFICATE (C2512GC2)**

Effective: Fall 2012  
Revised: 12/21/11

The Business Administration Operations Management/Total Quality Management Certificate is designed to prepare students to understand the fundamental skills necessary to manage in the 21'st Century workplace effectively and efficiently. It also is highly focused towards those skills necessary for successful job performance in the area of Total Quality Management, OSHA Compliance, and Management of small, medium, and large organizations, Operations Management Planning. Preparing PERT Charts and Critical Path Charts to better manage managerial projects, and Business Law Concepts all managers must know, understand and comply with in a business setting.

This certificate program includes course work in Total Quality Management concepts, including basic Six Sigma, operations and logistical management, Health and Safety measures required in a workplace, basic business law concepts, and general problem solving activities in a modern workplace setting.

Upon completion of this program, students should be prepared for entry-level, managerial (or supervisory) positions in manufacturing, retailing, and service organizations and be able to implement Total Quality Management concepts within their managerial activities.

Length: 2 Semesters  
Prerequisite: High School Diploma, Placement Test Equivalent  
Award: Certificate

**FALL SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
ISC121	Envir. Health & Safety	3	0	0	3
ISC131	Quality Management	3	0	0	3
OMT110	Intro. to Operations Mgmt	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
BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
BUS 137	Principles of Management	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

**BUSINESS ADMINISTRATION/OPERATIONS  
MANAGEMENT/ACQUISITIONS AND PROCUREMENT  
CERTIFICATE (C2512GC3)**

Effective: Fall 2012  
Revised: 12/21/11

The Business Administration Operations Management/Acquisitions and Procurement Certificate is designed to train individuals who will be working in procurement in the government or private sectors. Students will learn the processes involved in procurement including supplier selection, contract negotiations, purchasing procedures, inventory control, logistics, and materials management.

Upon completion of this program, students should be able to understand the processes involved in government and private procurement.

Length: 2 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Certificate

**FALL SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS115	Business Law I	3	0	0	3
LOG110	Introduction to Logistics	3	0	0	3
OMT110	Intro. to Operations Mgmt	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
BUS173	Procurement Management	3	0	0	3
ISC210	Oper. & Prod. Planning	3	0	0	3
	Major Elective	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**

**BUSINESS ADMINISTRATION/OPERATIONS  
MANAGEMENT/PROJECT LEADERSHIP CERTIFICATE  
(C2512GC4)**

Effective: Fall 2012  
Revised: 12/21/11

The Project Leadership certificate is designed to train individuals who will be working in project environments. Students will learn the basics of project management and the skills necessary to lead a successful project team, utilize the collective knowledge of the group, and manage the team through the process of completing a project.

Upon completion of this program, students should be able to understand the processes involved in project management and leadership.

Length: 2 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Certificate

**FALL SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS137	Principles of Management	3	0	0	3
OMT110	Intro. to Operations Mgmt	3	0	0	3

OMT156	Problem-Solving Skills	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
BUS255	Org Behavior in Business	3	0	0	3
ISC131	Quality Management	3	0	0	3
	or				
ISC210	Oper & Prod Planning	3	0	0	3
OMT222	Project Management	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**

**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, Placement Test Equivalent

**Diploma:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Certificate:** Community Leadership Certificate (C2512HC1) **Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma, Placement Test Equivalent

**Certificate:** Government Procurement and Contracting Certificate (C2512HC2)

**Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma, Placement Test Equivalent

**Certificate:** Nonprofit Management Certificate (C2512HC3) **Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma, Placement Test Equivalent

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

**License or Certification Information:** None Required

**Program Information Contact:**

Program Coordinator: Cheryl Campbell  
Telephone Number: (910) 678-8595  
Office Location: Cumberland Hall, Room 377G  
Email: [campbelc@faytechcc.edu](mailto:campbelc@faytechcc.edu)  
Department Office: Cumberland Hall, Room 377  
Telephone: (910) 678-8292  
FTCC Web Site: [www.faytechcc.edu](http://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/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 02/03/12

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

Effective: Fall 2012  
Revised: 02/03/12

Length: 5 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Associate in Applied Science

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	0	1
BUS115	Business Law I	3	0	0	3
BUS137	Principles of Management	3	0	0	3
CIS110	Introduction to Computers	2	2	0	3
or					
CIS111	Basic PC Literacy	1	2	0	2
ENG111	Expository Writing	3	0	0	3
PAD151	Intro to Public Admin	3	0	0	3
NPO110	Intro to Nonprofit Mgmt	3	0	0	3
<b>Totals</b>		<b>17</b>	<b>2</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
BUS153	Human Resource Management	3	0	0	3
COM231	Public Speaking	3	0	0	3
or					

ENG115	Oral Communication	3	0	0	3
POL130	State & Local Government	3	0	0	3
	Math Elective	2	2	0	3
<b>Totals</b>		<b>14</b>	<b>4</b>	<b>0</b>	<b>16</b>

**SUMMER SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
PAD152	Ethics in Government	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>

**FALL SEMESTER 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS171	Government Contracts	3	0	0	3
ECO252	Prin of Macroeconomics	3	0	0	3
PAD251	Public Finance & Budgeting	3	0	0	3
PAD252	Public Policy Analysis	3	0	0	3
	Major Elective	3	0	0	3
<b>Totals</b>		<b>15</b>	<b>0</b>	<b>0</b>	<b>15</b>

**SPRING SEMESTER 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
MKT120	Principles of Marketing	3	0	0	3
PAD253	Intro to Urban Planning	3	0	0	3
SOC210	Introduction to Sociology	3	0	0	3
or					
SOC220	Social Problems	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	3	0	0	3
<b>Totals</b>		<b>15</b>	<b>0</b>	<b>0</b>	<b>15</b>

**TOTAL REQUIRED CREDITS.... 70**

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

\***Note:** Students **may not** take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

**BUSINESS ADMINISTRATION/PUBLIC ADMINISTRATION/  
COMMUNITY LEADERSHIP CERTIFICATE (C2512HC1)**

Effective: Fall 2012  
Revised: 02/03/12

The Community Leadership certificate is designed to prepare individuals to understand the fundamental skills needed to actively participate in local governmental leadership activities.

This certificate program covers coursework in oral communication, urban planning, public finance and budgeting, organizational behavior, and ethics.

Upon completion of this program, students should be prepared to work with and hold leadership positions in local government to include, but not limited to, community committees, task forces, commissions, and elected public office.

Length: 2 Semesters  
Prerequisite: High School Diploma, Placement Test Equivalent  
Award: Certificate

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS255	Org Behavior in Business	3	0	0	3
PAD251	Public Finance & Budgeting	3	0	0	3
POL130	State & Local Government	3	0	0	3
<b>Totals</b>		<b>9</b>	<b>0</b>	<b>0</b>	<b>9</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
PAD152	Ethics in Government	3	0	0	3
PAD253	Intro to Urban Planning	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

**BUSINESS ADMINISTRATION/PUBLIC ADMINISTRATION/  
GOVERNMENT PROCUREMENT AND CONTRACTING  
CERTIFICATE (C2512HC2)**

Effective: Fall 2012  
Revised: 02/03/12

The Government Procurement and Contracting certificate is designed to provide individuals with the fundamental skills needed to actively participate in government purchasing and contracting.

This certificate program covers coursework in procurement and contract administration, budgeting, legal and ethical issues related to government procurement and contracting.

Upon completion of this program, students should be prepared with a working knowledge and skill set to actively participate in government purchasing and contracting.

Length: 2 Semesters  
Prerequisite: High School Diploma, Placement Test Equivalent  
Award: Certificate

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS115	Business Law I	3	0	0	3
PAD152	Ethics in Government	3	0	0	3
PAD251	Public Finance & Budgeting	3	0	0	3
<b>Totals</b>		<b>9</b>	<b>0</b>	<b>0</b>	<b>9</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS173	Procurement Management	3	0	0	3
BUS274	Contract Administration	3	0	0	3

BUS276	Government Contract Law	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

**BUSINESS ADMINISTRATION/PUBLIC ADMINISTRATION/  
NONPROFIT MANAGEMENT CERTIFICATE (C2512HC3)**

Effective: Fall 2012  
Revised: 02/03/12

The Nonprofit Management Certificate is designed to provide individuals with the fundamental principles of nonprofit management.

This certificate program covers coursework in fundraising/stewardship, governance, leadership, marketing and legal/ethical issues related to nonprofit organizations.

Upon completion of this program, students should have a mastery of the skill sets necessary to take a lead position in a nonprofit organization.

Length: 2 Semesters  
Prerequisite: High School Diploma, Placement Test Equivalent  
Award: Certificate

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
NPO110	Intro to Nonprofit Mgmt	3	0	0	3
NPO120	Fundraising/Stewardship	3	0	0	3
MKT120	Principles of Marketing	3	0	0	3
<b>Totals</b>		<b>9</b>	<b>0</b>	<b>0</b>	<b>9</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
NPO111	Governance & Leadership	3	0	0	3
PAD152	Ethics in Government	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

**CARPENTRY** **D35180**

The Carpentry program is designed to train students to construct residential structures using standard building materials and hand and power tools. Carpentry skills and a general knowledge of residential construction will also be taught.

Course work includes footings and foundations, framing, interior and exterior trim, cabinetry, blueprint reading, residential planning and estimating, and other related topics. Students will develop skill through hands-on participation. Graduates should qualify for employment in the residential building construction field as rough carpenters, framing carpenters, roofers, maintenance carpenters, and other related job titles.

Awards

**Diploma:** Carpentry (D35180)  
**Length of Programs:** 3 Semesters  
**Prerequisite:** High School Diploma

**Certificate:** General Contractor's License Preparation (C35180C1)  
**Length of Program:** 2 Semesters  
**Prerequisite:** High School Diploma

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

**License or Certification Information:** None Required

**Program Information Contact:**  
 Curriculum Chairperson: Keith Carter  
 Telephone Number: (910) 678-8475  
 Office Location: Cumberland Hall Room 319  
 Email: [carterk@faytechcc.edu](mailto:carterk@faytechcc.edu)  
 Department Office: Cumberland Hall Room 334  
 Telephone: (910) 678-8357  
 FTCC Web Site: [www.faytechcc.edu](http://www.faytechcc.edu)

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

**Scholarship/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study may or may not be eligible for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** If in need of assistance. See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 07/01/11

**CARPENTRY (D35180)**

Effective: Fall 2011  
 Revised: 11/12/10

Length: 3 Semesters  
 Prerequisite: High School Diploma  
 Award: Diploma

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	0	1
BPR130	Blueprint Reading/Construction I	2	0	0	2
CAR110	Intro to Carpentry	2	0	0	2
CAR111	Carpentry I	3	15	0	8
CAR114	Residential Bldg Codes	3	0	0	3
PSY118	Interpersonal Psychology	3	0	0	3
	<b>Totals</b>	<b>13</b>	<b>17</b>	<b>0</b>	<b>19</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
CAR112	Carpentry II	3	15	0	8
CAR115	Res Planning/Estimating	3	0	0	3
CIS110	Introduction to Computers	2	2	0	3
	or				
CIS113	Computer Basics	0	2	0	1
*ENG101	Applied Communications I	3	0	0	3
ISC115	Construction Safety	2	0	0	2
	<b>Totals</b>	<b>11</b>	<b>17</b>	<b>0</b>	<b>17</b>

**SUMMER SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
CAR113	Carpentry III	3	9	0	6
	Major Elective	3	0	0	3
	<b>Totals</b>	<b>6</b>	<b>9</b>	<b>0</b>	<b>9</b>

**TOTAL REQUIRED CREDITS.... 45**

**\*ENG-101 will not transfer to Associate Degree program. Accuplacer testing is required to take ENG-111.**

**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.

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

Effective: Fall 2011  
 Revised: 11/12/10

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**

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Pick	1	0	0	1
BPR130	Blueprint Reading/Const	1	2	0	2
CAR110	Intro to Carpentry	2	0	0	2
CAR114	Residential Bldg Codes	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
CAR115	Res Planning/Estimating	3	0	0	3
ISC115	Construction Safety	2	0	0	2
PSY118	Interpersonal Psychology	3	0	0	3
	<b>Totals</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>8</b>

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

**Co-op Option:** NA

**CENTRAL STERILE PROCESSING C45180**

The Central Sterile Processing curriculum is designed to prepare individuals for the field of Sterile Processing and Central Service Supply.

Students will develop skills necessary to properly disinfect, prepare process, store, and issue both sterile and nonsterile supplies and equipment for patient care. Also, students will learn to operate sterilizing units and monitor effectiveness of the sterilization process.

Graduates will receive a certificate and may be eligible to apply to take the National Institute for Certification of Healthcare Sterile Processing and Distribution Personnel Examination (CBSPD). Employment opportunities include surgery centers, dialysis facilities, and central processing units in hospitals.

**Awards**

**Associate Degree:** N/A

**Length of Program:**

**Prerequisite:**

**Diploma:** N/A

**Length of Program:**

**Prerequisite:**

**Certificate:** Central Sterile Processing (C45180)

**Length of Program:** 1 Semester

**Prerequisite:** High School Diploma or GED

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

**Certification Information:** Graduates will be eligible to sit for the SPD Technician certification examination of the Certification Board for Sterile Processing and Distribution (CBSPD).

CBSPD, Inc.

148 Main St.

Suite B-1

Lebanon, NJ 08833

(908) 236-0530

**Program Information Contact:**

Program Coordinator: Cheryl Wilson

Telephone Number: (910) 678-9786

Office Location: Health Technologies Center, Room 169-L

Email: [wilsonch@faytechcc.edu](mailto:wilsonch@faytechcc.edu)

Department Office: Health Technologies Center, Room 169

Telephone: (910) 678-0179

FTCC Web Site: [www.faytechcc.edu](http://www.faytechcc.edu)

**Application Deadlines:** The program only admits students in the fall semester.

**Scholarship/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 07/01/11

**CENTRAL STERILE PROCESSING (C45180)**

Effective: Fall 2011

Revised: 11/18/10

Length: 1 Semester

Prerequisite: High School Graduate or GED

Award: Certificate

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO106	Intro to Anat/Phys/Micro	2	2	0	3
	or				
BIO161	Intro to Human Biology	3	0	0	3
CIS110	Introduction to Computers	2	2	0	3
	or				
CIS113	Computer Basics	0	2	0	1
ENG101	Applied Communications I	3	0	0	3
STP101	Intro to Sterile Processing	5	2	0	6
STP102	STP Clinical Practice	0	0	9	3
STP103	Prof Success Prep	1	0	0	1
		----	----	----	----
<b>Totals</b>		<b>11/12</b>	<b>4/6</b>	<b>9</b>	<b>17</b>

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

**Co-Op Option:** NA

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

**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

**Length of Program:**

**Prerequisite:**

**Certificate:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

**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 220D

Email: [bevillb@faytechcc.edu](mailto:bevillb@faytechcc.edu)

Department Office: Advanced Technology Center, Room 244

Telephone: (910) 678-8458

FTCC Web Site: [www.faytechcc.edu](http://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/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 07/01/11

**CIVIL ENGINEERING TECHNOLOGY (A40140)**

Effective: Fall 2011

Revised: 01/07/11

Length: 5 Semesters

Prerequisite: 2 Units of Algebra

Award: Associate in Applied Science

**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	0	1
CIV125	Civil/Surveying CAD	1	6	0	3
ENG111	Expository Writing	3	0	0	3
MAT171	Precalculus Algebra	3	0	0	3
MAT171A	Precalculus Algebra Lab	0	2	0	1
PSY150	General Psychology	3	0	0	3
SRV110	Surveying I	2	6	0	4
		-----	-----	-----	-----
<b>Totals</b>		<b>13</b>	<b>14</b>	<b>0</b>	<b>18</b>

**Spring Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS113	Computer Basics	0	2	0	1
CIV110	Statics/Strength of Materials	2	6	0	4
EGR115	Intro to Technology	2	3	0	3
MAT172	Precalculus Trigonometry	3	0	0	3
MAT172A	Precalculus Trig Lab	0	2	0	1
	Major Elective	2	3	0	3
		-----	-----	-----	-----
<b>Totals</b>		<b>9</b>	<b>16</b>	<b>0</b>	<b>15</b>

**Summer Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIV111	Soils and Foundations	2	3	0	3
SRV111	Surveying II	2	6	0	4
		-----	-----	-----	-----
<b>Totals</b>		<b>4</b>	<b>9</b>	<b>0</b>	<b>7</b>

**Fall Semester 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIV211	Hydraulics and Hydrology	2	3	0	3
CIV222	Reinforced Concrete	2	3	0	3
CIV230	Construction Estimating	2	3	0	3
PHY151	College Physics	3	2	0	4
		-----	-----	-----	-----
<b>Totals</b>		<b>9</b>	<b>11</b>	<b>0</b>	<b>13</b>

**Spring Semester 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIV210	Engineering Materials	1	3	0	2
CIV240	Project Management	2	3	0	3
COM231	Public Speaking	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	2	3	0	3
		-----	-----	-----	-----
<b>Totals</b>		<b>11</b>	<b>9</b>	<b>0</b>	<b>14</b>

**TOTAL REQUIRED CREDITS.... 67**

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

**2+2 Transfer:** Students desiring to pursue a Bachelors of Engineering Technology should take MAT 263/263A or MAT 271.

**Note:** Students **may not** take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

**COLLISION REPAIR**

**AND REFINISHING TECHNOLOGY D60130**

The Collision Repair and Refinishing Technology curriculum prepares individuals to become qualified technicians who possess the diverse skills required to perform quality repairs and proper refinishing techniques on automobile bodies and to diagnose and repair mechanical and electrical systems.

Coursework includes classroom and laboratory experiences that integrate technical application with academic theory. Emphasis is placed on autobody fundamentals, painting and refinishing, structural and non-structural damage repair, mechanical and electrical component repair or replacement, and common industry practices.

Graduates should be qualified to take National Institute for Automotive Service Excellence (ASE) certification examinations and also for entry-level employment in automotive dealerships, independent repair shops, or through self-employment, as collision repair and refinishing technicians.

**Awards****Diploma:** Collision Repair and Refinishing Technology (D60130)**Length of Program:** 3 semesters**Prerequisite:** High School Diploma, Placement Test Equivalent**Certificate:** Basic Collision Repair and Refinishing Technology Certificate (C60130C1)**Length of Program:** 2 Semesters**Prerequisite:** High School Diploma, Placement Test Equivalent**Certificate:** Basic Collision Repair and Refinishing Technology Certificate (C60130H1)**Length of Program:** 2 Semesters**Prerequisite:** Placement Test Equivalent**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.**License or Certification Information:** None Required**Program Information Contact:**

Program Coordinator: David Dominic

Telephone Number: (910) 678-8213

Office Location: Autobody Shop, Room 101B

Email: [dominied@faytechcc.edu](mailto:dominied@faytechcc.edu)

Department Office: Autobody Shop, Room 101B

Telephone: (910) 678-8213

FTCC Web Site: [www.faytechcc.edu](http://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/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 05/07/12

**COLLISION REPAIR AND REFINISHING TECHNOLOGY (D60130)**

Effective: Fall 2011

Revised: 02/09/11

Length: 3 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Diploma

**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	0	1
AUB111	Painting & Refinishing I	2	6	0	4
AUB121	Non-Structural Damage I	1	4	0	3

AUB131	Structural Damage I	2	4	0	4
AUB134	Autobody MIG Welding	1	4	0	3
CIS113	Computer Basics	0	2	0	1
*ENG101	Applied Communications I	3	0	0	3
<b>Totals</b>		<b>10</b>	<b>20</b>	<b>0</b>	<b>19</b>

**Spring Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
AUB112	Painting & Refinishing II	2	6	0	4
AUB122	Non-Structural Damage II	2	6	0	4
AUB132	Structural Damage II	2	6	0	4
*MAT101	Applied Mathematics I	2	2	0	3
	Major Elective	3	0	0	3
<b>Totals</b>		<b>11</b>	<b>20</b>	<b>0</b>	<b>18</b>

**Summer Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
AUB114	Special Finishes	1	2	0	2
AUB136	Plastics & Adhesives	1	4	0	3
AUB141	Mech & Elec Components I	2	2	0	3
AUB162	Autobody Estimating	1	2	0	2
<b>Totals</b>		<b>5</b>	<b>10</b>	<b>0</b>	<b>10</b>

**TOTAL REQUIRED CREDITS.... 47****Co-op Option:** Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of a Major elective provided they acquire approval from the Co-op Director and the Department Chairperson.**\*ENG-101 and MAT-101 will not transfer to Associate Degree program.****BASIC COLLISION REPAIR AND REFINISHING TECHNOLOGY CERTIFICATE (C60130C1) Evening/Weekend Program**

Effective: Fall 2011

Revised: 02/09/11

This evening certificate program is designed to prepare individuals for entry-level positions as helpers in the auto body repair industry. Instruction will include hands-on repairs in the areas of non-structural and structural repairs, plastics and adhesives, refinishing.

Completers will be prepared for employment as entry-level helpers in the auto body repair industry.

Courses in this program can be transferred directly into the Collision Repair and Refinishing diploma curriculum.

Length: 2 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Certificate

**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	0	1
AUB111	Painting & Refinishing	2	6	0	4



AUB121	Non-Structural Damage I	1	4	0	3
		----	----	----	----
	<b>Totals</b>	<b>4</b>	<b>10</b>	<b>0</b>	<b>8</b>

**Spring Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
AUB131	Structural Damage I	2	4	0	4
AUB136	Plastics & Adhesives	1	0	0	3
CIS113	Computer Basics	0	2	0	1
		----	----	----	----
	<b>Totals</b>	<b>3</b>	<b>6</b>	<b>0</b>	<b>8</b>

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

Co-op Option: NA

**COMPUTER INFORMATION TECHNOLOGY****A25260**

The Computer Information Technology curriculum is designed to prepare graduates for employment with organizations that use computers to process, manage, and communicate information. This is a flexible curriculum that can be customized to meet community information systems needs.

Course work will develop a student's ability to communicate complex technical issues related to computer hardware, software, and networks in a manner that computer users can understand. Classes cover computer operations and terminology, operating systems, database, networking, security, and technical support.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to manage information. Graduates should be prepared to sit for industry-recognized certification exams.

**Awards****Associate Degree:** Computer Information Technology (A25260)**Length of Program:** 5 Semesters**Prerequisite:** 2 Units of Algebra, Placement Test Equivalent**Diploma:** Not Applicable**Length of Program:****Prerequisite:****Certificate:** Computer Technologies (C25260C1)**Length of Program:** 2 Semesters**Prerequisite:** High School Diploma, Placement Test Equivalent**Certificate:** Linux (C25260C2)**Length of Program:** 3 Semesters**Prerequisite:** High School Diploma, Placement Test Equivalent**Certificate:** Hardware and Software (C25260C3)**Length of Program:** 3 Semesters**Prerequisite:** High School Diploma, Placement Test Equivalent**Certificate:** Microsoft Networking (C25260C4)**Length of Program:** 2 Semesters**Prerequisite:** High School Diploma, Placement Test Equivalent**Certificate:** Microsoft Desktop Support (C25260C6)**Length of Program:** 3 Semesters**Prerequisite:** High School Diploma, Placement Test Equivalent**Certificate:** Hardware and Software (C25260H1)**Length of Program:** 3 Semesters**Prerequisite:** Placement Test Equivalent

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

**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](mailto:thomasr@faytechcc.edu)

Department Office: Advanced Technology Center, Room 113

Telephone: (910) 678-8347

FTCC Web Site: [www.faytechcc.edu](http://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/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** Child Care Associate, Student Center, Room 142, Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 02/03/12

**COMPUTER INFORMATION TECHNOLOGY (A25260)**

Effective: Fall 2012

Revised: 02/03/12

Length: 5 Semesters

Prerequisite: 2 Units of Algebra, Placement Test Equivalent

Award: Associate in Applied Science

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	0	1
CIS110	Introduction to Computers	2	2	0	3
CIS115	Intro to Prog & Logic	2	3	0	3
ENG111	Expository Writing	3	0	0	3
MAT161	College Algebra	3	0	0	3
MAT161A	College Algebra Lab	0	2	0	1
WEB110	Internet/Web Fundamentals	2	2	0	3
		----	----	----	----
	<b>Totals</b>	<b>13</b>	<b>9</b>	<b>0</b>	<b>17</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
CTS115	Info. Sys. Business Concepts	3	0	0	3
CTS130	Spreadsheet	2	2	0	3
DBA110	Database Concepts	2	3	0	3
NOS110	Operating System Concepts	2	3	0	3
SEC110	Security Concepts	3	0	0	3
<b>Totals</b>		<b>12</b>	<b>8</b>	<b>0</b>	<b>15</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**

Prefix No.	Title	Class	Lab	Clinical	Credit
CTS120	Hardware/Software Support	2	3	0	3
CTS285	Systems Analysis & Design	3	0	0	3
NET110	Networking Concepts	2	2	0	3
or					
NET125	Networking Basics	1	4	0	3
NOS130	Windows Single User	2	2	0	3
	Major Elective	3	0	0	3
<b>Totals</b>		<b>11/12</b>	<b>7/9</b>	<b>0</b>	<b>15</b>

**SPRING SEMESTER 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
CTS289	System Support Project	1	4	0	3
ECO251	Prin. of Microeconomics	3	0	0	3
ENG114	Prof Research & Reporting	3	0	0	3
NOS120	Linux/Unix Single User	2	2	0	3
NOS230	Windows Admin I	2	2	0	3
	Major Elective	2	0	0	2
<b>Totals</b>		<b>13</b>	<b>8</b>	<b>0</b>	<b>17</b>

**TOTAL REQUIRED CREDITS...70**

**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.

**COMPUTER INFORMATION TECHNOLOGY/  
COMPUTER TECHNOLOGIES CERTIFICATE (C25260C1)**

Effective: Fall 2012  
Revised: 02/03/12

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, Placement Test Equivalent  
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	3	0	3
SEC110	Security Concepts	3	0	0	3
<b>Totals</b>		<b>7</b>	<b>5</b>	<b>0</b>	<b>9</b>

**SPRING SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
DBA110	Database Concepts	2	3	0	3
NET110	Networking Concepts	2	2	0	3
NOS110	Operating System Concepts	2	3	0	3
<b>Totals</b>		<b>6</b>	<b>8</b>	<b>0</b>	<b>9</b>

**TOTAL REQUIRED CREDITS... 18****Co-op Option: NA**

**COMPUTER INFORMATION TECHNOLOGY/  
LINUX CERTIFICATE (C25260C2)**

Effective: Fall 2012  
Revised: 02/03/12

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, Placement Test Equivalent  
Award: Certificate

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Introduction to Computers	2	2	0	3
NOS110	Operating System Concepts	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
NOS120	Linux/UNIX Single User	2	2	0	3
<b>Totals</b>		<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>

**SUMMER SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
NOS220	Linux/UNIX Admin I	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**

**COMPUTER INFORMATION TECHNOLOGY/  
HARDWARE AND SOFTWARE CERTIFICATE (C25260C3)**

Effective: Fall 2012  
Revised: 02/03/12

Length: 3 Semesters  
Prerequisite: High School Diploma, Placement Test Equivalent  
Award: Certificate

**FALL SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Introduction to Computers	2	2	0	3
or					
CIS111	Basic PC Literacy	1	2	0	2
NET110	Networking Concepts	2	2	0	3
SEC110	Security Concepts	3	0	0	3
		----	----	----	----
<b>Totals</b>		<b>6</b>	<b>4</b>	<b>0</b>	<b>8</b>

**SPRING SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
CTS120	Hardware/Software Support	2	3	0	3
NOS110	Operating System Concepts	2	3	0	3
		----	----	----	----
<b>Totals</b>		<b>4</b>	<b>6</b>	<b>0</b>	<b>6</b>

**SUMMER SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
CTS220	Adv Hard/Software Support	2	3	0	3
		----	----	----	----
<b>Totals</b>		<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>

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

**This certificate should prepare you for A+ Certification.**

**Co-op Option: NA**

**COMPUTER INFORMATION TECHNOLOGY/  
MICROSOFT NETWORKING CERTIFICATE (C25260C4)**

Effective: Fall 2012  
Revised: 02/03/12

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 Computer Information Technology for an Associate in Applied Science degree.

Length: 3 Semesters  
Prerequisite: High School Diploma, Placement Test Equivalent  
Award: Certificate

**SUMMER SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
NOS110	Operating System Concepts	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
NET110	Networking Concepts	2	2	0	3
or					
NET125	Networking Basics	1	4	0	3
NOS130	Windows Single User	2	2	0	3
		----	----	----	----
<b>Totals</b>		<b>3/4</b>	<b>4/6</b>	<b>0</b>	<b>6</b>

**SPRING SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
NOS230	Windows Admin I	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**

**COMPUTER INFORMATION TECHNOLOGY/  
MICROSOFT DESKTOP SUPPORT CERTIFICATE (C25260C6)**

Effective: Fall 2012  
Revised: 02/03/12

Length: 3 Semesters  
Prerequisite: High School Diploma, Placement Test Equivalent  
Award: Certificate

**SPRING SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Introduction to Computers	2	2	0	3
NOS110	Operating System concepts	2	3	0	3
		----	----	----	----
<b>Totals</b>		<b>4</b>	<b>5</b>	<b>0</b>	<b>6</b>

**FALL SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
NOS130	Windows Single User	2	2	0	3
		----	----	----	----
<b>Totals</b>		<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>

**SPRING SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
CTS271	Desktop Support: OS	2	2	0	3
or					
CTS272	Desktop Support: Apps	2	2	0	3
NOS230	Windows Admin I	2	2	0	3
		----	----	----	----
<b>Totals</b>		<b>4</b>	<b>4</b>	<b>0</b>	<b>6</b>

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

**Co-op Option: NA**

**COMPUTER-INTEGRATED MACHINING****A50210**

The Computer-Integrated Machining curriculum prepares students with the analytical, creative and innovative skills necessary to take a production idea from an initial concept through design, development and production, resulting in a finished product.

Coursework may include manual machining, computer applications, engineering design, computer-aided drafting (CAD), computer-aided machining (CAM), blueprint interpretation, advanced computerized numeric control (CNC) equipment, basic and advanced machining operations, precision measurement and high-speed multi-axis machining.

Graduates should qualify for employment as machining technicians in high-tech manufacturing, rapid-prototyping and rapid-manufacturing industries, specialty machine shops, fabrication industries, and high-tech or emerging industries such as aerospace, aviation, medical, and renewable energy, and to sit for machining certification examinations.

**Awards**

**Associate Degree:** Computer-Integrated Machining (A50210)

**Length of Program:** 5 Semesters

**Prerequisite:** High School Diploma, Placement Test Equivalent

**Diploma:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Certificate:** Basic Computer-Integrated Machining Certificate (C50210C1)

**Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma, Placement Test Equivalent

**Certificate:** Basic Computer-Integrated Machining Certificate (C50210H1)

**Length of Program:** 2 Semesters

**Prerequisite:** Placement Test Equivalent

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

**License or Certification Information:** None Required

**Program Information Contact:**

Program Coordinator: Gary Smith

Telephone Number: (910) 678-8427

Office Location: Lafayette Hall, Room 137C

Email: [smithga@faytechcc.edu](mailto:smithga@faytechcc.edu)

Department Office: Lafayette Hall, Room 120

Telephone: (910) 678-8383

FTCC Web Site: [www.faytechcc.edu](http://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/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 04/19/12

**COMPUTER-INTEGRATED MACHINING (A50210)**

Effective: Fall 2011

Revised: 03/07/11

Length: 5 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Associate in Applied Science

**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	0	1
CIS110	Introduction to Computers	2	2	0	3
or					
CIS111	Basic PC Literacy	1	2	0	2
MAC111	Machining Technology I	2	12	0	6
MAC114	Intro to Metrology	2	0	0	2
MAC131	Blueprint Reading/Mach I	1	2	0	2
MAC151	Machining Calculations	1	2	0	2
	Humanities/Fine Arts Elective	3	0	0	3
<b>Totals</b>		<b>11</b>	<b>18</b>	<b>0</b>	<b>18</b>

**Spring Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG111	Expository Writing	3	0	0	3
MAC112	Machining Technology II	2	12	0	6
MAC132	Blueprint Reading/Mach II	1	2	0	2
MAC152	Adv 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
MAC124	CNC Milling	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
COM231	Public Speaking	3	0	0	3

or					
ENG115	Oral Communication	3	0	0	3
MAC122	CNC Turning	1	3	0	2
MAC233	Appl in CNC Machining	2	12	0	6
MAC243	Die Making I	2	6	0	4
WLD112	Basic Welding Processes	1	3	0	2
	<b>Totals</b>	<b>9</b>	<b>24</b>	<b>0</b>	<b>17</b>

**TOTAL REQUIRED CREDITS... 73****Co-op Option:** N/A

**Note:** Students **may not** take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

**COMPUTER-INTEGRATED MACHINING TECHNOLOGY/  
BASIC COMPUTER-INTEGRATED MACHINING  
CERTIFICATE (C50210C1)  
Evening/Weekend Program  
Effective: Fall 2012  
Revised: 04/19/12**

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 blueprint 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
MAC111AA	Machining Technology I	0	9	0	3
	<b>Totals</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>3</b>

**Spring Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
MAC111BB	Machining Technology I	2	3	0	3
MAC131	Blueprint Reading/Mach I	1	2	0	2
	<b>Totals</b>	<b>3</b>	<b>5</b>	<b>0</b>	<b>5</b>

**Fall Semester 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
MAC112AA	Machining Technology II	0	9	0	3
	<b>Totals</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>3</b>

**Spring Semester 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
MAC112BB	Machining Technology II	2	3	0	3
MAC151	Machining Calculations	1	2	0	2
	<b>Totals</b>	<b>3</b>	<b>5</b>	<b>0</b>	<b>5</b>

**TOTAL REQUIRED CREDITS.... 16****Co-op Option:** N/A**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, Placement Test Equivalent**Diploma:** Not Applicable**Length of Program:****Prerequisite:****Certificate:** Visual Basic Programming (C25130C4)**Length of Program:** 3 Semesters**Prerequisite:** High School Diploma, Unit of Algebra, Placement Test Equivalent**Certificate:** JAVA Programming (C25130C5)**Length of Program:** 3 Semesters**Prerequisite:** High School Diploma, 1 Unit of Algebra, Placement Test Equivalent**Certificate:** Database Programming (C25130C6)**Length of Program:** 3 Semesters**Prerequisite:** High School Diploma, 1 Unit of Algebra, Placement Test Equivalent**Certificate:** C# Programming (C25130C7)**Length of Program:** 3 Semesters**Prerequisite:** High School Diploma, 1 Unit of Algebra, Placement Test Equivalent

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

**License or Certification Information:** None Required**Program Information Contact:**

Curriculum Chairperson: Jenneth Honeycutt

Telephone Number: (910) 678-7354

Office Location: Advanced Technology Center, Room 113H

Email: [honeycuj@faytechcc.edu](mailto:honeycuj@faytechcc.edu)

Department Office: Advanced Technology Center, Room 113  
 Telephone: (910) 678-8347  
 FTCC Web Site: [www.faytechcc.edu](http://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/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** Child Care Associate, Student Center, Room 142, Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 02/24/12

### COMPUTER PROGRAMMING (A25130)

Effective: Fall 2012  
 Revised: 02/24/12

Length: 5 Semesters

Prerequisite: 2 Units of Algebra, Placement Test Equivalent  
 Award: Associate in Applied Science

#### FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
	ACA Elective	1	0	0	0	1
ACC111	Financial Accounting	3	0	0	0	3
CIS110	Introduction to Computers	2	2	0	0	3
CIS115	Intro to Prog & Logic	2	2	0	0	3
ENG111	Expository Writing	3	0	0	0	3
MAT161	College Algebra	3	0	0	0	3
MAT161A	College Algebra Lab	0	2	0	0	1
		-----	-----	-----	-----	-----
<b>Totals</b>		<b>14</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>17</b>

#### SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
COM231	Public Speaking	3	0	0	0	3
CSC139	Visual BASIC Prog	2	3	0	0	3
CSC151	JAVA Programming	2	3	0	0	3
DBA110	Database Concepts	2	3	0	0	3
NOS110	Operating System Concepts	2	3	0	0	3
SEC110	Security Concepts	3	0	0	0	3
		-----	-----	-----	-----	-----
<b>Totals</b>		<b>14</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>18</b>

#### SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
	Humanities/Fine Arts Elective	3	0	0	0	3
	Social/BehaV Science Elective	3	0	0	0	3
		-----	-----	-----	-----	-----
<b>Totals</b>		<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>

#### FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
CSC239	Adv Visual BASIC Prog	2	3	0	0	3
CSC251	Adv JAVA Programming	2	3	0	0	3
CTS115	Info Sys Business Concept	3	0	0	0	3
CTS285	Systems analysis & Design	3	0	0	0	3
	Major Elective	2	0	0	0	2
		-----	-----	-----	-----	-----
<b>Totals</b>		<b>12</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>14</b>

#### SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
CSC289	Programming Capstone Proj.	1	4	0	0	3
DBA120	Database Programming I	2	2	0	0	3
NET110	Networking Concepts	2	2	0	0	3
NOS120	Linux/UNIX Single User	2	2	0	0	3
		-----	-----	-----	-----	-----
<b>Totals</b>		<b>7</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>12</b>

#### TOTAL REQUIRED CREDITS...67

**Co-op Option:** Qualified students may elect to take up to two (2) credit hours of Cooperative Education in lieu of a Major elective provided they acquire approval from the Co-op Director and the Department Chairperson.

**\*Note:** Students **may not** take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

#### COMPUTER PROGRAMMING/VISUAL BASIC PROGRAMMING (Certificate) (C25130C4)

Effective: Fall 2012  
 Revised: 02/24/12

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 1 Unit of Algebra, Placement Test Equivalent  
 Award: Certificate

#### FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
CIS110	Introduction to Computers	2	2	0	0	3
CIS115	Intro to Prog & Logic	2	2	0	0	3
		-----	-----	-----	-----	-----
<b>Totals</b>		<b>4</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>6</b>

#### SPRING SEMESTER

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
CSC139	Visual BASIC Programming	2	3	0	0	3
		-----	-----	-----	-----	-----
<b>Totals</b>		<b>2</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>

**FALL SEMESTER 2**

Prefix No.	Title	Class	Lab Work	Exp.	Credit
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

**COMPUTER PROGRAMMING/JAVA PROGRAMMING  
(Certificate) (C25130C5)**

Effective: Fall 2012

Revised: 02/24/12

The JAVA programming certificate is designed to prepare individuals for employment as programmers in JAVA through study and applications in computer concepts, logic, and programming procedures using the JAVA programming language.

Students will solve business computer problems through programming techniques and procedures using the JAVA language.

Upon completion of this program, a student will have the necessary JAVA skills for an entry level JAVA programming position in business, industry, and government organizations.

Length: 3 Semesters

Prerequisite: High School Diploma and 1 Unit of Algebra, Placement Test Equivalent

Award: Certificate

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab Work	Exp.	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 Work	Exp.	Credit
CSC151	JAVA Programming	2	3	0	3
<b>Totals</b>		<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>

**FALL SEMESTER 2**

Prefix No.	Title	Class	Lab Work	Exp.	Credit
CSC251	Adv JAVA Programming	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

**COMPUTER PROGRAMMING/DATABASE PROGRAMMING  
(Certificate) (C25130C6)**

Effective: Fall 2012

Revised: 02/24/12

The Database Programming certificate is designed to prepare individuals for employment in designing databases, determining information requirements of users; using technology systems and processes to devise means through which to gather and sort needed information; and

implementing effective solutions for reporting necessary information using industry-standard database tools. Certificate holders may qualify for entry level/hands-on positions in this or a related area.

Students will solve business computer problems through database programming techniques and procedures.

Upon completion of this program, a student will have the necessary database skills for an entry-level database programming position in business, industry, and government organizations.

Length: 3 Semesters

Prerequisite: High School Diploma and 1 Unit of Algebra, Placement Test Equivalent

Award: Certificate

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab Work	Exp.	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 Work	Exp.	Credit
CTS115	Info Sys Business Concept	3	0	0	3
DBA110	Database Concepts	2	3	0	3
<b>Totals</b>		<b>5</b>	<b>3</b>	<b>0</b>	<b>6</b>

**FALL SEMESTER 2**

Prefix No.	Title	Class	Lab Work	Exp.	Credit
DBA120	Database Programming I	2	2	0	3
WEB250	Database Driven Websites	2	2	0	3
<b>Totals</b>		<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>

**TOTAL REQUIRED CREDITS.... 18**

Co-op Option: NA

**COMPUTER PROGRAMMING/C# PROGRAMMING  
(Certificate) (C25130C7)**

Effective: Fall 2012

Revised: 02/24/12

The C# Programming certificate is designed to prepare individuals for employment 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 programming position in business, industry, and government organizations.

Length: 3 Semesters

Prerequisite: High School Diploma and 1 Unit of Algebra, Placement Test Equivalent

Award: Certificate

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Work Exp.	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	Work Exp.	Credit
CSC153	C# Programming	2	3	0	3
<b>Totals</b>		<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>

**SPRING SEMESTER 2**

Prefix No.	Title	Class	Lab	Work Exp.	Credit
CSC253	Adv C# Programming	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****A55140**

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 license. Employment is available in beauty salons and related businesses.

**Awards****Associate Degree:** Cosmetology (A55140)**Length of Program:** 5 Semesters**Prerequisite:** High School Diploma, Placement Test Equivalent**Diploma:** Cosmetology (D55140)**Length of Program:** 4 Semesters (day program); 6 Semesters (night program)**Prerequisite:** High School Diploma, Placement Test Equivalent**Certificate:** Not Applicable**Length of Program:****Prerequisite:**

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

**License or Certification Information:** Graduates are eligible to take the North Carolina State Board of Cosmetic Arts exam.

**Program Information Contact:**

Department Chair: Veronica Guions

Telephone Number: (910) 678-0159

Office Location: Salon &amp; Spa Services Education Center, Room 2A

Email: [guionsv@faytechcc.edu](mailto:guionsv@faytechcc.edu)

Department Office: Salon &amp; Spa Services Education Center, Room 2A

Telephone: (910) 678-0159

FTCC Web Site: [www.faytechcc.edu](http://www.faytechcc.edu)**Application Deadlines:** None

**Scholarship/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 01/20/12

**COSMETOLOGY (A55140)**

Effective: Fall 2012

Revised: 01/20/12

Length: 5 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Associate in Applied Science

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	0	1
COS111	Cosmetology Concepts I	4	0	0	4
COS112	Salon I	0	24	0	8
ENG111	Expository Writing	3	0	0	3
<b>Totals</b>		<b>8</b>	<b>24</b>	<b>0</b>	<b>16</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
COS113	Cosmetology Concepts II	4	0	0	4
COS114	Salon II	0	24	0	8
<b>Totals</b>		<b>7</b>	<b>24</b>	<b>0</b>	<b>15</b>

**SUMMER SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
COS115	Cosmetology Concepts III	4	0	0	4
COS116	Salon III	0	12	0	4
<b>Totals</b>		<b>4</b>	<b>12</b>	<b>0</b>	<b>8</b>



**FALL SEMESTER II**

Prefix No.	Title	Class	Lab	Clinical	Credit
COS117	Cosmetology Concepts IV	2	0	0	2
COS118	Salon IV	0	21	0	7
MAT115	Mathematical Models	2	2	0	3
PSY118	Interpersonal Psychology	3	0	0	3
or					
PSY150	General Psychology	3	0	0	3
<b>Totals</b>		<b>7</b>	<b>23</b>	<b>0</b>	<b>15</b>

**SPRING SEMESTER II**

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS230	Small Business Management	3	0	0	3
CIS110	Introduction to Computers	2	2	0	3
COS223	Contemp Hair Coloring	1	3	0	2
COS224	Trichology & Chemistry	1	3	0	2
COS250	Computerized Salon Ops	1	0	0	1
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	1	3	0	2
<b>Totals</b>		<b>12</b>	<b>11</b>	<b>0</b>	<b>16</b>

**TOTAL REQUIRED CREDITS.... 70**

Co-op Option: NA

**COSMETOLOGY (D55140)**

Effective: Fall 2012

Revised: 01/20/12

Length: 4 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Diploma

**FALL SEMESTER I**

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
or					
ENG111	Expository Writing	3	0	0	3
<b>Totals</b>		<b>7</b>	<b>24</b>	<b>0</b>	<b>15</b>

**SPRING SEMESTER I**

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Pick	1	0	0	1
COS113	Cosmetology Concepts II	4	0	0	4
COS114	Salon II	0	24	0	8
<b>Totals</b>		<b>5</b>	<b>24</b>	<b>0</b>	<b>13</b>

**SUMMER SEMESTER I**

Prefix No.	Title	Class	Lab	Clinical	Credit
COS115	Cosmetology Concepts III	4	0	0	4
COS116	Salon III	0	12	0	4
*PSY101	Applied Psychology	3	0	0	3
or					
PSY118	Interpersonal Psychology	3	0	0	3

or

PSY150	General Psychology	3	0	0	3
<b>Totals</b>		<b>7</b>	<b>12</b>	<b>0</b>	<b>11</b>

**FALL SEMESTER II**

Prefix No.	Title	Class	Lab	Clinical	Credit
COS117	Cosmetology Concepts IV	2	0	0	2
	Major Elective	0	21	0	7
<b>Totals</b>		<b>2</b>	<b>21</b>	<b>0</b>	<b>9</b>

**TOTAL REQUIRED CREDITS.... 48**

Co-op Option: NA

**\*ENG-101 and PSY-101 will not transfer to Associate Degree programs.****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)

Criminal Justice Technology (A55180A)

Dual Enrollment Agreement with Fayetteville

State University

**Length of Program:** 5 Semesters**Prerequisite:** High School Diploma, Placement Test Equivalent**Diploma:** Not Applicable**Length of Program:****Prerequisite:****Certificate:** Essential Law Enforcement Operations Certificate (C55180C4)**Length of Program:** 2 Semesters**Prerequisite:** High School Diploma, Placement Test Equivalent**Certificate:** Courts and the Law Certificate (C55180C5)**Length of Program:** 2 Semesters**Prerequisite:** High School Diploma, Placement Test Equivalent

**Certificate:** Principles of Corrections Certificate (C55180C6)  
**Length of Program:** 2 Semesters  
**Prerequisite:** High School Diploma, Placement Test Equivalent

**Certificate:** Criminal Investigations Certificate (C55180C7)  
**Length of Program:** 2 Semesters  
**Prerequisite:** High School Diploma, Placement Test Equivalent

**Certificate:** Private Investigations/Loss Prevention Certificate (C55180C8)  
**Length of Program:** 2 Semesters  
**Prerequisite:** High School Diploma, Placement Test Equivalent

**Certificate:** Homeland Security Certificate (C55180C9)  
**Length of Program:** 2 Semesters  
**Prerequisite:** High School Diploma, Placement Test Equivalent

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

**License or Certification Information:** None Required

**Program Information Contact:**

Department Chairperson: Aaron Cox  
 Telephone Number: (910) 678-0046  
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 Email: [coxaa@faytechcc.edu](mailto:coxaa@faytechcc.edu)  
 Department Office: Horace Sisk, Room 633  
 Telephone: (910) 678-8452  
 FTCC Web Site: [www.faytechcc.edu](http://www.faytechcc.edu)

Dual Enrollment Program Advisor: Larry Vick  
 Telephone Number: (910) 678-0044  
 Office Location: Horace Sisk, Room 624  
 Email: [vickl@faytechcc.edu](mailto:vickl@faytechcc.edu)

**Application Deadlines:** None

**Scholarship/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 12/13/11

**CRIMINAL JUSTICE TECHNOLOGY (A55180)**

Effective: Fall 2012  
 Revised: 12/13/11

Length: 5 Semesters  
 Prerequisite: High School Diploma, Placement Test Equivalent  
 Award: Associate in Applied Science

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	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
PSY150	General Psychology	3	0	0	3
	Major Elective	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
ENG114	Prof Research & Reporting	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**

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC132	Court Procedure & Evidence	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
	Major Elective	3	0	0	3
<b>Totals</b>		<b>14/15</b>	<b>2/4</b>	<b>0</b>	<b>16</b>

**SPRING SEMESTER 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC212	Ethics & Comm Relations	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	9	0	0	9
<b>Totals</b>		<b>15</b>	<b>0</b>	<b>0</b>	<b>15</b>

**TOTAL REQUIRED CREDITS.... 71**

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.

**Note:** Students **may not** take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

**CRIMINAL JUSTICE TECHNOLOGY (A55180A)**  
**Dual Enrollment Agreement with Fayetteville State University**

Effective: Fall 2012  
 Revised: 12/13/11

Length: 5 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Associate in Applied Science

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	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
PSY150	General Psychology	3	0	0	3
	Major Elective	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
ENG114	Prof Research & Reporting	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**

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC132	Court Procedure & Evidence	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
	Major Elective	3	0	0	3
<b>Totals</b>		<b>14/15</b>	<b>2/4</b>	<b>0</b>	<b>16</b>

**SPRING SEMESTER 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC212	Ethics & Comm Relations	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	9	0	0	9
<b>Totals</b>		<b>15</b>	<b>0</b>	<b>0</b>	<b>15</b>

**TOTAL REQUIRED CREDITS.... 71**

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. **FSU will not transfer co-op credits.**

**\*CJC-121, MAT-140 & PED-110 are required by Fayetteville State University (FSU).**

**CRIMINAL JUSTICE TECHNOLOGY/ ESSENTIAL LAW ENFORCEMENT OPERATIONS CERTIFICATE (C55180C4)**

Effective: Fall 2012  
 Revised: 12/13/11

The Essential Law Enforcement Operations Certificate program provides an in-depth study of current law enforcement operations and procedures.

Topics include Law Enforcement Operations, Community Policing, and Investigative Principles.

This program prepares the student in the additional knowledge required for employment as a law enforcement officer or investigator.

Length: 2 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Certificate

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC114	Investigative Photography	1	2	0	2
CJC121	Law Enforcement Operations	3	0	0	3
CJC221	Investigative Principles	3	2	0	4
<b>Totals</b>		<b>7</b>	<b>4</b>	<b>0</b>	<b>9</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC120	Interviews/Interrogations	1	2	0	2
CJC122	Community Policing	3	0	0	3
CJC212	Ethics & Comm Relations	3	0	0	3
<b>Totals</b>		<b>7</b>	<b>2</b>	<b>0</b>	<b>8</b>

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

**Co-op Option:** NA

Students with a felony conviction may have limited Criminal Justice employment opportunities.

**CRIMINAL JUSTICE TECHNOLOGY/ COURTS AND THE LAW CERTIFICATE (C55180C5)**

Effective: Fall 2012  
 Revised: 12/13/11

The Courts and the Law Certificate program provides an in-depth study of Constitutional, Criminal, Civil, and Correctional law.

Topics include the Law, Courts, Evidence and Ethics.

This program prepares the student in the additional knowledge required for employment in Criminal Justice and /or base law classes for law school bound students.

Length: 2 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Certificate

#### FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC132	Court Procedure & Evidence	3	0	0	3
CJC231	Constitutional Law	3	0	0	3
CJC232	Civil Liabilities	3	0	0	3
		----	----	----	----
<b>Totals</b>		<b>9</b>	<b>0</b>	<b>0</b>	<b>9</b>

#### SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC120	Interviews/Interrogations	1	2	0	2
CJC131	Criminal Law	3	0	0	3
CJC212	Ethics & Comm Relations	3	0	0	3
		----	----	----	----
<b>Totals</b>		<b>7</b>	<b>2</b>	<b>0</b>	<b>8</b>

#### TOTAL REQUIRED CREDITS.... 17

Co-op Option: NA

Students with a felony conviction may have limited Criminal Justice employment opportunities.

#### CRIMINAL JUSTICE TECHNOLOGY/ PRINCIPLES OF CORRECTIONS CERTIFICATE (C55180C6)

Effective: Fall 2012

Revised: 12/13/11

The Principles of Corrections Certificate program provides an in-depth study of the Corrections, Probation, and Parole system.

Topics include Corrections, Community Based Corrections and Correctional Law.

This program prepares the student in the additional knowledge required for employment in Corrections and Probation and Parole.

Length: 2 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Certificate

#### FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC141	Corrections	3	0	0	3
CJC213	Substance Abuse	3	0	0	3
CJC214	Victimology	3	0	0	3
		----	----	----	----
<b>Totals</b>		<b>9</b>	<b>0</b>	<b>0</b>	<b>9</b>

#### SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC120	Interviews/Interrogations	1	2	0	2
CJC233	Correctional Law	3	0	0	3
CJC241	Community-Based Corrections	3	0	0	3
		----	----	----	----
<b>Totals</b>		<b>7</b>	<b>2</b>	<b>0</b>	<b>8</b>

#### TOTAL REQUIRED CREDITS.... 17

Co-op Option: NA

Students with a felony conviction may have limited Criminal Justice employment opportunities.

#### CRIMINAL JUSTICE TECHNOLOGY/ CRIMINAL INVESTIGATIONS CERTIFICATE (C55180C7)

Effective: Fall 2012

Revised: 12/13/11

The Criminal Investigations Certificate program provides an in-depth study of Investigations whether Criminal or Private.

Topics include Crime Scene Processing, Investigative Principles and Investigative Photography.

This program prepares the student in the additional knowledge required for employment as an Investigator.

Length: 2 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Certificate

#### FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC120	Interviews/Interrogations	1	2	0	2
CJC131	Criminal Law	3	0	0	3
CJC222	Criminalistics	3	0	0	3
		----	----	----	----
<b>Totals</b>		<b>7</b>	<b>2</b>	<b>0</b>	<b>8</b>

#### SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC114	Investigative Photography	1	2	0	2
CJC132	Court Procedure & Evidence	3	0	0	3
CJC221	Investigative Principles	3	2	0	4
		----	----	----	----
<b>Totals</b>		<b>7</b>	<b>4</b>	<b>0</b>	<b>9</b>

#### TOTAL REQUIRED CREDITS.... 17

Co-op Option: NA

Students with a felony conviction may have limited Criminal Justice employment opportunities.

#### CRIMINAL JUSTICE TECHNOLOGY/ PRIVATE INVESTIGATIONS/LOSS PREVENTION CERTIFICATE (C55180C8)

Effective: Fall 2012

Revised: 12/13/11

The Private Investigations/Loss Prevention Certificate program provides an in-depth study of Private and Corporate Security and Loss Prevention.

Topics include Loss Prevention, Threat Assessment, and High-Risk Event Planning.

This program prepares the student with additional knowledge required for employment as a Private Investigator, Loss Prevention Specialist or Corporate Security Specialist.

Length: 2 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Certificate

### FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC120	Interviews/Interrogations	1	2	0	2
CJC132	Court Procedure & Evidence	3	0	0	3
CJC151	Intro to Loss Prevention	3	0	0	3
<b>Totals</b>		<b>7</b>	<b>2</b>	<b>0</b>	<b>8</b>

### SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC114	Investigative Photography	1	2	0	2
CJC162	Intel Analysis & Sec Mgmt	3	0	0	3
CJC260	Threat Assessment	1	2	0	2
CJC262	High-Risk Event Planning	1	2	0	2
<b>Totals</b>		<b>6</b>	<b>6</b>	<b>0</b>	<b>9</b>

### TOTAL REQUIRED CREDITS.... 17

Co-op Option: NA

Students with a felony conviction may have limited Criminal Justice employment opportunities.

### CRIMINAL JUSTICE TECHNOLOGY/ HOMELAND SECURITY CERTIFICATE (C55180C9)

Effective: Fall 2012

Revised: 12/13/11

The Homeland Security Certificate program provides an in-depth study of Homeland Security.

Topics include Terrorism, Border & Transportation Security and Critical Incident Management.

This program prepares the student with knowledge about Homeland Security, a division of the Federal Government since 9/11. This program is an excellent primer for those interested in pursuing a career in Homeland Security.

Length: 2 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Certificate

### FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC160	Terrorism: Underlying Issues	3	0	0	3
CJC161	Intro to Homeland Security	3	0	0	3
CJC162	Intel Analysis & Sec Mgmt	3	0	0	3
<b>Totals</b>		<b>9</b>	<b>0</b>	<b>0</b>	<b>9</b>

### SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC120	Interviews/Interrogations	1	2	0	2
CJC163	Trans and Border Security	3	0	0	3
CJC170	Critical Inc Mgt for Pub Safety	3	0	0	3
<b>Totals</b>		<b>7</b>	<b>2</b>	<b>0</b>	<b>8</b>

### TOTAL REQUIRED CREDITS.... 17

Co-op Option: NA

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

**Length of Program:**

**Prerequisite:**

**Certificate:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

**License or Certification Information:** None Required

### Program Information Contact:

Curriculum Advisor: Larry Vick

Telephone Number: (910) 678-0044

Office Location: Horace Sisk, Room 624

Email: [vickl@faytechcc.edu](mailto:vickl@faytechcc.edu)

Department Office: Horace Sisk, Room 633

Telephone: (910) 678-8452

FTCC Web Site: [www.faytechcc.edu](http://www.faytechcc.edu)

**Application Deadlines:** None

**Scholarship/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 07/01/11

**CRIMINAL JUSTICE TECHNOLOGY/  
FINANCIAL CRIME/COMPUTER FRAUD CONCENTRATION  
(A5518B)**

Effective: Fall 2009  
Revised: 12/15/08

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>14/15</b>	<b>4/6</b>	<b>0</b>	<b>17</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC112	Criminology	3	0	0	3
CJC113	Juvenile Justice	3	0	0	3
CJC116	Intro to Information Security	3	0	0	3
ENG113	Literature-Based Research	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>2</b>	<b>0</b>	<b>18</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
	Major Elective	3	0	0	3
<b>Totals</b>		<b>9</b>	<b>0</b>	<b>0</b>	<b>9</b>

**FALL SEMESTER 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC216	Computer Sys Security Invest	3	0	0	3
CJC221	Investigative Principles	3	2	0	4
PSY150	General Psychology	3	0	0	3
	Major Elective	3	0	0	3
<b>Totals</b>		<b>12</b>	<b>2</b>	<b>0</b>	<b>13</b>

**SPRING SEMESTER 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
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	2	2	0	3
<b>Totals</b>		<b>11</b>	<b>2</b>	<b>0</b>	<b>12</b>

**TOTAL REQUIRED CREDITS.... 69**

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.

**\*Note:** Students **may not** take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

**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, Placement Test Equivalent

**Diploma:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Certificate:** Latent Evidence Certificate (C5518AC1)

**Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma, Placement Test Equivalent

**Certificate:** Latent Evidence Certificate (C5518AH1)

**Length of Program:** 2 Semesters

**Prerequisite:** Placement Test Equivalent

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

**License or Certification Information:** None Required

**Program Information Contact:**

Curriculum Advisor: Michael Hawkins

Telephone Number: (910) 678-8293

Office Location: Horace Sisk, Room 633B  
 Email: [hawkinsm@faytechcc.edu](mailto:hawkinsm@faytechcc.edu)  
 Department Office: Horace Sisk, Room 633  
 Telephone: (910) 678-8452  
 FTCC Web Site: [www.faytechcc.edu](http://www.faytechcc.edu)

**Application Deadlines:** None

**Scholarship/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 11/18/11

### CRIMINAL JUSTICE TECHNOLOGY/LATENT EVIDENCE (A5518A)

Effective: Fall 2012  
 Revised: 11/18/11

Length: 5 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent  
 Award: Associate in Applied Science

#### FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
HH	ACA Elective	1	0	0	1
HCIS110H	Introduction to Computers	2	2	0	3
HCJC111H	Intro to Criminal Justice	3	0	0	3
HCJC231H	Constitutional Law	3	0	0	3
HENG111H	Expository Writing	3	0	0	3
HPSY150H	General Psychology	3	0	0	3
<b>Totals</b>		<b>15</b>	<b>2</b>	<b>0</b>	<b>16</b>

#### SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
HCJC112H	Criminology	3	0	0	3
HCJC113H	Juvenile Justice	3	0	0	3
HCJC131H	Criminal Law	3	0	0	3
HCJC144H	Crime Scene Processing	2	3	0	3
HMAT140H	Survey of Mathematics	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
<b>Totals</b>		<b>17</b>	<b>3</b>	<b>0</b>	<b>18</b>

#### SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
HCOM231H	Public Speaking	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>

#### FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
HCJC146H	Trace Evidence	2	3	0	3
HCJC221H	Investigative Principles	3	2	0	4
HCJC245H	Friction Ridge Analysis	2	3	0	3
	Major Elective	6	0	0	6
<b>Totals</b>		<b>13</b>	<b>8</b>	<b>0</b>	<b>16</b>

#### SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
HCJC212H	Ethics & Comm Relations	3	0	0	3
HCJC246H	Adv Friction Ridge Analysis	2	3	0	3
HENG114H	Prof Research & Reporting	3	0	0	3
	Major Elective	3	0	0	3
<b>Totals</b>		<b>11</b>	<b>3</b>	<b>0</b>	<b>12</b>

#### TOTAL REQUIRED CREDITS.... 68

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 in lieu of a Major elective provided they acquire approval from the Co-op Director and the Department Chairperson.

**Note:** Students **may not** take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

#### CRIMINAL JUSTICE TECHNOLOGY LATENT EVIDENCE CERTIFICATE (C5518AC1)

Effective: Fall 2012  
 Revised: 11/18/11

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, Placement Test Equivalent  
 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	Adv 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****Co-Op Option:** NA

Students with a felony conviction may have limited Criminal Justice employment opportunities.

**CULINARY ARTS****A55150**

This curriculum provides specific training required to prepare students to assume positions as trained culinary professionals in a variety of foodservice settings including full service restaurants, hotels, resorts, clubs, catering operations, contract foodservice and health care facilities.

Students will be provided theoretical knowledge/practical applications that provide critical competencies to meet industry demands, including environmental stewardship, operational efficiencies and professionalism. Courses include sanitation/safety, baking, garde manger, culinary fundamentals/production skills, nutrition, customer service, purchasing/cost control, and human resource management.

Graduates should qualify for entry-level opportunities including prep cook, line cook, and station chef. American Culinary Federation certification may be available to graduates. With experience, graduates may advance to positions including sous chef, pastry chef, executive chef, or foodservice manager.

**Awards****Associate Degree:** Culinary Arts (A55150)**Length of Program:** 5 Semesters**Prerequisite:** High School Diploma & 1 Unit of Algebra, Placement Test Equivalent**Diploma:** Not Applicable**Length of Program:****Prerequisite:****Certificate:** Pantry Chef (C55150C1)**Length of Program:** 2 Semester**Prerequisite:** High School Diploma, Placement Test Equivalent**Certificate:** Baking (C55150C2)**Length of Program:** 2 Semester**Prerequisite:** High School Diploma, Placement Test Equivalent**Certificate:** Demi-Chef (C55150C3)**Length of Program:** 2 Semester**Prerequisite:** High School Diploma, Placement Test Equivalent**Certificate:** Demi-Chef (C55150H1)**Length of Program:** 2 Semester**Prerequisite:** Placement Test Equivalent

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

**License or Certification Information:** None Required**Program Information Contact:**

Curriculum Chairperson: Kay Gilbert

Telephone Number: (910) 678-8207

Office Location: Horace Sisk, Room 616D

Email: [gilbertk@faytechcc.edu](mailto:gilbertk@faytechcc.edu)

Department Office: Horace Sisk, Room 616

Telephone: (910) 678-8295

FTCC Web Site: [www.faytechcc.edu](http://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/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 05/07/12

**CULINARY ARTS (A55150)**

Effective: Fall 2011

Revised: 03/04/11

Length: 5 Semesters

Prerequisite: High School Diploma &amp; 1 Unit of Algebra, Placement Test Equivalent

Award: Associate in Applied Science

**Fall Semester 1**

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
	ACA Elective	1	0	0	0	1
CIS110	Introduction to Computers	2	2	0	0	3
	or					
CIS111	Basic PC Literacy	1	2	0	0	2
CUL110	Sanitation and Safety	2	0	0	0	2
CUL135	Food & Beverage Service	2	0	0	0	2
CUL135A	Food & Beverage Serv Lab	0	2	0	0	1
CUL140	Culinary Skills I	2	6	0	0	5
CUL150	Food Science	1	2	0	0	2
ENG111	Expository Writing	3	0	0	0	3
	<b>Totals</b>	<b>12</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>18</b>

**Spring Semester 1**

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
CUL112	Nutrition for Foodservice	3	0	0	0	3
	or					
NUT110	Nutrition	3	0	0	0	3
CUL160	Baking I	1	4	0	0	3
CUL170	Garde Manger I	1	4	0	0	3
CUL240	Culinary Skills II	1	8	0	0	5
	Math Elective	2	2	0	0	3
	<b>Totals</b>	<b>8</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>17</b>



**Summer Semester 1**

Prefix No.	Title	Class	Lab Work	Exp.	Credit
PSY 118	Interpersonal Psychology	3	0	0	3
or					
PSY150	General Psychology	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>

**Fall Semester 2**

Prefix No.	Title	Class	Lab Work	Exp.	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
CUL260A	Baking II Lab	0	3	0	1
		----	----	----	----
<b>Totals</b>		<b>6</b>	<b>18</b>	<b>0</b>	<b>14</b>

**Spring Semester 2**

Prefix No.	Title	Class	Lab Work	Exp.	Credit
COE112	Co-op Work Experience I	0	0	20	2
COE115	Work Exp Seminar I	1	0	0	1
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
HRM245	Human Resource Mgmt-Hosp	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	4	0	0	4
		----	----	----	----
<b>Totals</b>		<b>14</b>	<b>0</b>	<b>20</b>	<b>16</b>

**TOTAL REQUIRED CREDITS.....71**

**Co-op Option:** Students are required to take three (3) credit hours of Cooperative Education. Students must acquire approval from the Department Chairperson to determine which co-op to take in order to receive credit for this degree.

**\*Note:** Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

**CULINARY ARTS/PANTRY CHEF CERTIFICATE (GARDE MANGER) (C55150C1)**

Effective: Fall 2011

Revised: 03/04/11

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, canapes, hor d'oeuvres and other related topics.

The program will enhance the student's cold food preparation, presentation and display skills.

Length: 2 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Certificate

**Fall Semester**

Prefix No.	Title	Class	Lab Work	Exp.	Credit
CIS110	Introduction to Computers	2	2	0	3
or					
CIS111	Basic PC Literacy	1	2	0	2
CUL110	Sanitation and Safety	2	0	0	2
CUL140	Culinary Skills I	2	6	0	5
		----	----	----	----
<b>Totals</b>		<b>5</b>	<b>8</b>	<b>0</b>	<b>9</b>

**Spring Semester**

Prefix No.	Title	Class	Lab Work	Exp.	Credit
COE111	Co-op Work Experience I	0	0	10	1
or					
COE121	Co-op Work Experience II	0	0	10	1
or					
COE131	Co-op Work Experience III	0	0	10	1
CUL170	Garde Manger I (1st 8 weeks)	1	4	0	3
CUL270	Garde Manager II (2nd 8 wks)	1	4	0	3
CUL270A	Garde Manager II Lab (2nd 8 wks)	0	3	0	1
		----	----	----	----
<b>Totals</b>		<b>2</b>	<b>11</b>	<b>10</b>	<b>8</b>

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

**Co-op Option:** Students are required to take one (1) credit hour of Cooperative Education. Students must acquire approval from the Department Chairperson to determine which co-op to take in order to receive credit for this certificate.

**CULINARY ARTS/  
BAKING CERTIFICATE (C55150C2)**

Effective: Fall 2011

Revised: 03/04/11

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: 2 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Certificate

**Fall Semester**

Prefix No.	Title	Class	Lab Work	Exp.	Credit
CUL110	Sanitation and Safety	2	0	0	2
CUL160	Baking I (1st 8 weeks)	1	4	0	3
CUL260	Baking II (2nd 8 weeks)	1	4	0	3
CUL260A	Baking II Lab (2nd 8 wks)	0	3	0	1
		----	----	----	----
<b>Totals</b>		<b>4</b>	<b>11</b>	<b>0</b>	<b>9</b>

**Spring Semester**

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
CIS110	Introduction to Computers	2	2	0	0	3
or						
CIS111	Basic PC Literacy	1	2	0	0	2
COE111	Co-op Work Experience I	0	0	10	0	1
or						
COE121	Co-op Work Experience II	0	0	10	0	1
or						
COE131	Co-op Work Experience III	0	0	10	0	1
CUL280	Pastry & Confections	1	4	0	0	3
CUL280A	Pastry & Confections Lab	0	3	0	0	1
<b>Totals</b>		<b>2</b>	<b>9</b>	<b>10</b>	<b>0</b>	<b>7</b>

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

**\*Co-op Option:** Students are required to take one (1) credit hour of Cooperative Education. Students must acquire approval from the Department Chairperson to determine which co-op to take in order to receive credit for this certificate.

**CULINARY ARTS/DEMI-CHEF CERTIFICATE (C55150C3)**

Effective: Fall 2011  
Revised: 03/04/11

The Demi-Chef Certificate is designed to prepare students for an entry-level position in the culinary field. The program will give the students the basic culinary skills necessary to be an assistant to a chef otherwise known in the Classical Brigade as a Demi-Chef. Students will learn to prepare both hot and cold foods including but not limited to salads, dressings, canapés, hor d'oeuvres, cold and hot sauces, garnishes, vegetables, meats and other food items using a variety of cooking methods. Students will learn to operate commercial kitchen equipment, use correct sanitation and safety procedures in the kitchen, and correct purchasing procedures.

The program will enhance the student's food preparation, presentation and display skills.

Length: 2 Semesters

Other Requirements: 2 Chef Uniforms, Textbook

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Certificate

**Fall Semester**

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
CUL110	Sanitation and Safety	2	0	0	0	2
CUL140	Culinary Skills I	2	6	0	0	5
<b>Totals</b>		<b>4</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>7</b>

**Spring Semester**

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
CUL120	Purchasing	2	0	0	0	2
CUL170	Garde Manger I	1	4	0	0	3
<b>Totals</b>		<b>3</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>5</b>

**TOTAL REQUIRED CREDITS.... 12**

**Co-op Option:** NA

**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.

As a Dental Assistant II, defined by the Dental Law of North Carolina, graduates work in dental offices and other related areas.

**Awards**

**Associate Degree:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Diploma:** Dental Assisting (D45240)

**Length of Program:** 3 Semesters

**Prerequisite:** 1 unit Biology, Placement Test Credit Equivalent

**Certificate:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

**License or Certification Information:** None required.

**Program Information Contact:**

Department Chair: Angela Simmons

Telephone Number: (910) 678-9858

Office Location: Health Technology Center, Room 101-H

Email: [simmons@faytechcc.edu](mailto:simmons@faytechcc.edu)

Department Office: Health Technology Center, Room 101

Telephone: (910) 678-9859

FTCC Web Site:

<http://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/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 11/28/11

**DENTAL ASSISTING (D45240)**

Effective: Fall 2012

Revised: 11/28/11

Length: 3 Semesters

Prerequisite: 1 Unit Biology, Placement Test Credit Equivalent

Award: Diploma

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	0	1
BIO161	Intro to Human Biology	3	0	0	3
*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>15</b>	<b>10</b>	<b>0</b>	<b>20</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Introduction to Computers	2	2	0	3
	or				
CIS113	Computer Basics	0	2	0	1
*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
ENG111	Expository Writing	3	0	0	3
	<b>Totals</b>	<b>12</b>	<b>7</b>	<b>12</b>	<b>19</b>

**SUMMER SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
*DEN107	Clinical Practice II	1	0	12	5
PSY150	General Psychology	3	0	0	3
	<b>Totals</b>	<b>4</b>	<b>0</b>	<b>12</b>	<b>8</b>

**TOTAL REQUIRED CREDITS.... 47****Co-Op Option:** NA

**\*DEN-100, DEN-101, DEN-102, DEN-103, DEN-104, DEN-105, DEN-106, and DEN-107 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, Placement Test Credit Equivalent**Diploma:** Not Applicable**Length of Program:****Prerequisite:****Certificate:** Not Applicable**Length of Program:****Prerequisite:**

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

**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:**

Department Chair: Susan S. Ellis

Telephone Number: (910) 678-8575

Office Location: Health Technology Center, Room 101D

Email: [elliss@faytechcc.edu](mailto:elliss@faytechcc.edu)

Department Office: Health Technology Center, Room 101

Telephone: (910) 678-9859

FTCC Web Site: [www.faytechcc.edu](http://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/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 11/28/11

**DENTAL HYGIENE (A45260)**

Effective: Fall 2012

Revised: 11/28/11

Length: 5 Semesters

Prerequisites: 1Unit Biology, Algebra &amp; Chemistry, Placement Test

Credit Equivalent

Award: Associate in Applied Science

Prefix No.	Title	Class	Lab	Clinical	Credit
DEN224	Materials and Procedures	1	3	0	2
DEN230	Dental Hygiene Theory IV	1	0	0	1
DEN231	Dental Hygiene Clinic IV	0	0	12	4
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>

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	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>14</b>	<b>10</b>	<b>0</b>	<b>18</b>

**TOTAL REQUIRED CREDITS.... 75****Co-Op Option: NA**

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

\*Note: Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

Dental hygiene students will not discriminate against patients on the grounds of race, color, national origin, religion, sex, age, disability, or political affiliation. No student will be allowed to deliver patient services in any setting until s/he has been instructed in infection control (as per OSHA guidelines) and has mastered material on safety/universal precautions with satisfactory accuracy. Following mastery of infection control skills and under faculty supervision, each student will be expected to provide services for Patients with health deviations, including patients with HIV/HBV and other blood borne/infectious diseases, as part of routine Clinical/lab curriculum experiences.

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO175	General Microbiology	2	2	0	3
DEN112	Dental Radiography	2	3	0	3
DEN124	Periodontology	2	0	0	2
DEN130	Dental Hygiene Theory I	2	0	0	2
DEN131	Dental Hygiene Clinic I	0	0	9	3
DEN222	General & Oral Pathology	2	0	0	2
PSY150	General Psychology	3	0	0	3
<b>Totals</b>		<b>13</b>	<b>5</b>	<b>9</b>	<b>18</b>

**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.

**SUMMER SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
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
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**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Introduction to Computers	2	2	0	3
or					
CIS113	Computer Basics	0	2	0	1
BIO180	Biological Chemistry	2	2	0	3
DEN123	Nutrition/Dental Health	2	0	0	2
DEN220	Dental Hygiene Theory III	2	0	0	2
DEN221	Dental Hygiene Clinic III	0	0	12	4
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****Awards**

**Associate Degree:** Associate in Applied Science  
Early Childhood Associate (A55220)

**Length of Program:** 5 Semesters

**Prerequisite:** High School Diploma & Algebra I

**Associate Degree:** Associate in Applied Science  
Early Childhood Associate/Dual Enrollment  
with FSU (A55220A)

**Length of Program:** 5 Semesters

**Prerequisite:** High School Diploma & Algebra I

**Diploma:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Certificate:** Certificate in Child Care Administration (C55220C1)  
**Length of Program:** 2 Semesters  
**Prerequisite:** High School Diploma

**Certificate:** Certificate in Child Care Development (C55220C2)  
**Length of Program:** 2 Semesters  
**Prerequisite:** High School Diploma

**Certificate:** Certificate in Child Care Professional (C55220C3)  
**Length of Program:** 2 Semesters  
**Prerequisite:** High School Diploma

**Certificate:** Lateral Entry Teacher Certificate (C55220C6)  
**Length of Program:** 2 Semesters  
**Prerequisite:** High School Diploma

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

**License or Certification Information:** None Required

**Program Information Contact:**

Curriculum Chairperson: Belva Hawley-Demendoza  
 Telephone Number: (910) 678-8425  
 Office Location: Early Childhood Center, Room 203  
 Email: [demendob@faytechcc.edu](mailto:demendob@faytechcc.edu)  
 Department Office: Early Childhood Center, Room 202  
 Telephone: (910) 678-8566  
 FTCC Web Site: [www.faytechcc.edu](http://www.faytechcc.edu)  
**Application Deadlines:** None

**Scholarship/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 07/01/11

**EARLY CHILDHOOD ASSOCIATE/DUAL ENROLLMENT  
 WITH FSU (A55220A)**  
 Effective: Fall 2010  
 Revised: 02/03/10

Length: 5 Semesters  
 Prerequisite: High School Diploma & Algebra I  
 Award: Associate in Applied Science

**Fall Semester I**

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
ACA111	College Student Success	1	0	0	0	1
or						
ACA115	Success & Study Skills	0	2	0	0	1
CIS110	Introduction to Computers	2	2	0	0	3
or						

CIS113	Computer Basics (note: 2)	0	2	0	0	1
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>14/15</b>	<b>4/6</b>	<b>0</b>	<b>0</b>	<b>17</b>

**Spring Semester I**

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
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	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>

**Summer Semester I**

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
EDU216	Foundations of Education	4	0	0	0	4
EDU234	Infants, Toddlers & Twos	3	0	0	0	3
<b>Totals</b>		<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>

**Fall Semester II**

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
EDU151	Creative Activities	3	0	0	0	3
EDU250	PRAXIS I Preparation	1	0	0	0	1
COM231	Public Speaking	3	0	0	0	3
HUM211	Humanities I	3	0	0	0	3
or						
HUM212	Humanities II	3	0	0	0	3
SOC213	Sociology of the Family	3	0	0	0	3
<b>Totals</b>		<b>13</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13</b>

**Spring Semester II**

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
EDU221	Children With Exceptional	3	0	0	0	3
EDU235	School-Age Dev & Program	3	0	0	0	3
EDU271	Educational Technology	2	2	0	0	3
EDU280	Language & Literacy Exp	3	0	0	0	3
EDU284	Early Child Capstone Prac (note: 1)	1	9	0	0	4
<b>Totals</b>		<b>12</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>16</b>

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

**Co-op Option:** NA

**Notes:** (1) EDU-284 can be completed at FSU/ELEM-471 & EDUC-491.  
 (2) Proficiency for CIS 113 given upon completion of EDU-210 at FSU

**\*Prospective child care providers must furnish criminal record history, a health card, and physical examination prior to employment in child care.**

**EARLY CHILDHOOD ASSOCIATE/DUAL ENROLLMENT  
WITH FSU (A55220A)**

Effective: Fall 2010  
Revised: 02/03/10

EDU280	Language & Literacy Exp	3	0	0	3
EDU284	Early Child Capstone Prac ( <b>note: 1</b> )	1	9	0	4
<b>Totals</b>		<b>12</b>	<b>11</b>	<b>0</b>	<b>16</b>

Length: 5 Semesters

Prerequisite: High School Diploma & Algebra I

Award: Associate in Applied Science

**Fall Semester I**

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
ACA111	College Student Success	1	0	0	0	1
ACA115	Success & Study Skills	0	2	0	0	1
CIS110	Introduction to Computers	2	2	0	0	3
CIS113	Computer Basics ( <b>note: 2</b> )	0	2	0	0	1
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>14/15</b>	<b>4/6</b>	<b>0</b>	<b>0</b>	<b>17</b>

**Spring Semester I**

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
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	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>

**Summer Semester I**

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
EDU216	Foundations of Education	4	0	0	0	4
EDU234	Infants, Toddlers & Twos	3	0	0	0	3
<b>Totals</b>		<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>

**Fall Semester II**

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
EDU151	Creative Activities	3	0	0	0	3
EDU250	PRAXIS I Preparation	1	0	0	0	1
COM231	Public Speaking	3	0	0	0	3
HUM211	Humanities I	3	0	0	0	3
HUM212	Humanities II	3	0	0	0	3
SOC213	Sociology of the Family	3	0	0	0	3
<b>Totals</b>		<b>13</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13</b>

**Spring Semester II**

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
EDU221	Children With Exceptional	3	0	0	0	3
EDU235	School-Age Dev & Program	3	0	0	0	3
EDU271	Educational Technology	2	2	0	0	3

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

**Co-op Option: NA**

**Notes:** (1) EDU-284 can be completed at FSU/ELEM-471 & EDUC-491.

(2) Proficiency for CIS 113 given upon completion of EDU-210 at FSU

**\*Prospective child care providers must furnish criminal record history, a health card, and physical examination prior to employment in child care.**

**EARLY CHILDHOOD ASSOCIATE/ CERTIFICATE IN CHILD  
CARE ADMINISTRATION (C55220C1)**

Effective: Fall 2010

Revised: 02/03/10

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: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

**Fall Semester I**

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
EDU119	Intro to Early Child Educ.	4	0	0	0	4
EDU144	Child Development I	3	0	0	0	3
EDU261	Early Childhood Admin I	3	0	0	0	3
<b>Totals</b>		<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>

**Spring Semester I**

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
EDU145	Child Development II	3	0	0	0	3
EDU188	Issues in Early Child Ed	2	0	0	0	2
EDU262	Early Childhood Admin II	3	0	0	0	3
<b>Totals</b>		<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>

**TOTAL REQUIRED CREDITS.... 18**

**Co-op Option: NA**

**\*Prospective child care providers must furnish criminal record history, a health card, and physical examination prior to employment in child care.**

**EARLY CHILDHOOD ASSOCIATE/ CERTIFICATE IN CHILD CARE DEVELOPMENT (C55220C2)**

Effective: Fall 2010  
Revised: 03/18/10

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	Work	Exp.	Credit
EDU119	Intro to Early Child Educ	4	0	0	0	4
EDU131	Child, Family, & Commun	3	0	0	0	3
EDU144	Child Development I	3	0	0	0	3
	<b>Totals</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>

**Spring Semester I**

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
EDU145	Child Development II	3	0	0	0	3
EDU146	Child Guidance	3	0	0	0	3
	<b>Totals</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>

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

**Co-op Option: NA**

**\*Prospective child care providers must furnish criminal record history, a health card, and physical examination prior to employment in child care.**

**EARLY CHILDHOOD ASSOCIATE/ CERTIFICATE IN CHILD CARE PROFESSIONAL (C55220C3)**

Effective: Fall 2010  
Revised: 03/18/10

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	Work	Exp.	Credit
EDU119	Intro to Early Child Educ.	4	0	0	0	4
EDU131	Child, Family, & Commun	3	0	0	0	3
EDU234	Infants, Toddlers & Twos	3	0	0	0	3
	<b>Totals</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>

**Spring Semester I**

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
EDU146	Child Guidance	3	0	0	0	3
EDU153	Health, Safety, & Nutrit	3	0	0	0	3
	<b>Totals</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>

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

**Co-op Option: NA**

**\*Prospective child care providers must furnish criminal record history, a health card, and physical examination prior to employment in child care.**

**EARLY CHILDHOOD ASSOCIATE LATERAL ENTRY TEACHER CERTIFICATE (C55220C6)**

Effective: Fall 2010  
Revised: 02/03/10

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.

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

**Fall Semester I**

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
EDU 131	Child, Family & Commun	3	0	0	0	3
EDU163	Classroom Mgt & Instruct	3	0	0	0	3
EDU243	Learning Theory	3	0	0	0	3
	<b>Totals</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9</b>

**Spring Semester I**

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
EDU245	Policies and Procedures	3	0	0	0	3
EDU271	Educational Technology	2	2	0	0	3
PSY241	Developmental Psych	3	0	0	0	3
	<b>Totals</b>	<b>8</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>9</b>

**TOTAL REQUIRED CREDITS.... 18**

**Co-op Option: NA**

**\*Prospective child care providers must furnish criminal record history, a health card, and physical examination prior to employment in child care.**

**\*Students must follow the guidelines for the Lateral Entry Teacher Certificate Program.**

## 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/DC 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:** 4 Semesters

**Prerequisite:** High School Diploma & 1 Unit of Algebra, Placement Test Equivalent

**Diploma:** Electrical/Electronics Technology (D35220)

**Length of Program:** 3 Semesters

**Prerequisite:** High School Diploma, Placement Test Equivalent

**Certificate:** Basic Electricity, Motors and Controls, and PLC (C35220C1)

**Length of Program:** 2 Semesters

**Prerequisite:** Placement Test Equivalent

**Certificate:** Basic Electricity, Motors and Controls, and PLC (C35220H1)

**Length of Program:** 2 Semesters

**Prerequisite:** Placement Test Equivalent

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

**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: [philligj@faytechcc.edu](mailto:philligj@faytechcc.edu)

Department Office: Cumberland Hall Room 334

Telephone: (910) 678-8357

FTCC Web Site: [www.faytechcc.edu](http://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/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** See Child Care

Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 05/07/12

## ELECTRICAL/ELECTRONICS TECHNOLOGY (A35220)

Effective: Fall 2011

Revised: 11/12/10

Length: 4 Semesters

Prerequisite: High School Diploma & 1 Unit of Algebra, Placement Test Equivalent

Award: Associate in Applied Science

### FALL SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	0	1
CIS110	Introduction to Computers	2	2	0	3
ELC112	DC/AC Electricity	3	6	0	5
ELC113	Basic Wiring I	2	6	0	4
ELC118	National Electrical Code	1	2	0	2
ENG111	Expository Writing	3	0	0	3
<b>Totals</b>		<b>12</b>	<b>16</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
ISC112	Industrial Safety	2	0	0	2
MAT115	Mathematical Models	2	2	0	3
<b>Totals</b>		<b>10</b>	<b>17</b>	<b>0</b>	<b>16</b>

### FALL SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
ELC115	Industrial Wiring	2	6	0	4
ELC121	Electrical Estimating	1	2	0	2
ELC229	Applications Project	1	3	0	2
ELN229	Industrial Electronics	3	3	0	4
<b>Totals</b>		<b>10</b>	<b>14</b>	<b>0</b>	<b>15</b>

### SPRING SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
BPR130	Blueprint Reading/Const	1	2	0	2
BUS115	Business Law I	3	0	0	3
BUS135	Principles of Supervision	3	0	0	3
ELC119	NEC Calculations	1	2	0	2
	Humanities/Fine Arts Elective	3	0	0	3
	Social/Behav Science Elective	3	0	0	3
	Major Elective	3	0	0	3
<b>Totals</b>		<b>17</b>	<b>4</b>	<b>0</b>	<b>19</b>



**TOTAL REQUIRED CREDITS.... 68**

**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.

**Note:** Students **may not** take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

**ELECTRICAL/ELECTRONICS TECHNOLOGY (D35220)**

Effective: Fall 2011  
Revised: 11/12/10

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/DC 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, Placement Test Equivalent

Award: Diploma

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	0	1
CIS110	Introduction to Computers	2	2	0	3
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>12</b>	<b>16</b>	<b>0</b>	<b>18</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	3	0	0	3
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
	Major Elective	3	0	0	3
	<b>Totals</b>	<b>6</b>	<b>8</b>	<b>0</b>	<b>9</b>

**TOTAL REQUIRED CREDITS.... 43**

**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.**

**ELECTRICAL/ELECTRONICS TECHNOLOGY  
BASIC ELECTRICITY, MOTORS AND CONTROLS, and PLC  
CERTIFICATE (C35220C1)**

Effective: Fall 2011  
Revised: 11/12/10

This certificate curriculum is designed to provide training for persons interested in the installation and maintenance of electrical/electronic systems found in residential and industrial facilities. Course work, most of which is hands on, will include such topics as DC/AC theory, basic wiring practices, industrial motor controls, and programmable logic controllers. Graduates of this certificate should qualify for a variety of jobs in the electrical/electronics field as an on the job trainee or apprentice. Courses in this certificate can be transferred directly into the Electrical/Electronics Technology degree or diploma.

Length: 2 Semesters

Prerequisite: Placement Test Equivalent

Award: Certificate

**FALL SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
BPR130	Blueprint Reading/Const	1	2	0	2
ELC112	DC/AC Electricity	3	6	0	5
ELC229	Applications Project	1	3	0	2
	<b>Totals</b>	<b>5</b>	<b>11</b>	<b>0</b>	<b>9</b>

**SPRING SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
ELC117	Motors and Controls	2	6	0	4
ELC128	Intro to PLC	2	3	0	3
	<b>Totals</b>	<b>4</b>	<b>9</b>	<b>0</b>	<b>7</b>

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

**Co-op Option:** NA

**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:** Electronics Engineering Technology (D40200)

**Length of Program:** 3 Semesters

**Prerequisite:** 2 Units of Algebra

**Certificate:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

**License or Certification Information:** None Required

### **Program Information Contact:**

Curriculum Chairperson: Beymer Bevill, Jr.

Telephone Number: (910) 678-8216

Office Location: Advanced Technology Center, Room 220D

Email: [bevillb@faytechcc.edu](mailto:bevillb@faytechcc.edu)

Department Office: Advanced Technology Center, Room 244

Telephone: (910) 678-8458

FTCC Web Site: [www.faytechcc.edu](http://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/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study may or may not be eligible for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 07/01/11

### **ELECTRONICS ENGINEERING TECHNOLOGY (A40200)**

Effective: Fall 2011

Revised: 01/07/11

Length: 5 Semesters

Prerequisite: 2 Units of Algebra

Award: Associate in Applied Science

### **FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	0	1

CIS113	Computer Basics	0	2	0	1
CSC133	C Programming	2	3	0	3
ELC131	DC/AC Circuit Analysis	4	3	0	5
ELC131A	DC/AC Circuit Analysis Lab	0	3	0	1
MAT171	Precalculus Algebra	3	0	0	3
MAT171A	Precalculus Algebra Lab	0	2	0	1
EGR120	Eng and Design Graphics	2	2	0	3
<b>Totals</b>		<b>12</b>	<b>15</b>	<b>0</b>	<b>18</b>

### **SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC141	Visual C++ Programming	2	3	0	3
	or				
CSC153	C# Programming	2	3	0	3
ELN131	Semiconductor Applications	3	3	0	4
ELN133	Digital Electronics	3	3	0	4
ENG111	Expository Writing	3	0	0	3
MAT172	Precalculus Trigonometry	3	0	0	3
MAT172A	Precalculus Trig Lab	0	2	0	1
<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
ELN232	Intro to Microprocessors	3	3	0	4
ELN234	Communication Systems	3	3	0	4
<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
COM231	Public Speaking	3	0	0	3
ELN233	Microprocessor Systems	3	3	0	4
PHY151	College Physics I	3	2	0	4
	Major Elective	2	3	0	3
<b>Totals</b>		<b>11</b>	<b>8</b>	<b>0</b>	<b>14</b>

### **SPRING SEMESTER 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
ATR211	Robot Programming	2	3	0	3
PSY150	General Psychology	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	2	3	0	3
<b>Totals</b>		<b>10</b>	<b>06</b>	<b>0</b>	<b>12</b>

### **TOTAL REQUIRED CREDITS.... 70**

**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.

**2+2 Transfer:** Students desiring to pursue a Bachelors of Engineering Technology should take MAT 263/263A or MAT 271.

**Note:** Students **may not** take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

**ELECTRONICS ENGINEERING TECHNOLOGY (D40200)**

Effective: Fall 2011

Revised: 01/07/11

Length: 3 Semesters  
Prerequisite: 2 Units of Algebra  
Award: Diploma

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	0	1
CIS113	Computer Basics	0	2	0	1
CSC133	C Programming	2	3	0	3
ELC131	DC/AC Circuit Analysis	4	3	0	5
ELC131A	DC/AC Circuit Analysis Lab	0	3	0	1
MAT171	Precalculus Algebra	3	0	0	3
MAT171A	Precalculus Algebra Lab	0	2	0	1
EGR120	Eng and Design Graphics	2	2	0	3
<b>Totals</b>		<b>12</b>	<b>15</b>	<b>0</b>	<b>18</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ELN131	Electronic Devices	3	3	0	4
ELN133	Digital Electronics	3	3	0	4
ENG111	Expository Writing	3	0	0	3
CSC141	Visual C++ Programming	2	3	0	3
or					
CSC153	C# Programming	2	3	0	3
MAT172	Precalculus Trigonometry	3	0	0	3
MAT172A	Precalculus Trig Lab	0	2	0	1
<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
ELN232	Intro to Microprocessors	3	3	0	4
ELN234	Communication Systems	3	3	0	4
<b>Totals</b>		<b>6</b>	<b>6</b>	<b>0</b>	<b>8</b>

**TOTAL REQUIRED CREDITS.... 44**

Co-op Option: NA

**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 Unit of Algebra, 1 Unit of Biology, Placement Test Equivalent**Diploma:** Emergency Medical Science (D45340)**Length of Program:** 3 Semesters**Prerequisite:** High School Diploma or GED, 1 Unit of Biology, Placement Test Equivalent**Certificate:** Emergency Medical Science (C45340)**Length of Program:** 1 Semester**Prerequisite:** High School Diploma, GED, or Placement Test score of RED-090**Certificate:** Emergency Medical Science (C45340H1)**Length of Program:** 1 Semester**Prerequisite:** High School Diploma, GED, or Placement Test score of RED-090**EMS Bridge:** Emergency Medical Science (A45340B)**Length of Program:** 2 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 or Supervisor

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

**License or Certification Information:** Student completing the first semester of the Associate Degree Program or entering the Diploma Program should 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 169M

Email: [crister@faytechcc.edu](mailto:crister@faytechcc.edu)

Department Office: Health Technology Center, Room 169

Telephone: (910) 678-8264

FTCC Web Site: [www.faytechcc.edu](http://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/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 05/07/12

### EMERGENCY MEDICAL SCIENCE (A45340)

Effective: Fall 2011

Revised: 01/18/12

Length: 5 Semesters

Prerequisites: 1 Unit Biology & Algebra, Placement Test Equivalent

Award: Associate in Applied Science

#### FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	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
	<b>Totals</b>	<b>12</b>	<b>14</b>	<b>0</b>	<b>17</b>

#### SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Introduction to Computers	2	2	0	3
	or				
CIS113	Computer Basics	0	2	0	1
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
ENG111	Expository Writing	3	0	0	3
	<b>Totals</b>	<b>7</b>	<b>10</b>	<b>6</b>	<b>13</b>

#### SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
EMS221	EMS Clinical Practicum II	0	0	9	3
PSY150	General Psychology	3	0	0	3
	<b>Totals</b>	<b>3</b>	<b>0</b>	<b>9</b>	<b>6</b>

#### FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
	or				
ENG115	Oral Communication	3	0	0	3
EMS220	Cardiology	2	6	0	4
EMS115	Defense Tactics for EMS	1	3	0	2
	or				
EMS125	EMS Instructor Methodology	1	2	0	2
	or				
EMS235	EMS Management	2	0	0	2
EMS231	EMS Clinical Practicum III	0	0	9	3
EMS250	Adv Medical Emergencies	2	3	0	3
EMS260	Adv Trauma Emergencies	1	3	0	2
	<b>Totals</b>	<b>9/10/12/14/15</b>	<b>9</b>	<b>9</b>	<b>17</b>

#### SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
EMS210	Adv Patient Assessment	1	3	0	2
EMS240	Special Needs Patients	1	2	0	2
EMS241	EMS Clinical Practicum IV	0	0	9	3
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>8</b>	<b>10</b>	<b>9</b>	<b>15</b>

**TOTAL REQUIRED CREDITS.... 68**

**Co-Op Option: NA**

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

**\*Note:** Students **may not** take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

### EMERGENCY MEDICAL SCIENCE (A45340B)

Effective: Fall 2011

Revised: 01/18/12

Length: 3 Semesters

Prerequisites: 1 Unit of Algebra & Biology, Placement Test Equivalent, 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 or North Carolina Certification Exam will give you credit for the following courses:

EMS-110	EMT Basic	7
EMS-210	Adv Patient Assess	2
EMS-241	Clinical Practicum IV	3
EMS-120	Intermediate Interventions	3
EMS-220	Cardiology	4
EMS-250	Adv Medical Emerg	3
EMS-121	EMS Clinical Practicum I	2
EMS-221	Clinical Practicum II	3
EMS-260	Adv Trauma Emerg	2
EMS-130	Pharmacology I for EMS	2
EMS-231	Clinical Practicum III	3
EMS-270	Life Span Emerg	3
EMS-131	Adv Airway Management	2
EMS-240	Special Needs Pts	2
EMS-150	Emerg Veh & EMS Comm	2

**Total Transfer Hours: 43**

In addition the following courses are required:

#### FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	0	1
BIO163	Basic Anatomy & Physiology	4	2	0	5
EMS140	Rescue Scene Management	1	3	0	2
EMS235	EMS Management	2	0	0	2

ENG111	Expository Writing	3	0	0	3	EMS121	EMS Clinical Practicum I	0	0	6	2
		-----	-----	-----	-----	EMS130	Pharmacology I for EMS	1	3	0	2
	<b>Totals</b>	<b>11</b>	<b>5</b>	<b>0</b>	<b>13</b>	EMS131	Adv Airway Management	1	2	0	2

**SPRING SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Intro to Computers	2	2	0	3
	or				
CIS113	Computer Basics	0	2	0	1
COM231	Public Speaking	3	0	0	3
	or				
ENG115	Oral Communication	3	0	0	3
EMS285	EMS Capstone	1	3	0	2
PSY150	General Psychology	3	0	0	3
	Humanities/Fine Arts Elec	3	0	0	3
		-----	-----	-----	-----
	<b>Totals</b>	<b>10</b>	<b>5</b>	<b>0</b>	<b>12</b>

**TOTAL REQUIRED CREDITS.... 68**

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

**Co-Op Option:** NA

**\*Note:** Students **may not** take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

**EMERGENCY MEDICAL SCIENCE (Diploma) (D45340)**

Effective: Fall 2011

Revised: 01/18/12

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 Semesters

Prerequisites: High School Diploma or GED and 1Unit Biology, Placement Test Equivalent

Award: Diploma

**FALL I**

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	0	1
BIO163	Basic Anatomy & Physiology	4	2	0	5
EMS110	EMT-Basic	5	6	0	7
		-----	-----	-----	-----
	<b>Totals</b>	<b>10</b>	<b>8</b>	<b>0</b>	<b>13</b>

**FALL II**

Prefix No.	Title	Class	Lab	Clinical	Credit
EMS120	Intermediate Interventions	2	3	0	3

	<b>Totals</b>	<b>7</b>	<b>8</b>	<b>6</b>	<b>12</b>
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**SPRING I**

Prefix No.	Title	Class	Lab	Clinical	Credit
EMS220	Cardiology	2	6	0	4
EMS221	EMS Clinical Practicum II	0	0	9	3
EMS270	Life Span Emergencies	2	2	0	3
		-----	-----	-----	-----
	<b>Totals</b>	<b>4</b>	<b>8</b>	<b>9</b>	<b>10</b>

**SPRING II**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Introduction to Computers	2	2	0	3
	or				
CIS113	Computer Basics	0	2	0	1
EMS231	EMS Clinical Practicum III	0	0	9	3
EMS250	Adv Medical Emergencies	2	3	0	3
EMS260	Adv Trauma Emergencies	1	3	0	2
		-----	-----	-----	-----
	<b>Totals</b>	<b>3</b>	<b>8</b>	<b>9</b>	<b>9</b>

**SUMMER**

Prefix No.	Title	Class	Lab	Clinical	Credit
EMS241	EMS Clinical Practicum IV	0	0	9	3
		-----	-----	-----	-----
	<b>Totals</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>3</b>

**TOTAL REQUIRED CREDITS.... 47**

**Co-Op Option:** NA

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

**EMERGENCY MEDICAL SCIENCE (Certificate) (C45340)**

Effective: Fall 2011

Revised: 01/18/12

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: High School Diploma, GED, or Placement Test score of RED-090

Award: Certificate

**SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
EMS110	EMT Basic	5	6	0	7

EMS140	Rescue Scene Management	1	3	0	2
EMS150	Emerg Vehicles & EMS Comm 1	3	0	0	2
EMS235	EMS Management	2	0	0	2
		-----	-----	-----	-----
<b>Totals</b>		<b>9</b>	<b>12</b>	<b>0</b>	<b>13</b>

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 07/01/11

### TOTAL REQUIRED CREDITS.... 13

**Co-Op Option:** NA

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

### EMERGENCY PREPAREDNESS TECHNOLOGY **A55420**

The Emergency preparedness Technology Curriculum is designed to provide students with the foundation of technical and professional knowledge needed for emergency services delivery.

Students will study various aspects of emergency preparedness protection and enforcement to include hazardous materials, emergency agency operations and public relations.

Graduates should qualify for employment in either the public or private sector and have opportunities for skilled or supervisory-level positions.

#### Awards

**Associate Degree:** Emergency Preparedness Technology (A55420)

**Length of Program:** 5 Semesters

**Prerequisite:** High School Diploma & Algebra I

**Diploma:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Certificate:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

**License or Certification Information:** None Required

#### **Program Information Contact:**

Curriculum Chairperson: Jeffrey Zack

Telephone Number: (910) 678-0043

Office Location: Horace Sisk, Room 633F

Email: [zackj@faytechcc.edu](mailto:zackj@faytechcc.edu)

Department Office: Horace Sisk, Room 633

Telephone: (910) 678-8452

FTCC Web Site: [www.faytechcc.edu](http://www.faytechcc.edu)

**Application Deadlines:** None

**Scholarship/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

### EMERGENCY PREPAREDNESS TECHNOLOGY (A55420)

Effective: Fall 2009

Revised Date: 07/07/09

Length: 5 Semesters

Prerequisite: High School Diploma & Algebra I

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	3	2	0	3
ENG111	Expository Writing	3	0	0	3
EPT120	Sociology of Disaster	3	0	0	3
FIP230	Chemistry of Haz Mat I	5	0	0	5
FIP236	Emergency Management	3	0	0	3
		-----	-----	-----	-----
<b>Totals</b>		<b>17/18</b>	<b>2/4</b>	<b>0</b>	<b>18</b>

#### SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
EPT124	EM Services Law & Ethics	3	0	0	3
	or				
FIP152	Fire Protection Law	3	0	0	3
EPT130	Mitigation & Preparedness	3	0	0	3
EPT210	Response & Recovery	3	0	0	3
MAT140	Survey of Mathematics	3	0	0	3
SOC210	Intro to Sociology	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>

#### 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
	Major Elective	3	0	0	3
		-----	-----	-----	-----
<b>Totals</b>		<b>9</b>	<b>0</b>	<b>0</b>	<b>9</b>

#### FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC170	Crit Inc Mgt for Pub Saf	3	0	0	3
	or				
EPT150	EMS Incident Management	2	2	0	3
FIP228	Local Govt Finance	3	0	0	3
FIP256	Municipal Public Relations	3	0	0	3
PSY150	General Psychology	3	0	0	3
		-----	-----	-----	-----
<b>Totals</b>		<b>11/12</b>	<b>0/2</b>	<b>0</b>	<b>12</b>

**Refer to the FTCC website for the most current information. Go to [www.faytechcc.edu](http://www.faytechcc.edu) and click on College Catalog.**

**SPRING SEMESTER 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
EPT220	Terrorism and Emergency Mgmt	3	0	0	3
EPT275	Emergency Ops Center Mgmt	3	0	0	3
	Major Elective	6	0	0	6
	<b>Totals</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>12</b>

**TOTAL REQUIRED CREDITS.... 69**

Students with a felony conviction may have limited Emergency Preparedness 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.

\*Meets the elements of NFPA 1021 for Fire Officer I & II.

Up to 30 hours of this curriculum may be accepted as transfer credit from Fire Protection Technology.

\*\*NFA Chemistry of Haz Mat course credit

**Note:** Students **may not** take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

**ESTHETICS TECHNOLOGY C55230**

The Esthetics Technology curriculum provides competency-based knowledge, scientific/artistic principles and hands-on fundamentals associated with the art of skin care. The curriculum provides a simulated salon environment, which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional Esthetics Technology, business/human relations, product knowledge and other selected topics.

Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam and upon passing be licensed and qualify for employment in beauty and cosmetic/skin care salons, as a platform artist, and in related businesses.

**Awards**

**Associate Degree:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Diploma:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Certificate:** Esthetics Technology Certificate (C55230)

**Length of Program:** 2 Semesters (day or evening program)

**Prerequisite:** High School Diploma

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

**License or Certification Information:** Graduates are eligible to take the North Carolina State Board of Cosmetic Arts exam

**Program Information Contact:**

Curriculum Chairperson: Veronica Guions

Telephone Number: (910) 678-0159

Office Location: Salon & Spa Services Education Center, Room 2A

Email: [guionsv@faytechcc.edu](mailto:guionsv@faytechcc.edu)

Department Office: Salon & Spa Services Education Center, Room 2A

Telephone: (910) 678-0159

FTCC Web Site: [www.faytechcc.edu](http://www.faytechcc.edu)

**Application Deadlines:** None

**Scholarship/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 07/01/11

**ESTHETICS TECHNOLOGY CERTIFICATE (C55230)**

Effective: Fall 2009

Revised: 06/30/09

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
COS119	Esthetics Concepts I	2	0	0	2
COS120	Esthetics Salon I	0	18	0	6
	<b>Totals</b>	<b>2</b>	<b>18</b>	<b>0</b>	<b>8</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
COS125	Esthetics Concepts II	2	0	0	2
COS126	Esthetics Salon II	0	18	0	6
	<b>Totals</b>	<b>2</b>	<b>18</b>	<b>0</b>	<b>8</b>

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

**Co-op Option:** NA

**FIRE PROTECTION TECHNOLOGY A55240**

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

**Length of Program:**

**Prerequisite:**

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

**License or Certification Information:** None Required

### **Program Information Contact:**

Curriculum Chairperson: Jeffrey Zack

Telephone Number: (910) 678-0043

Office Location: Horace Sisk, Room 633F

Email: [zackj@faytechcc.edu](mailto:zackj@faytechcc.edu)

Department Office: Horace Sisk, Room 633

Telephone: (910) 678-8452

FTCC Web Site: [www.faytechcc.edu](http://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/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study may or may not be eligible for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 07/01/11

### **FIRE PROTECTION TECHNOLOGY (A55240)**

Effective: Fall 2008

Revised: 10/22/07

Length: 5 Semesters

Prerequisite: None

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	Intro to Computers	3	2	0	3
ENG111	Expository Writing	3	0	0	3
FIP120	Introduction to Fire Protection	3	0	0	3
FIP124	Fire Prevention & Public Education	3	0	0	3
FIP128	Detection and Investigation	3	0	0	3
FIP136	Inspections and Codes	3	0	0	3
<b>Totals</b>		<b>18/19</b>	<b>2/4</b>	<b>0</b>	<b>19</b>

### **Spring Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG113	Literature-Based Research	3	0	0	3
FIP132	Building Construction	3	0	0	3
FIP220	Fire Fighting Strategies	3	0	0	3
MAT115	Mathematic Models	3	0	0	3
or					
MAT161	College Algebra	3	0	0	3
SOC210	Introduction to Sociology	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>

### **Summer Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
HUM115	Critical Thinking	3	0	0	3
	Major Elective	3	0	0	3
<b>Totals</b>		<b>9</b>	<b>0</b>	<b>0</b>	<b>9</b>

### **Fall Semester 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
FIP224	Instructional Methodology	4	0	0	4
FIP229	Fire Dynamics and Combust	3	0	0	3
FIP230	Chemistry of Haz Mat	5	0	0	5
FIP232	Hydraulics and Water Dist	2	2	0	3
FIP236	Emergency Management	3	0	0	3
<b>Totals</b>		<b>17</b>	<b>2</b>	<b>0</b>	<b>18</b>

### **Spring Semester 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
FIP240	Fire Service Supervision	3	0	0	3
FIP256	Municipal Public Relations	3	0	0	3
FIP277	Fire and Social Behavior	3	0	0	3
PSY150	General Psychology	3	0	0	3
<b>Totals</b>		<b>12</b>	<b>0</b>	<b>0</b>	<b>12</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 provided they acquire approval from Co-op Director and the Department Chairperson.

Students with felony convictions may have limited employment



opportunities in fire services careers.

**\*Meets the elements of NFPA 1021 for Fire Officer I & II**

**\*\*NFA Chemistry of Haz Mat course credit**

**47 hours of this curriculum may be accepted as transfer credit to Emergency Preparedness Technology.**

**Note:** Students **may not** take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

## **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:

1. To give students the knowledge, principles, techniques and skills which are the basis of the funeral service profession.
2. 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.
3. To educate and prepare individuals to contribute to the service and welfare of the community.
4. To become a major provider of continuing education programs meeting mandatory re-licensure requirements for the licensed funeral service personnel in the state, and to encourage research in the field of funeral service.

### Awards

**Associate Degree:** Associate in Applied Science  
Funeral Service Education (A55260)

**Length of Program:** 6 Semesters

**Prerequisite:** High School Diploma, 1 unit of Biology & CHM-081

**Diploma:** N. C. Funeral Director (D55260)

**Length of Program:** 3 Semesters

**Prerequisite:** High School Diploma

**Certificate:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

**Note:** Cooperative Education not available in diploma program.

**License or Certification Information for Associate Degree:** Students who complete the AAS degree program are required to take the National Board Exam for Funeral Service as a condition for graduation.

Programmatic Accreditation: Accredited By: American Board of Funeral Service Education, 3414 Ashland Avenue, Suite G, St. Joseph,

MO 64506, Telephone (816) 223-3747.

**License or Certification Information for N.C. Funeral Director Diploma:** Graduates are eligible to take the North Carolina State Board Exam for Funeral Directing. This academic program is designed to meet specific state or professional needs. It is not accredited by the American Board of Funeral Service Education. 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 program is required.

### **Program Information Contact:**

Curriculum Chairperson: M. David Hall

Telephone Number: (910) 678-8301

Office Location: Cumberland Hall, Room 311B

Email: [halld@faytechcc.edu](mailto:halld@faytechcc.edu)

Department Office: Cumberland Hall, Room 311

Telephone: (910) 678-8357

FTCC Web Site:

<http://www.faytechcc.edu>

**Application Deadlines:** None

**Scholarship/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 07/01/11

## **FUNERAL SERVICE EDUCATION (A55260)**

Effective: Fall 2011

Revised: 01/07/11

Length: 6 Semesters

Prerequisite: High School Diploma, 1 unit of Biology & CHM-081

Award: Associate in Applied Science

### **Fall Semester 1**

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
	ACA Elective	1	0	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
MAT115	Mathematic Models	2	2	0	0	3
SOC210	Introduction to Sociology	3	0	0	0	3
<b>Totals</b>		<b>15</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>17</b>

### **Spring Semester 1**

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
ACC111	Financial Accounting	3	0	0	0	3
BUS115	Business Law I	3	0	0	0	3
BUS230	Small Business Management	3	0	0	0	3

**Refer to the FTCC website for the most current information. Go to [www.faytechcc.edu](http://www.faytechcc.edu) and click on College Catalog.**

ENG115	Oral Communications	3	0	0	3
FSE118	Embalming Anatomy	4	0	0	4
PSY150	General Psychology	3	0	0	3
<b>Totals</b>		<b>19</b>	<b>0</b>	<b>0</b>	<b>19</b>

**Summer Semester 1**

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
	Humanities/Fine Arts Elective	3		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	Work	Exp.	Credit
FSE114	Embalming Chemistry	4	0	0	0	4
FSE210	Embalming Theory I	3	0	0	0	3
FSE211	Embalming Lab I	0	2	0	0	1
or						
COE111	Co-op Work Experience I	0	0	10	10	1
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
<b>Totals</b>		<b>15</b>	<b>4/6</b>	<b>0/10</b>	<b>0/10</b>	<b>18</b>

**Spring Semester 2**

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
FSE116	Funeral Law and Ethics	3	0	0	0	3
FSE120	Embalming Microbiology	3	0	0	0	3
FSE212	Embalming Theory II	3	0	0	0	3
FSE213	Embalming Lab II	0	2	0	0	1
or						
COE121	Co-op Work Experience II	0	0	10	10	1
FSE215	Funeral Home Operations	4	0	0	0	4
<b>Totals</b>		<b>13</b>	<b>0/2</b>	<b>0/10</b>	<b>0/10</b>	<b>14</b>

**Summer Semester 2**

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
FSE217	Funeral Service Projects	1	2	0	0	2
<b>Totals</b>		<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>

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

**Co-op Option:** Qualified students may elect to take up to two (2) 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 Funeral Service 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. Accredited By: American Board of Funeral Service Education, 3414 Ashland Avenue, Suite G, St. Joseph, MO 64506, Telephone (816) 233-3747.

“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)”

*Effective in April 2011, the method for reporting the NBE scores was revised – from COMBINED to SEPARATE. Effective with the 2010 NBE, scores for first-time takers of each section, ARTS and SCIENCE, are reported separately.*

National Board Exam Statistics			
Year	# of Takers	# Who Passed	% Who Passed
2008	30	24	80%
2009	28	11	39%
2010	# Takers	# Passed	% Passed
Arts	23	18	78%
Science	23	22	96%

*The Funeral Service Associate Degree Program (A55260) is accredited by: American Board of Funeral Service Education, 3414 Ashland Avenue, Suite G, St. Joseph, MO 64506; Telephone: (816) 233-3747*

**Note:** Students **may not** take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

**FUNERAL SERVICE EDUCATION/  
N.C. FUNERAL DIRECTOR (D55260)**

Effective: Fall 2011

Revised: 01/07/11

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 Funeral Service Funeral Director state exam.

Length: 3 Semesters

Prerequisite: High School Diploma

Award: Diploma

**Fall Semester 1**

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
	ACA Elective	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
PSY150	General Psychology	3	0	0	0	3
<b>Totals</b>		<b>13</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13</b>

**Spring Semester 1**

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
ACC111	Financial Accounting	3	0	0	0	3
BUS115	Business Law I	3	0	0	0	3
BUS230	Small Business Management	3	0	0	0	3
CIS113	Computer Basics	0	2	0	0	1
SOC210	Introduction to Sociology	3	0	0	0	3
<b>Totals</b>		<b>12</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>13</b>

**Fall Semester 2**

Prefix No.	Title	Class	Lab	Work Exp.	Credit
FSE116	Funeral Law and Ethics	3	0	0	3
FSE214	Pathology	3	0	0	3
FSE215	Funeral Home Operations	4	0	0	4
PSY141	Psych of Death and Dying	3	0	0	3
<b>Totals</b>		<b>13</b>	<b>0</b>	<b>0</b>	<b>13</b>

**TOTAL CREDITS HOURS.... 39****Co-op Option:** NA

\*The NC Board of Funeral Service may refuse to issue license to an individual with a conviction of a felony or a crime involving fraud or moral turpitude.

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, Placement Test Equivalent**Diploma:** Not Applicable**Length of Program:****Prerequisite:****Certificate:** Not Applicable**Length of Program:****Prerequisite:**

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

**License or Certification Information:** None Required**Program Information Contact:**

Curriculum Chairperson: Darlene Wood

Telephone Number: 910-678-8346

Office Location: ATC 113B

Email: [woodd@faytechcc.edu](mailto:woodd@faytechcc.edu)

Department Office: Advanced Technology Center, Room 113

Telephone: (910) 678-8347

FTCC Web Site: [www.faytechcc.edu](http://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/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program

Revised: 01/18/12

**GENERAL OCCUPATIONAL TECHNOLOGY (A55280)**

Effective: Fall 2012

Revised: 01/18/12

Length: 4 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

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
or					
**ACA118	College Study Skills	1	2	0	2
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>14</b>	<b>2</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	18	0	0	18
<b>Totals</b>		<b>18</b>	<b>0</b>	<b>0</b>	<b>18</b>

**Spring 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>

**TOTAL REQUIRED CREDITS... 67**

**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.

**\*\*Note:** ACA 118 is for Developmental students only.

**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 Manger (CPAM) and the Certified Manager of Patient Accounts (CMPA) examinations.

**Awards**

**Associate Degree:** Healthcare Management Technology (A25200)

**Length of Program:** 5 Semesters

**Prerequisite:** High School Diploma & 1 Unit of Algebra

**Diploma:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Certificate:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

**License of Certification Information:** None Required

**Program Information Contact:**

Department Chairperson: Myra L. Allen/Department

Telephone Number: (910) 678-8594

Office: Cumberland Hall, Room 377

Email: [allenm@faytechcc.edu](mailto:allenm@faytechcc.edu)

Office Location: Cumberland Hall, Room 377K

Telephone: (910) 678-8292

FTCC Web Site: [www.faytechcc.edu](http://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/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 07/01/11

**HEALTHCARE MANAGEMENT TECHNOLOGY (A25200)**

Effective: Fall 2011

Revised: 01/27/11

Length: 5 Semesters

Prerequisites: High School Diploma & 1 Unit of Algebra

Award: Associate in Applied Science

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	0	1
CIS110	Introduction to Computers	2	2	0	3
	or				
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
SPA111	Elementary Spanish I	3	0	0	3
		----	----	----	----
	<b>Totals</b>	<b>16</b>	<b>4</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
CTS130	Spreadsheet	2	2	0	3
OST142	Medical Term II – Med Ofc	3	0	0	3
SPA112	Elementary Spanish II	3	0	0	3
		----	----	----	----
	<b>Totals</b>	<b>14</b>	<b>4</b>	<b>0</b>	<b>16</b>

**SUMMER SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC121	Prin of Managerial Acctg	3	2	0	4
		----	----	----	----
	<b>Totals</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>4</b>

**FALL SEMESTER 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS153	Human Resource Mgmt	3	0	0	3
HMT210	Medical Insurance	3	0	0	3
HMT211	Long-Term Care Admin	3	0	0	3
OST149	Med Legal Issues	3	0	0	3
	Humanities Elective	3	0	0	3
		----	----	----	----
	<b>Totals</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>15</b>

**SPRING SEMESTER 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
COE111	Co-op Work Experience I	0	0	10	1
COM231	Public Speaking	3	0	0	3
HMT212	Mgmt of Healthcare Org	3	0	0	3
HMT220	Healthcare Fin Mgmt	4	0	0	4
OST247	Procedure Coding	1	2	0	2
OST248	Diagnostic Coding	1	2	0	2
	Social/Behav Science Elective 3		0	0	3
		-----	-----	-----	-----
	<b>Totals</b>	<b>15</b>	<b>4</b>	<b>10</b>	<b>18</b>

**TOTAL REQUIRED CREDITS.... 71**

**Co-op Option:** One (1) hour of Co-op is mandatory. Co-op can be taken during the Fall and Spring 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.

Revised: 03/22/12

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, Placement Test Equivalent

**Certificate:** Basic Landscape Maintenance (C1524A)

**Length of Program:** 4 Semesters

**Prerequisite:** High School Diploma, Placement Test Equivalent

**Certificate:** Horticulture Science Certificate (C1524AC2)

**Length of Program:** 3 Semesters

**Prerequisite:** High School Diploma, Placement Test Equivalent

**Certificate:** Basic Horticulture Certificate (C1524AH1)

**Length of Program:** 3 Semesters

**Prerequisite:** Placement Test Equivalent

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

**License or Certification Information:** None Required

**Program Information Contact:**

Curriculum Chairperson: Jeffrey Webb

Telephone Number: (910) 678-8447

Office Location: HEC 101B

Email: [webbj@faytechcc.edu](mailto:webbj@faytechcc.edu)

Department Office: Cumberland Hall Room 334

Telephone: (910) 678-8357

FTCC Web Site: [www.faytechcc.edu](http://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/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

**HORTICULTURE TECHNOLOGY/MANAGEMENT (A1524A)**

Effective: Fall 2012

Revised: 03/22/12

Length: 5 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Associate in Applied Science

**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	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>11</b>	<b>9</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
	or				
PSY150	General Psychology	3	0	0	3
HOR134	Greenhouse Operations	2	2	0	3
HOR166	Soils & Fertilizers	2	2	0	3
HOR260	Plant Materials II	2	2	0	3
		-----	-----	-----	-----
	<b>Totals</b>	<b>12</b>	<b>6</b>	<b>0</b>	<b>15</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>5</b>	<b>4</b>	<b>0</b>	<b>7</b>

**Fall Semester 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
COM-231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
HOR112	Landscape Design I	2	3	0	3
HOR215	Landscape Irrigation	2	2	0	3
HOR278	Hort Bus Entrepreneurship	3	0	0	3
	Major Elective	2	2	0	3
<b>Totals</b>		<b>12</b>	<b>7</b>	<b>0</b>	<b>15</b>

**Spring Semester 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
HOR168	Plant Propagation	2	2	0	3
HOR213	Landscape Design II	2	2	0	3
HOR253	Horticulture Turfgrass	2	2	0	3
HOR277	Hort Sales & Services	3	0	0	3
	Humanities/Fine Art Elective	3	0	0	3
	Major Elective	1	2	0	2
<b>Totals</b>		<b>13</b>	<b>8</b>	<b>0</b>	<b>17</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.

**Note:** Students **may not** take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

**HORTICULTURE TECHNOLOGY/MANAGEMENT/  
BASIC LANDSCAPE MAINTENANCE (C1524A)**

Effective: Fall 2012  
Revised: 03/22/12

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, Placement Test Equivalent

Award: Certificate

**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
HOR116	Landscape Management I	2	2	0	3
HOR215	Landscape Irrigation	2	2	0	3
<b>Totals</b>		<b>4</b>	<b>4</b>	<b>0</b>	<b>6</b>

**Spring Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
HOR166	Soils & Fertilizers	2	2	0	3

TRF110	Intro Turfgrass Cult & Id	3	2	0	4
<b>Totals</b>		<b>5</b>	<b>4</b>	<b>0</b>	<b>7</b>

**Summer Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
HOR164	Hort Pest Management	2	2	0	3
<b>Totals</b>		<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>

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

**Co-op Option:** NA

**HORTICULTURE TECHNOLOGY/MANAGEMENT/  
HORTICULTURE SCIENCE CERTIFICATE (C1524AC2)**

Effective: Fall 2012

Revised: 03/22/12

The Horticulture Science certificate program is designed to give students a broad overview of the science of horticulture. Emphasis is placed on instruction in plant science, landscape management and irrigation, plant materials, turfgrass and greenhouse production. The employment opportunities for graduates include entry level positions in garden centers, nurseries, greenhouses and landscape management companies. Courses in this certificate program can be transferred directly into the Horticulture Technology/Management Associate degree program.

Length: 3 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Certificate

**Fall Semester I**

Prefix No.	Title	Class	Lab	Clinical	Credit
HOR162	Applied Plant Science	2	2	0	3
HOR215	Landscape Irrigation	2	2	0	3
<b>Totals</b>		<b>4</b>	<b>4</b>	<b>0</b>	<b>6</b>

**Spring Semester I**

Prefix No.	Title	Class	Lab	Clinical	Credit
HOR134	Greenhouse Operations	2	2	0	3
HOR116	Landscape Management I	2	2	0	3
<b>Totals</b>		<b>4</b>	<b>4</b>	<b>0</b>	<b>6</b>

**Fall Semester II**

Prefix No.	Title	Class	Lab	Clinical	Credit
HOR160	Plant Materials I	2	2	0	3
HOR253	Horticulture Turfgrass	2	2	0	3
<b>Totals</b>		<b>4</b>	<b>4</b>	<b>0</b>	<b>6</b>

**TOTAL REQUIRED CREDITS.... 18**

**Co-op Option:** NA

**HOSPITALITY MANAGEMENT A25110**

This curriculum prepares individuals 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 guest services, leadership, management, restaurant operations, lodging operations, marketing, sanitation, food preparation, food and beverage management and other critical areas.

Graduates should qualify for management or entry-level supervisory positions in food and lodging operations, including restaurants, foodservice, beverage service, catering, front office, reservations and housekeeping. Opportunities are also available in product services, and technology support and sales.

**Awards**

**Associate Degree:** Hospitality Management (A25110)

**Length of Program:** 5 Semesters

**Prerequisite:** High School Diploma & 1 Unit of Algebra

**Diploma:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Certificate:** Hotel and Restaurant Management (C25110C1)

**Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma

**Certificate:** Event Planning (C25110C2)

**Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

**License or Certification Information:** None Required

**Program Information Contact:**

Curriculum Chairperson: Kelly Gold

Telephone Number: (910) 678-8507

Office Location: Cumberland Hall, Room 377B

Email: [goldk@faytechcc.edu](mailto:goldk@faytechcc.edu)

Department Office: Cumberland Hall, Room 377B

Telephone: (910) 678-8292

FTCC Web Site: [www.faytechcc.edu](http://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/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 07/01/11

**HOSPITALITY MANAGEMENT (A25110)**

Effective: Fall 2011

Revised: 04/01/11

Length: 5 Semesters

Prerequisite: High School Diploma & 1 Unit of Algebra

Award: Associate in Applied Science

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	0	1
CIS110	Introduction to Computers	2	2	0	3
	or				
CIS111	Basic PC Literacy	1	2	0	2
CUL110	Sanitation & Safety	2	0	0	2
	CUL/HRM Elective	2	2	0	3
ENG111	Expository Writing	3	2	0	3
HRM110	Intro to Hosp & Tourism	3	0	0	3
	Math Elective	2	2	0	3
<b>Totals</b>		<b>12/13</b>	<b>8</b>	<b>0</b>	<b>17</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC120	Prin of Financial Accounting	3	0	0	4
BUS110	Introduction to Business	3	0	0	3
CTS130	Spreadsheet	2	2	0	3
HRM120	Front Office Procedures	3	0	0	3
HRM140	Legal Issues-Hospitality	3	0	0	3
<b>Totals</b>		<b>14</b>	<b>2</b>	<b>0</b>	<b>16</b>

**SUMMER SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
	or				
ENG115	Oral Communication	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
<b>Totals</b>		<b>6</b>	<b>0</b>	<b>10</b>	<b>6</b>

**FALL SEMESTER 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS137	Principles of Management	3	0	0	3
COE111	Co-op Work Experience I	0	0	10	1
HRM210	Meetings & Conventions	3	0	0	3
HRM215	Restaurant Management	3	0	0	3
HRM240	Hospitality Marketing	3	0	0	3
	Major Elective	3	0	0	3
<b>Totals</b>		<b>15</b>	<b>0</b>	<b>10</b>	<b>16</b>

**SPRING SEMESTER 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
COE121	Co-op Work Experience II	0	0	10	1
ECO251	Prin. of Microeconomics	3	0	0	3
HRM220	Food & Beverage Controls	3	0	0	3
HRM245	Human Resource Mgmt-Hosp	3	0	0	3
HRM280	Hospitality Mgmt Problems	3	0	0	3

Major Elective	3	0	0	3
	----	----	----	----
<b>Totals</b>	<b>15</b>	<b>2</b>	<b>0</b>	<b>16</b>

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

#### TOTAL REQUIRED CREDITS.... 71

#### HOSPITALITY MANAGEMENT/HOTEL AND RESTAURANT MANAGEMENT CERTIFICATE (C25110C1)

Effective: Fall 2011  
Revised: 04/01/11

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
CUL110	Sanitation & Safety	2	0	0	2
	CUL/HRM Elective	2	2	0	3
HRM240	Marketing for Hospitality	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
HRM120	Front Office Procedures	3	0	0	3
HRM140	Legal Issues-Hospitality	3	0	0	3
HRM215	Restaurant Management	3	0	0	3
		----	----	----	----
<b>Totals</b>		<b>9</b>	<b>0</b>	<b>0</b>	<b>9</b>

#### TOTAL REQUIRED CREDITS.... 17

Co-op Option: NA

#### HOSPITALITY MANAGEMENT/EVENT PLANNING CERTIFICATE (C25110C2)

Effective: Fall 2011  
Revised: 04/01/11

The Event Planning certificate is designed to prepare students with a basic knowledge of the event planning process.

This certificate program covers basic business operations, understanding hospitality and business etiquette, tourism law, and planning and executing meetings and conventions.

Upon completion of this program, students should be prepared for entry-level management positions with event planning firms or transfer the course credits to the Hotel and Restaurant Management program for an Associate of Applied Science degree.

#### FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
HRM110	Intro to Hosp & Tourism	3	0	0	3
HRM210	Meetings & Event Planning	3	0	0	3
HRM240	Marketing for Hospitality	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
BUS110	Introduction to Business	3	0	0	3
HRM140	Legal Issues-Hospitality	3	0	0	3
HRM230	Club & Resort Management	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

#### INFANT/TODDLER CARE

**C55290**

The curriculum prepares individuals to work with children from infancy to three years of age in diverse learning environments. Students will combine learned theories, competency-based knowledge, and practice in actual settings with infants and toddlers.

Course work includes infant/toddler growth and development; physical/nutritional needs of infants and toddlers; safety issues in the care of infants and toddlers; care and guidance; communication skills with families and children; design an implementation of appropriate curriculum; and other related topics.

Graduates should be prepared to plan and implement developmentally appropriate infant/toddler programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Early Head Start Programs, and other infant/toddler programs.

#### Awards

**Associate Degree:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Diploma:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Certificate:** Infant/Toddler Care Certificate (C55290)

**Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma and Placement Test Equivalent

**Certificate:** Infant/Toddler Care Certificate (C55290H1)

**Length of Program:** 2 Semesters

**Prerequisite:** Placement Test Equivalent

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.



**License or Certification Information:** None Required

**Program Information Contact:**

Curriculum Chairperson: Belva Hawley-Demendoza  
 Telephone Number: (910) 678-8425  
 Office Location: Early Childhood Center, Room 203  
 Email: [demendob@faytechcc.edu](mailto:demendob@faytechcc.edu)  
 Department Office: Early Childhood Center, Room 202  
 Telephone: (910) 678-8566  
 FTCC Web Site: [www.faytechcc.edu](http://www.faytechcc.edu)

**Application Deadlines:** None

**Scholarship/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 05/07/12

**INFANT/TODDLER CARE CERTIFICATE (C55290H1)**

Effective: Spring 2012

Revised: 04/15/10

Length: 2 Semesters

Prerequisite: Placement Test Equivalent

Award: Certificate

**Fall Semester I**

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU119	Intro to Early Childhood 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>10</b>	<b>0</b>	<b>0</b>	<b>10</b>

**Spring Semester I**

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU153	Health, Safety & Nutrition	3	0	0	3
EDU234	Infants, Toddlers & Twos	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

**\*Prospective child care providers must furnish criminal record history, a health card, and physical examination prior to employment in child care.**

**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, Placement Test Equivalent

**Diploma:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Certificate:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

**License or Certification Information:** None Required

**Program Information Contact:**

Point of Contact: J. Tenette Prevatte  
 Telephone Number: (910) 678-7354  
 Office Location: Advanced Technology Center, Room 113H  
 Email: [prevatt@faytechcc.edu](mailto:prevatt@faytechcc.edu)  
 Department Office: Advanced Technology Center, Room 113  
 Telephone: (910) 678-8347  
 FTCC Web Site: [www.faytechcc.edu](http://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/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** Child Care Associate, Student Center, Room 142, Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

**INFORMATION SYSTEMS SECURITY (A25270)**

Effective: Fall 2012

Revised: 02/03/12

Length: 5 Semesters

Prerequisite: 2 Units of Algebra, Placement Test Equivalent

Award: Associate in Applied Science

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	0	1
CIS110	Introduction to Computers	2	2	0	3
*NET125	Networking Basics	1	4	0	3
**NET126	Routing Basics	1	4	0	3
NOS110	Operating System Concepts	2	3	0	3
SEC110	Security Concepts	3	0	0	3
	<b>Totals</b>	<b>10</b>	<b>13</b>	<b>0</b>	<b>16</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS115	Into to PROG & Logic	2	3	0	3
MAT161	College Algebra	3	0	0	3
MAT161A	College Algebra Lab	0	2	0	1
*NET225	Routing & Switching I	1	4	0	3
NOS120	Linux/UNIX Single User	2	2	0	3
SEC150	Secure Communications	2	2	0	3
	<b>Totals</b>	<b>10</b>	<b>13</b>	<b>0</b>	<b>16</b>

**SUMMER SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
NOS220	Linux/UNIX Admin I	2	2	0	3
SEC160	Secure Admin I	2	2	0	3
	<b>Totals</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>6</b>

**FALL SEMESTER 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG111	Expository Writing	3	0	0	3
NOS130	Windows Single User	2	2	0	3
SEC210	Intrusion Detection	2	2	0	3
SEC220	Defense In-Depth	2	2	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	<b>Totals</b>	<b>12</b>	<b>6</b>	<b>0</b>	<b>15</b>

**SPRING SEMESTER 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
CTS115	Info Sys Business Concept	3	0	0	3
COM231	Public Speaking	3	0	0	3
DBA110	Database Concepts	2	3	0	3
SEC289	Security Capstone Project	1	4	0	3
	Major Elective	2	0	0	2
	Social/Behav Science Elective	3	0	0	3
	<b>Totals</b>	<b>14</b>	<b>7</b>	<b>0</b>	<b>17</b>

**TOTAL REQUIRED CREDITS...70**

**Co-op Option:** Qualified students may elect to take up to two (2) credit hours of Cooperative Education in lieu of a major elective upon approval of the Department Chairperson and the Co-op Director.

**\*Note:** Students **may not** take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

\* First 8 weeks    \*\* Second 8 weeks

**MANICURING/NAIL TECHNOLOGY C55400**

The Manicuring/Nail Technology curriculum provides competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the nail technology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional nail technology, business/computer principles, product knowledge, and other related topics.

Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam and upon passing be licensed and qualify for employment in beauty and nail salons, as a platform artist, and in related businesses.

**Awards**

**Associate Degree:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Diploma:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Certificate:** Manicuring/Nail Technology Certificate (C55400)

**Length of Program:** 2 Semesters (day or evening program)

**Prerequisite:** High School Diploma, Placement Test Equivalent

**Certificate:** Manicuring/Nail Technology Certificate (C55400H1)

**Length of Program:** 2 Semesters

**Prerequisite:** Placement Test Equivalent

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

**License or Certification Information:** Graduates are eligible to take the North Carolina State Board of Cosmetic Arts exam

**Program Information Contact:**

Program Coordinator: Silvia Sneed

Telephone Number: (910) 678-0159

Office Location: Salon & Spa Services Education Center, Room 2A

Email: [sneeds@faytechcc.edu](mailto:sneeds@faytechcc.edu)

Department Office: Salon & Spa Services Education Center, Room 2A

Telephone: (910) 678-0158

FTCC Web Site: [www.faytechcc.edu](http://www.faytechcc.edu)

**Application Deadlines:** None

**Scholarship/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial

Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 05/07/12

### MANICURING/NAIL TECHNOLOGY CERTIFICATE (C55400)

Effective: Fall 2011

Revised: 12/06/10

Length: 2 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Certificate

#### FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
*COS121	Manicure/Nail Technology I	4	6	0	6
**COS222	Manicure/Nail Technology II	4	6	0	6
<b>Totals</b>		<b>8</b>	<b>12</b>	<b>0</b>	<b>12</b>

#### SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	0	1
CIS110	Introduction to Computers	2	2	0	3
<b>Totals</b>		<b>3</b>	<b>2</b>	<b>0</b>	<b>4</b>

#### TOTAL REQUIRED CREDITS.... 16

**Co-op Option:** NA

\*1<sup>st</sup> 8 weeks    \*\*2<sup>nd</sup> 8 weeks

### 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 and 1 unit of Algebra, Placement Test Equivalent

**Diploma:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Certificate:** Medical Office Administration Certificate (C25310C1)

**Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma, Placement Test Equivalent

**Certificate:** Medical Coding Specialist Certificate (C25310C2)

**Length of Program:** 3 Semesters

**Prerequisite:** High School Diploma, Placement Test Equivalent

**Certificate:** Dental Office Specialist Certificate (C25310C3)

**Length of Program:** 3 Semesters

**Prerequisite:** High School Diploma, Placement Test Equivalent

**Certificate:** Inpatient Medical Coding Specialist Certificate (C25310C4)

**Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma, Placement Test Equivalent

**Certificate:** Medical Coding and Billing Certificate (C25310H1)

**Length of Program:** 2 Semesters

**Prerequisite:** Placement Test Credit Equivalent

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

**License or Certification Information:** None Required

#### **Program Information Contact:**

Curriculum Chairperson: Denise DeDeaux

Telephone Number: (910) 678-8343

Office Location: Advanced Technology Center, Room 154A

Email: [dedeauxd@faytechcc.edu](mailto:dedeauxd@faytechcc.edu)

Department Office: Advanced Technology Center, Room 154

Telephone: (910) 678-8347

FTCC Web Site: [www.faytechcc.edu](http://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/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** Child Care Associate, Student Center, Room 142, Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 05/07/12

### MEDICAL OFFICE ADMINISTRATION (A25310)

Effective Date: Fall 2012

Revised: 02/03/12

Length: 5 Semesters

Prerequisite: High School Diploma and 1 unit of Algebra, Placement Test Equivalent

Award: Associate in Applied Science

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	0	1
ENG111	Expository Writing	3	0	0	3
MAT115	Mathematical Models	2	2	0	3
OST130	Comprehensive Keyboarding	2	2	0	3
OST141	Med Terms I – Med Office	3	0	0	3
OST149	Medial Legal Issues	3	0	0	3
	<b>Totals</b>	<b>14</b>	<b>4</b>	<b>0</b>	<b>16</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
OST132	Keyboard Skill Building	1	2	0	2
OST136	Word Processing	2	2	0	3
OST137	Office Software Applications	2	2	0	3
OST142	Med Terms II – Med Office	3	0	0	3
OST148	Med Coding, Billing & Ins	3	0	0	3
OST164	Text Editing Applications	3	0	0	3
	<b>Totals</b>	<b>14</b>	<b>6</b>	<b>0</b>	<b>17</b>

**SUMMER SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
	Major Elective	3	0	0	3
	Social Behav Science Elective	3	0	0	3
	<b>Totals</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>

**FALL SEMESTER 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
	or				
ENG115	Oral Communication	3	0	0	3
MED116	Introduction to A & P	3	2	0	4
OST236	Adv Word/Information Proc	2	2	0	3
OST281	Emerg Issue in Med Ofc	3	0	0	3
	Major Elective	3	0	0	3
	<b>Totals</b>	<b>14</b>	<b>4</b>	<b>0</b>	<b>16</b>

**SPRING SEMESTER 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
COE111	Work Experience I	0	0	10	1
OST243	Med Office Simulation	2	2	0	3
OST285	Adv Emerg Issu in Med Ofc	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	3	0	0	3
	<b>Totals</b>	<b>11</b>	<b>2</b>	<b>10</b>	<b>13</b>

**TOTAL REQUIRED CREDITS.... 68**

**Co-op Option:** One (1) credit hour is required. Qualified students may elect to take one (1) additional credit hour of Cooperative Education in lieu of a Major elective provided they acquire approval from the Co-op Director and the Department Chairperson.

**\*Note:** Students **may not** take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

**MEDICAL OFFICE ADMINISTRATION (C25310C1)**

Effective Date: Fall 2012

Revised: 02/03/12

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, Placement Test Equivalent

Award: Certificate

**FALL SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
OST130	Comprehensive Keyboarding	2	2	0	3
OST141	Med Terms I – Med Office	3	0	0	3
OST149	Med Legal Issues	3	0	0	3
	<b>Totals</b>	<b>8</b>	<b>2</b>	<b>0</b>	<b>9</b>

**SPRING SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
OST136	Word Processing	2	2	0	3
OST142	Med Terms II – Med Office	3	0	0	3
OST148	Med Coding, Billing & Insu	3	0	0	3
	<b>Totals</b>	<b>8</b>	<b>2</b>	<b>0</b>	<b>9</b>

**TOTAL REQUIRED CREDITS.... 18****Co-op Option:** NA**MEDICAL OFFICE ADMINISTRATION/  
MEDICAL CODING SPECIALIST (C25310C2)**

Effective Date: Fall 2012

Revised: 02/03/12

Day and Evening

The Medical Coding Specialist certificate is designed to prepare individuals for employment in a medical office or other health-care related business.

The certificate program covers medical terminology; medical coding, billing and insurance; procedure and diagnostic coding and CPC coding certification. Students will learn accurate coding processes and develop skills applicable in the medical coding and billing field.

Upon completion of this program, students would be able to perform the necessary coding 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: 3 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Certificate

**FALL SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
*OST141	Med Terms I – Med Office	3	0	0	3
**OST142	Med Terms II – Med Office	3	0	0	3
**OST148	Med Coding, Billing & Insu	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
OST247	Procedure Coding	1	2	0	2
OST248	Diagnostic Coding	1	2	0	2
<b>Totals</b>		<b>2</b>	<b>4</b>	<b>0</b>	<b>4</b>

**SUMMER SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
OST249	CPC Certification	3	2	0	4
<b>Totals</b>		<b>3</b>	<b>2</b>	<b>0</b>	<b>4</b>

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

Co-op Option: NA

\*1<sup>st</sup> eight weeks \*\*2<sup>nd</sup> eight weeks**MEDICAL OFFICE ADMINISTRATION/  
DENTAL OFFICE SPECIALIST CERTIFICATE (C25310C3)**

Effective Date: Fall 2012  
Revised: 02/03/12  
Day and Evening

The Dental Office Specialist certificate is designed to prepare individuals for employment in a dental office or other dental-care related business. The certificate program covers dental terminology; dental billing and coding; legal and ethical issues; and dental office management and simulation. Students will learn administrative and support functions and develop skills applicable in dental environments.

Upon completion of this program, students would be able to perform the necessary skills required in today's dental 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, Placement Test Equivalent  
Award: Certificate

**FALL SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
OST130	Comprehensive Keyboarding	2	2	0	3
OST143	Dental Office Terminology	3	0	0	3
<b>Totals</b>		<b>5</b>	<b>2</b>	<b>0</b>	<b>6</b>

**SPRING SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
OST147	Dental Billing and Coding	3	0	0	3
OST149	Med Legal Issues	3	0	0	3
<b>Totals</b>		<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>

**SUMMER SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
OST245	Dental Office Management	2	2	0	3
OST246	Dental Office Simulation	2	2	0	3
<b>Totals</b>		<b>4</b>	<b>4</b>	<b>0</b>	<b>6</b>

**TOTAL REQUIRED CREDITS.... 18**

Co-op Option: NA

**MEDICAL OFFICE ADMINISTRATION/  
INPATIENT MEDICAL CODING SPECIALIST CERTIFICATE  
(C25310C4)**

Effective Date: Fall 2012  
Revised: 02/03/12  
Day and Evening

The Inpatient Medical Coding Specialist certificate is designed to prepare individuals for employment in the inpatient hospital insurance and/or billing environment or other health-care related business.

The certificate program covers medical terminology; ICD and CPT/ Other coding systems as it relates to hospital billing and reimbursement methodology to prepare for the CPC-H coding certification. Students will learn accurate coding processes, the completion of the UB-04 claim form as well as develop skills applicable in the hospital billing field.

Upon completion of this program, students would be able to perform the necessary coding skills required in today's hospital billing environment 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, Placement Test Equivalent  
Award: Certificate

**FALL SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
*OST141	Med Terms I – Med Office	3	0	0	3
**OST142	Med Terms II – Med Office	3	0	0	3
MED116	Introduction to A & P	3	2	0	4
<b>Totals</b>		<b>9</b>	<b>2</b>	<b>0</b>	<b>10</b>

**SPRING SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
*HIT211	ICD Coding	2	6	0	4
**HIT214	CPT/Other Coding Systems	1	3	0	2
**HIT215	Reimbursement Methodology	1	2	0	2
<b>Totals</b>		<b>4</b>	<b>11</b>	<b>0</b>	<b>8</b>

**TOTAL REQUIRED CREDITS.... 18**

Co-op Option: NA

\*1<sup>st</sup> eight weeks \*\*2<sup>nd</sup> eight weeks

**NETWORKING TECHNOLOGY****A25340**

The Networking Technology 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:** Networking Technology (A25340)

**Length of Program:** 5 Semesters

**Prerequisite:** 2 Units of Algebra, Placement Test Equivalent

**Diploma:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Certificate:** Cisco Networking (C25340C3)

**Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma, Placement Test Equivalent

**Certificate:** Cisco Networking (C25340H1)

**Length of Program:** 2 Semesters

**Prerequisite:** Placement Test Equivalent

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

**License or Certification Information:** None Required

**Program Information Contact:**

Curriculum Coordinator: Doug Jarboe

Telephone Number: (910) 678-7346

Office Location: Advanced Technology Center, Room 113C

Email: [jarboed@faytechcc.edu](mailto:jarboed@faytechcc.edu)

Department Office: Advanced Technology Center, Room 113

Telephone: (910) 678-8347

FTCC Web Site: [www.faytechcc.edu](http://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/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** Child Care Associate, Student Center, Room 142, Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 05/07/12

**NETWORKING TECHNOLOGY - (A25340)**

Effective: Fall 2011

Revised: 11/23/10

Length: 5 Semesters

Prerequisite: 2 Units of Algebra, Placement Test Equivalent

Award: Associate in Applied Science

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	0	1
CIS110	Introduction to Computers	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
NOS110	Operating system Concepts	2	3	0	3
<b>Totals</b>		<b>11</b>	<b>7</b>	<b>0</b>	<b>14</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS115	Intro to Prog & Logic	2	3	0	3
COM231	Public Speaking	3	0	0	3
CTS115	Info Sys Business Concept	3	0	0	3
DBA110	Database Concepts	2	3	0	3
NOS120	Linux/UNIX Single User	2	2	0	3
	Social/Behav Science 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
CTS120	Hardware/Software Support	2	3	0	3
	Humanities/Fine Arts Elective	3	0	0	3
<b>Totals</b>		<b>5</b>	<b>3</b>	<b>0</b>	<b>6</b>

**FALL SEMESTER 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
CTS220	Adv Hard/Software Support	2	3	0	3
*NET125	Networking Basics	1	4	0	3
**NET126	Routing Basics	1	4	0	3
NOS130	Windows Single User	2	2	0	3
SEC110	Security Concepts	3	0	0	3
<b>Totals</b>		<b>9</b>	<b>13</b>	<b>0</b>	<b>15</b>

**SPRING SEMESTER 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
*NET225	Routing & Switching I	1	4	0	3
**NET226	Routing & Switching II	1	4	0	3
NET289	Networking Project	1	4	0	3
NOS230	Windows Admin I	2	2	0	3
	Major Elective	3	0	0	3
<b>Totals</b>		<b>8</b>	<b>14</b>	<b>0</b>	<b>15</b>

**TOTAL REQUIRED CREDITS...68**

**Co-op Option:** Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of other major courses upon approval of the Department Chairperson and the Co-op Director.

\***Note:** Students **may not** take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

\* First 8 weeks    \*\* Second 8 weeks

**NETWORKING TECHNOLOGY/  
CISCO NETWORKING CERTIFICATE (C25340C3)**

Effective: Fall 2011

Revised: 11/23/10

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 Networking Technology for an Associate in Applied Science degree.

Length: 2 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Certificate

**FALL SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
*NET125	Networking Basics	1	4	0	3
**NET126	Routing Basics	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	Routing and Switching I	1	4	0	3
** NET226	Routing 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

**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:** Nuclear Medicine Technology (A45460)

**Length of Program:** 5 Semesters

**Prerequisite:** High School Diploma, 1 Unit of Algebra, 1 Unit of Biology, 1 Unit of Chemistry, CNA-1 (required effective Fall 2012) and/or AAS or Higher in an Allied Health Field \*

**Diploma:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Certificate:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

**License or Certification Information:** Graduates are eligible to take the Nuclear Medicine Technology Certification Exam.

**Program Information Contact:**

Curriculum Chairperson: Tony Harris

Telephone Number: (919) 209-2185 or (910) 678-8264

Office Location: Health Technology Center, Room 101-C

Email: [ajharris@johnstoncc.edu](mailto:ajharris@johnstoncc.edu)

Department Office: Health Technology Center, Room 169

Telephone: (910) 678-8264

FTCC Web Site: [www.faytechcc.edu](http://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/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 11/13/11

\***Acceptable AAS or Higher:** Associate Degree Nursing, Radiography, Respiratory Therapy, Physical Therapy, Medical or Cardial Sonography, Medical Assistant, and Emergency Medical Technician (Paramedic).

**NUCLEAR MEDICINE TECHNOLOGY (A45460)**

Effective: Fall 2011

Revised: 11/13/11

Length: 5 Semesters

Prerequisite: 1 Unit of Algebra, 1 Unit Biology &amp; Chemistry, CNA-1 (required effective Fall 2012) and/or an AAS or Higher in an Allied Health Field \*

Award: Associate in Applied Science

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	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
NMT110	Intro to Nuclear Medicine	2	0	0	2
	<b>Totals</b>	<b>12</b>	<b>5</b>	<b>0</b>	<b>14</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO169	Anatomy and Physiology II	3	3	0	4
MAT140	Survey of Mathematics	3	0	0	3
NMT126	Nuclear Physics	2	0	0	2
NMT134	Nuclear Pharmacy	2	0	0	2
	<b>Totals</b>	<b>10</b>	<b>3</b>	<b>0</b>	<b>11</b>

**SUMMER SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
	or				
ENG115	Oral Communication	3	0	0	3
NMT132	Overview-Clinical Nuc Med.	2	0	6	4
NMT212	Procedures for Nuc Med I	2	0	0	2
	<b>Totals</b>	<b>7</b>	<b>0</b>	<b>6</b>	<b>9</b>

**FALL SEMESTER 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
NMT211	NMT Clinical Practice	0	0	21	7
NMT215	Non-Imaging Instrumentation	1	3	0	2
NMT222	Procedures for Nuc Med II	2	0	0	2
NMT289	Nuc Med Tech Topics	2	3	0	3
	<b>Totals</b>	<b>5</b>	<b>6</b>	<b>21</b>	<b>14</b>

**SPRING SEMESTER 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Intro to Computers	2	2	0	3
NMT217	Radiobiology and Protection	2	0	0	2
NMT221	NMT Clinical Practice II	0	0	21	7
PET110	Introduction to PET	2	0	0	2
PET112	PET Procedures	3	0	0	3
PSY150	General Psychology	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	<b>Totals</b>	<b>15</b>	<b>2</b>	<b>21</b>	<b>23</b>

**TOTAL REQUIRED CREDITS.... 71****Co-Op Option:** NA

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

**Note:** Students **may not** take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.**NURSING ASSISTANT****C45480**

The Nursing Assistant curriculum prepares individuals to work under the supervision of licensed health care professionals in performing nursing care and services for persons of all ages.

Course work emphasizes personal care, vital signs, communication, nutrition, medical asepsis, safety, catheterization, tracheostomy care, dressing changes, oxygen therapy, and legal scope of practice of the Nursing Assistants.

Graduates of this curriculum may be eligible to be listed on the registry as a Nursing Assistant I and Nursing Assistant II. They may be employed in home health agencies, hospitals, clinics, nursing homes, extended care facilities, and doctors' offices.

**Awards****Certificate:** Nursing Assistant (C45480)**Length of Program:** 2 Semesters**Prerequisite:** CPR Certification, TB Screening, and Vaccinations required 2 weeks prior to first day of class**Certificate:** Nursing Assistant (C45480H1)**Length of Program:** 2 Semesters**Prerequisite:** CPR Certification, TB Screening, and Vaccinations required 2 weeks prior to first day of class**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.**License or Certification Information:** Students completing NAS 101 successfully are eligible for certification through the N.C. Division of Facility Services as a Nursing Assistant I. Those completing NAS 102 are eligible for Nursing Assistant II Certification through the North Carolina Board of Nursing.**Program Information Contact:**

C.N.A. Coordinator: Denise Pate, RN

Telephone Number: (910) 678-9868

Office Location: Health Technology Center, Room 201-A

Email: [pated@faytechcc.edu](mailto:pated@faytechcc.edu)

Department Office: Health Technologies Building Room 201

Department Phone: (910) 678-0179

FTCC Web Site: [www.faytechcc.edu](http://www.faytechcc.edu)**Application Deadlines:** Specific health program admission requirements must be met before a student is eligible for admission.**Scholarship/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.



**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 05/07/12

### NURSING ASSISTANT (Certificate) (C45480)

Effective: Fall 2011

Revised: 01/26/11

The Nursing Assistant curriculum prepares individuals to work under the supervision of licensed health care professionals in performing nursing care and services for persons of all ages.

Course work emphasizes personal care, vital signs, communication, nutrition, medical asepsis, catheterization, tracheostomy care, dressing changes, oxygen therapy, and legal scope of practice for Nursing Assistants.

Graduates of this curriculum may be eligible to be listed on the registry as a Nursing Assistant I and Nursing Assistant II. They may be employed in home health agencies, hospitals, clinics, nursing homes, extended care facilities, and doctors' offices.

Length: 2 Semesters

Prerequisites: CPR Certification, TB Screening, and Vaccinations required 2 weeks prior to first day of class.

Award: Certificate

#### SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Introduction to computers	2	2	0	3
NAS101	Nursing Assistant I	3	4	3	6
		----	----	----	----
	<b>Totals</b>	<b>5</b>	<b>6</b>	<b>3</b>	<b>9</b>

#### SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
NAS102	Nursing Assistant II	3	2	6	6
NAS103	Home Health Care	2	0	0	2
		----	----	----	----
	<b>Totals</b>	<b>5</b>	<b>2</b>	<b>6</b>	<b>8</b>

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

**Co-Op Option:** NA

**Note:** To progress to NAS-102 students must successfully complete NA I course and listing on the NA I registry with no substantial findings.

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

### OFFICE ADMINISTRATION **A25370**

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 Administration (A25370)

**Length of Program:** 5 Semesters

**Prerequisite:** High School Diploma, Placement Test Equivalent

**Diploma:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Certificate:** Basic Office Administration (C25370C1)

**Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma, Placement Test Equivalent

**Certificate:** Office Finance Specialist Certificate (C25370C2)

**Length of Program:** 3 Semesters

**Prerequisite:** High School Diploma & 1 Unit of Algebra, Placement Test Equivalent

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

**License or Certification Information:** None Required

#### **Program Information Contact:**

Curriculum Chairperson: Lisa Bailey

Telephone Number: (910) 678-8361

Office Location: Advanced Technology Center, Room 154D

Email: [baileyl@faytechcc.edu](mailto:baileyl@faytechcc.edu)

Department Office: Advanced Technology Center, Room 113

Telephone: (910) 678-8347

FTCC Web Site: [www.faytechcc.edu](http://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/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance:** Child Care Associate, Student Center, Room 142, Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 02/03/12

**OFFICE ADMINISTRATION (A25370)**

Effective Date: Fall 2012

Revised: 02/03/12

Length: 5 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Associate in Applied Science

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	0	1
ENG111	Expository Writing	3	0	0	3
MAT115	Mathematical Models	2	2	0	3
OST130	Comprehensive Keyboarding	2	2	0	3
OST162	Executive Terminology	3	0	0	3
	Social/Behav Science Elective	3	0	0	3
<b>Totals</b>		<b>14</b>	<b>4</b>	<b>0</b>	<b>16</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
OST132	Keyboard Skill Building	1	2	0	2
OST136	Word Processing	2	2	0	3
OST137	Office Software Applications	2	2	0	3
OST164	Text Editing Applications	3	0	0	3
OST184	Records Management	2	2	0	3
	Major Elective	0	0	10	1
<b>Totals</b>		<b>10</b>	<b>8</b>	<b>10</b>	<b>15</b>

**SUMMER SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
OST134	Text Entry & Formatting	2	2	0	3
OST138	Advanced Software Appl	2	2	0	3
<b>Totals</b>		<b>4</b>	<b>4</b>	<b>0</b>	<b>6</b>

**FALL SEMESTER 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
OST133	Adv Keyboard Skill Bldg	1	2	0	2
OST223	Admin Office Transcript I	2	2	0	3
OST233	Office Publications Design	2	2	0	3
OST236	Adv Word/Information Proc	2	2	0	3
OST286	Professional Development	3	0	0	3
<b>Totals</b>		<b>10</b>	<b>8</b>	<b>0</b>	<b>14</b>

**SPRING SEMESTER 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
OST135	Adv Text Entry & Format	3	2	0	4
OST165	Adv Text Editing Apps	2	2	0	3
OST289	Administrative Office Mgt	2	2	0	3
	Humanities/Fine Arts Elective	3	0	0	3
<b>Totals</b>		<b>13</b>	<b>6</b>	<b>0</b>	<b>16</b>

**TOTAL REQUIRED CREDITS.... 67**

**Co-op Option:** Qualified students may elect to take up to one (1) credit hour of Cooperative Education in lieu of a Major elective provided they acquire approval from the Co-op Director and the Department Chairperson.

**\*Note:** Students **may not** take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

**This degree should prepare graduates for the Microsoft Certified Application Specialist Exam Series in Access, Excel, PowerPoint, and Word.**

**OFFICE ADMINISTRATION/  
BASIC OFFICE ADMINISTRATION CERTIFICATE  
(C25370C1)**

Effective: Fall 2012

Revised: 02/03/12

The Basic Office Administration 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 Administration program for an Associate of Applied Science degree.

Length: 2 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Certificate

**Fall Semester**

Prefix No.	Title	Class	Lab	Clinical	Credit
OST122	Office Computations	1	2	0	2
OST130	Comprehensive Keyboarding	2	2	0	3
OST184	Records Management	2	2	0	3
<b>Totals</b>		<b>5</b>	<b>6</b>	<b>0</b>	<b>8</b>

**SPRING SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
OST132	Keyboard Skill Building	1	2	0	2
OST136	Word Processing	2	2	0	3
OST137	Office Software Apps	2	2	0	3
<b>Totals</b>		<b>5</b>	<b>6</b>	<b>0</b>	<b>8</b>

**TOTAL REQUIRED CREDITS.... 16****Co-op Option:** NA

**OFFICE ADMINISTRATION/  
OFFICE FINANCE SPECIALIST CERTIFICATE (C25370C2)**

Effective: Fall 2012

Revised: 02/03/12

The Office Finance Specialist certificate is designed to give individuals the opportunity to acquire basic calculation and accounting software skills necessary for entry-level employment in today's modern office.

This certificate program covers office computations, records

management, accounting, spreadsheets, and database 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 Administration program for an Associate of Applied Science degree.

Length: 3 Semesters

Prerequisite: High School Diploma & 1 Unit of Algebra, Placement Test Equivalent

Award: Certificate

#### Fall Semester

Prefix No.	Title	Class	Lab	Clinical	Credit
MAT115	Mathematical Models	2	2	0	3
OST122	Office Computations	1	2	0	2
	<b>Totals</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>5</b>

#### SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
OST137	Office Software Apps	2	2	0	3
OST153	Office Finance Solutions	1	2	0	2
OST184	Records Management	2	2	0	3
	<b>Totals</b>	<b>5</b>	<b>6</b>	<b>0</b>	<b>8</b>

#### SUMMER SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
OST138	Advanced Software Appl	2	2	0	3
	<b>Totals</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>

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

**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

**Length of Program:**

**Prerequisite:**

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

**License or Certification Information:** None Required

#### Program Information Contact:

Curriculum Chairperson: Ann Taylor

Telephone Number: (910) 678-7379

Office Location: Cumberland Hall, Room 346B

Email: [taylora@faytechcc.edu](mailto:taylora@faytechcc.edu)

Department Office: Cumberland Hall, Room 346A

Telephone: (910) 678-8292

FTCC Web Site: [www.faytechcc.edu](http://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/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 07/01/11

### PARALEGAL TECHNOLOGY (A25380)

Effective: Fall 2010

Revised: 12/21/09

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

#### Fall Semester 1

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
ACA111	College Student Success	1	0	0	0	1
	or					
ACA115	Success & Study Skills	0	2	0	0	1
CIS110	Introduction to Computers	2	2	0	0	3
ENG111	Expository Writing	3	0	0	0	3
LEX110	Intro to Paralegal Study	2	0	0	0	2
LEX120	Legal Research/Writing I	2	2	0	0	3
LEX140	Civil Litigation I	3	0	0	0	3
LEX 210	Real Property I	3	0	0	0	3
	<b>Totals</b>	<b>15/16</b>	<b>4/6</b>	<b>0</b>	<b>0</b>	<b>18</b>

**Refer to the FTCC website for the most current information. Go to [www.faytechcc.edu](http://www.faytechcc.edu) and click on College Catalog.**

**Spring Semester 1**

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
LEX121	Legal Research/Writing II	2	2	0	0	3
LEX141	Civil Litigation II	2	2	0	0	3
LEX150	Commercial Law	2	2	0	0	3
LEX211	Real Property II	1	4	0	0	3
LEX250	Wills & Estates	2	2	0	0	3
LEX283	Investigations	1	2	0	0	2
<b>Totals</b>		<b>10</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>17</b>

**Summer Semester 1**

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
COM231	Public Speaking	3	0	0	0	3
MAT115	Mathematical Models	2	2	0	0	3
<b>Totals</b>		<b>5</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>6</b>

**Fall Semester 2**

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
CIS162	MM Presentation Software	2	2	0	0	3
or						
CTS130	Spreadsheet	2	2	0	0	3
LEX130	Civil Injuries	3	0	0	0	3
LEX160	Criminal Law & Practice	2	2	0	0	3
LEX180	Case Analysis	1	2	0	0	2
LEX260	Bankruptcy & Collections	3	0	0	0	3
POL120	American Government	3	0	0	0	3
<b>Totals</b>		<b>14</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>17</b>

**Spring Semester 2**

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
COE112	Co-op Work Experience I	0	0	20	0	2
LEX240	Family Law	3	0	0	0	3
LEX270	Law Office Mgt/Technology	1	2	0	0	2
LEX285	Workers' Comp Law	2	0	0	0	2
PHI230	Introduction to Logic	3	0	0	0	3
<b>Totals</b>		<b>9</b>	<b>2</b>	<b>20</b>	<b>0</b>	<b>12</b>

**TOTAL CREDITS HOURS... 70**

\* 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.

\* The Paralegal Department Chairperson is responsible for awarding transfer credit for legal specialty courses.

**PARALEGAL (D25380)**

Effective: Fall 2010

Revised Date: 12/21/09

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
CIS110	Introduction to Computers	2	2	0	3
ENG111	Expository Writing	3	0	0	3
LEX110	Introduction to Paralegal	2	0	0	2
LEX120	Legal Research/Writing I	2	2	0	3
LEX140	Civil Litigation I	3	0	0	3
LEX160	Criminal Law & Procedure	2	2	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>8</b>	<b>0</b>	<b>22</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
LEX150	Commercial Law I	2	2	0	3
LEX211	Real Property II	1	4	0	3
LEX240	Family Law	3	0	0	3
LEX250	Wills, Estates, & Trust	2	2	0	3
LEX270	Law Office Mgt/Technology	1	2	0	2
PHI230	Introduction to Logic	3	0	0	3
<b>Totals</b>		<b>15</b>	<b>12</b>	<b>0</b>	<b>23</b>

**SUMMER SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
COE112	Co-op Work Experience I	0	0	20	2
<b>Totals</b>		<b>0</b>	<b>0</b>	<b>20</b>	<b>2</b>

**TOTAL REQUIRED CREDITS ... 47**

**Co-op Option:** Students are required to take 2 credit hours of co-op.

\*The Paralegal Department Chairperson is responsible for awarding transfer credit for legal specialty courses.

**PHARMACY TECHNOLOGY****A45580**

The Pharmacy Technology Program 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.

Students will prepare prescription medications, mix intravenous solutions and other specialized medications, update patient profiles, maintain inventories, package medications in unit-dose or med-card form, and gather data used by pharmacists to monitor drug therapy.

Employment opportunities include retail, hospitals, nursing homes, research laboratories, wholesale drug companies, and pharmaceutical manufacturing facilities. Graduates from the program may be eligible to take the National Certification Examination to become a certified pharmacy technician.

**Awards**

**Associate Degree:** Pharmacy Technology (A45580)  
**Length of Program:** 5 Semesters  
**Prerequisite:** High School Diploma, 1 Unit Biology, 1 Unit Algebra, Diploma in Pharmacy Tech., Current Certification in good standing with the Pharmacy Technician Certification Board

**Diploma:** Pharmacy Technology (D45580)  
**Length of Program:** 3 Semesters  
**Prerequisite:** High School Diploma, 1 Unit Biology, 1 Unit Algebra

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

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

**License or Certification Information:** None Required

**Program Information Contact:**

Curriculum Chairperson: Dina Adams  
 Telephone Number: (910) 678-8229  
 Office Location: Health Technology Center, Room 253-F  
 Email: [adamsd@faytechcc.edu](mailto:adamsd@faytechcc.edu)  
 Department Office: Health Technology Center, Room 253  
 Telephone: (910) 678-8392  
 FTCC Web Site: [www.faytechcc.edu](http://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/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 07/01/11

**PHARMACY TECHNOLOGY (A45580)**

Effective: Fall 2011  
 Revised: 11/18/10

Length: 5 Semesters  
 Prerequisites: 1 Unit Biology, 1 Unit Algebra, Diploma in Pharmacy Technology, Current Certification in good standing with the Pharmacy Technician Certification Board.  
 Award: Associate in Applied Science

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA	Elective	1	0	0	1

BIO163	Basic Anat & Physiology	4	2	0	5
CIS110	Introduction to Computers	2	2	0	3
or					
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
<b>Totals</b>		<b>14</b>	<b>7</b>	<b>0</b>	<b>17</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
PHM165*	Pharmacy Prof Practice	2	0	0	2
PSY150	General Psychology	3	0	0	3
<b>Totals</b>		<b>10</b>	<b>0</b>	<b>0</b>	<b>10</b>

**FALL SEMESTER 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
PHM150	Hospital Pharmacy	3	3	0	4
PHM160	Pharm. Dosage Forms	3	0	0	3
<b>Totals</b>		<b>9</b>	<b>3</b>	<b>0</b>	<b>10</b>

**SPRING SEMESTER 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
PHM138	Pharmacy Clinical	0	0	24	8
	Humanities Elective	3	0	0	3
<b>Totals</b>		<b>3</b>	<b>0</b>	<b>24</b>	<b>11</b>

**TOTAL REQUIRED CREDITS.... 67****Co-Op Option: NA**

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

\*Credit for PHM 165 will be awarded to individuals with a current certification in good standing with the Pharmacy Technician Certification Board.

**PHARMACY TECHNOLOGY (D45580)**

Effective: Fall 2011

Revised: 11/18/10

Length: 3 Semesters

Prerequisites: 1 Unit Biology, 1 Unit Algebra

Award: Diploma

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	0	1
BIO163	Basic Anat & Physiology	4	2	0	5
CIS110	Introduction to Computers	2	2	0	3
or					
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
	<b>Totals</b>	<b>14</b>	<b>7</b>	<b>0</b>	<b>17</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
PHM165	Pharmacy Prof Practice	2	0	0	2
PSY150	General Psychology	3	0	0	3
	<b>Totals</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>10</b>

**TOTAL REQUIRED CREDITS.... 46****Co-Op Option:** NA

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.

The Fayetteville Technical Community College Physical Therapist Assistant program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association. Upon receiving your Associate of Applied Science degree

from the college, the graduate may be eligible to sit for the Physical Therapist Assistant licensure examination. Successfully meeting licensure requirements allows the graduate to work as a Physical Therapist Assistant. 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:** For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

**N C 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 or employment.]**

**Programmatic Accreditation:** The Physical Therapist Assistant program at Fayetteville Technical Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org); website: [www.capteonline.org](http://www.capteonline.org)

**Program Information Contact:**

Curriculum Chairperson: Heidi Shearin, PT, DPT

Telephone Number: 678-8259

Office Location: Health Technology Center, 201-D

Email: [shearinh@faytechcc.edu](mailto:shearinh@faytechcc.edu)

Department Office: Health Technology Center, 201

Telephone: 678-0179

FTCC Web Site: [www.faytechcc.edu](http://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/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance:** If in need of assistance. See Child Care Associate, Student Center, Room 142; Telephone: 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 05/31/12

**PHYSICAL THERAPIST ASSISTANT (A45620)**

Effective: Fall 2011

Revised: 01/26/11

Length: 5 Semesters

Prerequisites: 2 Units of Algebra, 1 Unit Biology &amp; Chemistry

Award: Associate in Applied Science

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	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>13</b>	<b>16</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
PTA140	Therapeutic Exercise	2	6	0	4
PTA150	Physical Therapy Proc II	1	6	0	3
<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**

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
PSY241	Developmental Psych	3	0	0	3
PTA180BB	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**

Prefix No.	Title	Class	Lab	Clinical	Credit
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**

Co-Op Option: NA

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

**\*Note:** Students **may not** take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

**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, Placement Test Equivalent**Certificate:** Basic Plumbing Certificate (C35300C1)**Length of Program:** 2 Semesters**Prerequisite:** High School Diploma, Placement Test Equivalent**Certificate:** Basic Plumbing Certificate (C35300H1)**Length of Program:** 2 Semesters**Prerequisite:** Placement Test Equivalent

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

**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: [ditchs@faytechcc.edu](mailto:ditchs@faytechcc.edu)

Department Office: Cumberland Hall Room 334

Telephone: (910) 678-8357

FTCC Web Site: [www.faytechcc.edu](http://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/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** If in need of assistance. See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 05/07/12

**PLUMBING (D35300)**

Effective: Fall 2012

Revised: 02/03/12

Length: 3 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Diploma

**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	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
CIS110	Introduction to Computers	2	2	0	3
	or				
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>22</b>	<b>0</b>	<b>17</b>

**Summer Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
PLU130	Plumbing Systems	3	9	0	6
	Major 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 provided they acquire approval from the Co-op Director and the Department Chairperson.

**PLUMBING/BASIC PLUMBING CERTIFICATE (C35300C1)****Evening/Weekend Program**

Effective: Fall 2012

Revised: 02/03/12

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, Placement Test Equivalent

Award: Certificate

**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
BPR130	Blueprint Reading/Const	1	2	0	2
PSY118	Interpersonal Psychology	3	0	0	3
PLU110AA	Modern Plumbing	3	6	0	5
	<b>Totals</b>	<b>7</b>	<b>8</b>	<b>0</b>	<b>10</b>

**Spring Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
PLU110BB	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.... 16****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:** High School Diploma, 1 Unit of Biology, 1 Unit of Algebra, & 1 Unit of Chemistry**Certificate:** Not Applicable**Length of Program:****Prerequisite:**

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

**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

Telephone Number: (910) 678-8355

Office Location: HTC, Room 169-H

Department Office: Health Technology Center, Room 169

Telephone: (910) 678-8264



Email: [monroes@faytechcc.edu](mailto:monroes@faytechcc.edu)  
 FTCC Web Site: [www.faytechcc.edu](http://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/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:**

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

92% pass rate on 2010 State Board Licensure Exam with a three-year average of 90%.

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

\*Graduates available to work as LPN upon successful completion of licensure examination.

Revised: 07/01/11

**PRACTICAL NURSING (DIPLOMA) (D45660)**

Effective: Fall 2011

Revised: 03/10/11

Length: 3 Semesters

Prerequisites: High School Diploma, 1 Unit Biology, Algebra & Chemistry

Award: Diploma

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	0	1
BIO163	Basic Anat & Physiology	4	2	0	5
*NUR101	Practical Nursing I	7	6	6	11
*NUR102AA	Practical Nursing II	2	0	0	2
	<b>Totals</b>	<b>14</b>	<b>8</b>	<b>6</b>	<b>19</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Introduction to Computers	2	2	0	3
	or				
CIS113	Computer Basics	0	2	0	1
*NUR102BB	Practical Nursing II	6	0	12	10
*NUR103AA	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 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG111	Expository Writing	3	0	0	3

*NUR103BB 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.... 46**

**Co-op Option:** NA

**\*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

**Length of Program:**

**Prerequisite:**

**Certificate:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

**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: Anita McKnight

Telephone Number: (910) 678-8303

Office Location: Health Technology Center, Room 169-G

Email: [mcknigha@faytechcc.edu](mailto:mcknigha@faytechcc.edu)

Department Office: Health Technology Center, Room 169

Telephone: (910) 678-8264

FTCC Web Site: [www.faytechcc.edu](http://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/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study may or may not be eligible for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 07/01/11

### RADIOGRAPHY (A45700)

Effective: Fall 2011

Revised: 11/18/10

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
	ACA Elective	1	0	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>12</b>	<b>9</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
CIS110	Introduction to Computers	2	2	0	3
	or				
CIS113	Computer Basics	0	2	0	1
COM231	Public speaking	3	0	0	3
	or				
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

Prefix No.	Title	Class	Lab	Clinical	Credit
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

Prefix No.	Title	Class	Lab	Clinical	Credit
PSY150	General Psychology	3	0	0	3
RAD211	RAD Procedures III	2	3	0	3
RAD231	Radiographic Physics II	1	3	0	2
RAD241	Radiobiology/Protection	2	0	0	2
RAD251	RAD Clinical Ed IV	0	0	21	7
RAD281	RAD Clinical Elective	0	0	3	1
	<b>Totals</b>	<b>8</b>	<b>6</b>	<b>24</b>	<b>18</b>

#### SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
RAD245	Image Analysis	1	3	0	2
RAD261	RAD Clinical Ed V	0	0	21	7
RAD271	Radiography Capstone	0	3	0	1
	Humanities/Fine Arts Elective	3	0	0	3
	<b>Totals</b>	<b>4</b>	<b>6</b>	<b>21</b>	<b>13</b>

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

**Co-Op Option: NA**

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

\***Note:** Students **may not** take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

### RESPIRATORY THERAPY A45720

The Respiratory Therapy 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 Therapy (A45720)

**Length of Program:** 5 Semesters

**Prerequisites:** 1 Unit of Algebra, 1 Unit of Biology, 1 Unit of Chemistry and TEAS Test. For the advanced placement option, a student must have military training as respiratory specialist or have a current unrestricted CRT certification with evidence of 3600 hours of clinical experience as a CRT within the past 4 years.

**Diploma:** None

**Length of Program:** N/A

**Prerequisite:**

**Certificate:** None  
**Length of Program:** N/A  
**Prerequisite:**

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

**License or Certification Information Contact:** NBRC Executive Office, 8310 Nieman Road, Lenexa, KS 66214-1579, NBRC-info@nbc.org or NC Respiratory Care Board, 1100 Navaho Drive, Suite 242, Raleigh, NC 27609

**Program Information Contact:**

Curriculum Chairperson: John Holloman  
 Telephone Number: (910) 678-8316  
 Office Location: Health Technologies Center, Room 201-H  
 Email: [hollomaj@faytechcc.edu](mailto:hollomaj@faytechcc.edu)  
 Department Office: Health Technology Center Room 201  
 Telephone: (910) 678-0179  
 FTCC Web Site: [www.faytechcc.edu](http://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/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 01/11/12

**RESPIRATORY THERAPY (A45720)**

Effective: Fall 2012  
 Revised: 01/11/12

Length: 5 Semesters

Prerequisites: 1 Unit Algebra, 1 Unit Biology, 1 Unit Chemistry, and TEAS Test. For the advanced placement option, a student must have military training as a respiratory specialist or have a current unrestricted CRT certification with evidence of 3600 hours of clinical experience as a CRT within the past 4 years.

Award: Associate in Applied Science

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	0	1
BIO163	Basic Anatomy & Physiology	4	2	0	5
ENG111	Expository Writing	3	0	0	3
RCP110	Intro to Respiratory Care	3	3	0	4
RCP113	RCP Pharmacology	2	0	0	2
RCP132	RCP Clinical Practice I	0	0	6	2
	<b>Totals</b>	<b>13</b>	<b>5</b>	<b>6</b>	<b>17</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Introduction to Computers	2	2	0	3
	or				
CIS111	Basic PC Literacy	1	2	0	2
RCP111	Therapeutics/Diagnostics	4	3	0	5
RCP114	C-P Anatomy and Physiology	3	0	0	3
RCP143	RCP Clinical Practice II	0	0	9	3
	Humanities/Fine Arts Elective	3	0	0	3
	<b>Totals</b>	<b>11</b>	<b>5</b>	<b>9</b>	<b>16</b>

**SUMMER SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
RCP115	C-P Pathophysiology	2	0	0	2
RCP152	RCP Clinical Practice III	0	0	6	2
RCP223	Special Practice Lab	0	3	0	1
	<b>Totals</b>	<b>2</b>	<b>3</b>	<b>6</b>	<b>5</b>

**FALL SEMESTER 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
	or				
ENG115	Oral Communication	3	0	0	3
RCP210	Critical Care Concepts	3	3	0	4
RCP214	Neonatal/Ped's RC	1	3	0	2
RCP236	RCP Clinical Practice IV	0	0	18	6
	<b>Totals</b>	<b>7</b>	<b>6</b>	<b>18</b>	<b>15</b>

**SPRING SEMESTER 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
PSY150	General Psychology	3	0	0	3
RCP211	Adv. Monitoring/Procedures	3	3	0	4
RCP215	Career Prep – ADV Level	0	3	0	1
RCP248	RCP Clinical Practice V	0	0	24	8
	<b>Totals</b>	<b>6</b>	<b>6</b>	<b>24</b>	<b>16</b>

**TOTAL REQUIRED CREDITS.... 69**

**Co-Op Option:** NA

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

**\*Note:** Students **may not** take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

**SCHOOL-AGE EDUCATION**

**A55440**

This curriculum prepares individuals to work with children in elementary through middle grades in diverse learning environments. Students will combine learned theories with practice in actual settings with school-age children under the supervision of qualified teachers.

Course work includes child growth/development; computer technology in education; physical/nutritional needs of school-age children; care and guidance of school-age children; and communication skills with families and children. Students will foster the cognitive/language,

physical/motor, social/emotional, and creative development of school-age populations.

Graduates are prepared to plan and implement developmentally appropriate programs in school-aged environments. Employment opportunities include school-age teachers in child care programs, before/after-school programs, paraprofessional positions in public/private schools, recreational centers, and other programs that work with school-age populations.

### Awards

**Associate Degree:** School-Age Education (A55440)

**Length of Program:** 5 Semesters

**Prerequisite:** High School Diploma & Algebra I

**Diploma:** School-Age Education Diploma (D55440)

**Length of Program:** 5 Semesters,

**Prerequisite:** High School Diploma, Algebra I, & Placement Test Credit Equivalent

**Certificate:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

**License or Certification Information:** None Required

### **Program Information Contact:**

Curriculum Chairperson: Belva Hawley-Demendoza

Telephone Number: (910) 678-8425

Office Location: Early Childhood Center, Room 203

Email: [demendob@faytechcc.edu](mailto:demendob@faytechcc.edu)

Department Office: Early Childhood Center, Room 202

Telephone: (910) 678-8566

FTCC Web Site: [www.faytechcc.edu](http://www.faytechcc.edu)

**Application Deadlines:** None

**Scholarship/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 07/01/11

### **SCHOOL-AGE EDUCATION (A55440)**

Effective: Fall 2010

Revised: 03/01/10

Length: 5 Semesters

Prerequisite: High School Diploma & Algebra I

Award: Associate in Applied Science

### **Fall Semester I**

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
ACA111	College Student Success	1	0	0	0	1
or						
ACA115	Success & Study Skills	0	2	0	0	1
CIS110	Introduction to Computers	2	2	0	0	3
or						
CIS113	Computer Basics	0	2	0	0	1
EDU118	Princ & Prac of Inst Asst	3	0	0	0	3
EDU144	Child Development I	3	0	0	0	3
EDU163	Classroom Mgt & Instruct	3	0	0	0	3
ENG111	Expository Writing	3	0	0	0	3
MAT115	Mathematical Models	2	2	0	0	3
<b>Totals</b>		<b>14/15</b>	<b>4/6</b>	<b>0</b>	<b>0</b>	<b>17</b>

### **Spring Semester I**

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
EDU131	Child, Family, & Commun	3	0	0	0	3
EDU145	Child Development II	3	0	0	0	3
EDU216	Foundations of Education	4	0	0	0	4
EDU235	School-Age Dev & Program	3	0	0	0	3
SOC210	Introduction to Sociology	3	0	0	0	3
	Major Elective	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 I**

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
	Humanities/Fine Arts Elective	3	0	0	0	3
	Major Elective	3	0	0	0	3
<b>Totals</b>		<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>

### **Fall Semester II**

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
EDU221	Children With Exceptional	3	0	0	0	3
COM231	Public Speaking	3	0	0	0	3
SOC220	Social Problems	3	0	0	0	3
	Major Elective	6	0	0	0	6
<b>Totals</b>		<b>15</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15</b>

### **Spring Semester II**

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
EDU271	Educational Technology	2	2	0	0	3
EDU275	Effective Teach Train	2	0	0	0	2
EDU281	Instruc Strat/Read & Writ	2	2	0	0	3
EDU285	Internship Exp-School Age I Prac	1	9	0	0	4
EDU289	Adv Issues/School Age	2	0	0	0	2
<b>Totals</b>		<b>9</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>14</b>

**TOTAL REQUIRED CREDITS.... 71**

**Co-op Option:** NA

**\*Prospective childcare providers must furnish criminal record history, a health card, and physical examination prior to employment in childcare.**

**Note:** Students **may not** take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

### SCHOOL-AGE EDUCATION DIPLOMA (D55440)

Effective: Fall 2010

Revised: 03/01/10

Length: 5 Semesters

Prerequisite: High School Diploma, Algebra I, & Placement Test Credit Equivalent

Award: Diploma

#### Fall Semester I

Prefix No.	Title	Class	Lab Work	Exp.	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
or					
CIS113	Computer Basics	0	2	0	1
EDU118	Princ & Prac of Inst Asst	3	0	0	3
<b>Totals</b>		<b>3/4</b>	<b>2/4</b>	<b>0</b>	<b>5</b>

#### Spring Semester I

Prefix No.	Title	Class	Lab Work	Exp.	Credit
EDU144	Child Development I	3	0	0	3
ENG111	Expository Writing	3	0	0	3
MAT115	Mathematical Models	2	2	0	3
SOC210	Introduction to Sociology	3	0	0	3
<b>Totals</b>		<b>11</b>	<b>2</b>	<b>0</b>	<b>12</b>

#### Summer Semester I

Prefix No.	Title	Class	Lab Work	Exp.	Credit
EDU131	Child, Family, & Commun	3	0	0	3
EDU145	Child Development II	3	0	0	3
<b>Totals</b>		<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>

#### Fall Semester II

Prefix No.	Title	Class	Lab Work	Exp.	Credit
EDU163	Classroom Mgt & Instruct	3	0	0	3
EDU221	Children With Exceptional	3	0	0	3
EDU235	School-Age Dev & Program	3	0	0	3
<b>Totals</b>		<b>9</b>	<b>0</b>	<b>0</b>	<b>9</b>

#### Spring Semester II

Prefix No.	Title	Class	Lab Work	Exp.	Credit
EDU271	Educational Technology	2	2	0	3
EDU275	Effective Teach Train	2	0	0	2
EDU281	Instruct Strat/Read & Writge1	Prac	2	2	0 3
EDU285	InternshipExp-School Age	1	9	0	4
<b>Totals</b>		<b>7</b>	<b>13</b>	<b>0</b>	<b>12</b>

**TOTAL REQUIRED CREDITS.... 44**

**Co-op Option:** NA

**\*Prospective childcare providers must furnish criminal record history, a health card, and physical examination prior to employment in childcare.**

**Note:** Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

### SIMULATION AND GAME DEVELOPMENT

**A25450**

The Simulation and Game Development Curriculum provides a broad background in simulation and game development with practical applications in creative arts, visual arts, audio/video technology, creative writing, modeling, design, programming and management.

Students will receive hands-on training in design, 3D modeling, software engineering, database administration and programming for the purpose of creating simulations and games.

Graduates should qualify for employment as designers, artists, animators, programmers, database administrators, testers, quality assurance analysts, engineers and administrators in the entertainment industry, the health care industry, engineering, forensics, education, NASA and government agencies.

#### Awards

**Associate Degree:** Simulation and Game Development (A25450)

**Length of Program:** 5 Semesters

**Prerequisite:** High School Diploma and Algebra I, Placement Test Equivalent

**Diploma:** Simulation Modeling Technician Diploma (D25450)

**Length of Program:** 3 Semesters

**Prerequisite:** High School Diploma, Algebra I, Placement Test Equivalent

**Certificate:** SGD Basics Certificate (C25450C1)

**Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma, Placement Test Equivalent

**Certificate:** Interactive 3D Certificate (C25450C2)

**Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma, Placement Test Equivalent

**Certificate:** SGD Basics Certificate (C25450H1)

**Length of Program:** 2 Semesters

**Prerequisite:** Placement Test Equivalent

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

**License or Certification Information:** None Required

#### **Program Information Contact:**

Curriculum Chairperson: Kenneth R. Kleiner

Telephone Number: (910) 678-8572

Office Location: ATC 113

Email: [kleinerk@faytechcc.edu](mailto:kleinerk@faytechcc.edu)

Department Office: Advanced Technology Center, Room 113

Telephone: (910) 678-8347

FTCC Web Site: [www.faytechcc.edu](http://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/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** Child Care Associate, Student Center, Room 142, Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 05/07/12

### SIMULATION AND GAME DEVELOPMENT (A25450)

Effective: Fall 2012

Revised: 02/03/12

Length: 5 Semesters

Prerequisite: High School Diploma and Algebra I, Placement Test Equivalent

Award: Associate in Applied Science

#### FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
	ACA Elective	1	0	0	0	1
CIS110	Introduction to Computers	2	2	0	0	3
CIS115	Intro to Prog & Logic	2	3	0	0	3
SGD111	Introduction to SGD	2	3	0	0	3
SGD112	SGD Design I	2	3	0	0	3
SGD114	3D Modeling	2	3	0	0	3
	<b>Totals</b>	<b>11</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>16</b>

#### SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
DBA110	Database Concepts	2	3	0	0	3
ENG111	Expository Writing	3	0	0	0	3
SGD174	SG Level Design	2	3	0	0	3
SGD212	SGD Design II	2	3	0	0	3
	Programming Elective	2	3	0	0	3
	<b>Totals</b>	<b>11</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>15</b>

#### SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
COM231	Public Speaking	3	0	0	0	3
	Social/Behav Science Elective	3	0	0	0	3
	<b>Totals</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>

#### FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
ENG112	Argument-Based Research	3	0	0	0	3
or						
ENG113	Literature-Based Research	3	0	0	0	3

or						
ENG114	Prof Research & Reporting	3	0	0	0	3
SGD163	SG Documentation	2	3	0	0	3
SGD164	SG Audio/Visual	2	3	0	0	3
WEB110	Internet/Web Fund	2	2	0	0	3
	Math Elective	3	0	0	0	3
	<b>Totals</b>	<b>12</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>15</b>

#### SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
SGD158	SG Business Management	3	0	0	0	3
SGD289	SGD Project	2	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	0	3
	Major Elective	6	9	0	0	7
	<b>Totals</b>	<b>14</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>16</b>

#### TOTAL REQUIRED CREDITS.... 68

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

**\*Note:** Students **may not** take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

### SIMULATION AND GAME DEVELOPMENT/ SIMULATION MODELING TECHNICIAN DIPLOMA (D25450)

Effective: Fall 2012

Revised: 02/03/12

Length: 3 Semesters

Prerequisite: High School Diploma, Algebra I, Placement Test Equivalent

Award: Diploma

#### FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	0	1
CIS110	Introduction to Computers	2	2	0	3
CIS115	Intro to Prog & Logic	2	3	0	3
SGD114	3D Modeling	2	3	0	3
WEB110	Internet/Web Fundamentals	2	2	0	3
WEB111	Intro to Web Graphics	2	2	0	3
	<b>Totals</b>	<b>11</b>	<b>12</b>	<b>0</b>	<b>16</b>

#### SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
DBA110	Database Concepts	2	3	0	3
ENG111	Expository Writing	3	0	0	3
SGD172	Virtual SG Environments	2	3	0	3
WEB115	Web Markup and Scripting	2	2	0	3
	Programming Elective	2	3	0	3
	Math Elective	3	0	0	3
	<b>Totals</b>	<b>14</b>	<b>11</b>	<b>0</b>	<b>18</b>

**FALL SEMESTER 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
GIS111	Introduction to GIS	2	2	0	3
SGD214	3D Modeling II	2	3	0	3
	Major Elective	4	5	0	5
	<b>Totals</b>	<b>11</b>	<b>10</b>	<b>0</b>	<b>14</b>

**TOTAL REQUIRED CREDITS.... 48**

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

**SIMULATION AND GAME DEVELOPMENT/  
SGD BASICS CERTIFICATE (C25450C1)**

Effective: Fall 2012  
Revised: 02/03/12

Students learn the basics of simulation and game development. They are introduced to programming, 3D modeling, and game design. They are introduced to the history of game development as well as possible jobs in the industry.

Length: 2 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Certificate

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
SGD111	Introduction to SGD	2	3	0	3
SGD112	SGD Design	2	3	0	3
	<b>Totals</b>	<b>4</b>	<b>6</b>	<b>0</b>	<b>6</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
SGD114	3D Modeling	2	3	0	3
	Programming Elective	2	3	0	3
	<b>Totals</b>	<b>4</b>	<b>6</b>	<b>0</b>	<b>6</b>

**TOTAL REQUIRED CREDITS.... 12**

**SIMULATION AND GAME DEVELOPMENT/  
INTERACTIVE 3D CERTIFICATE (C25450C2)**

Effective: Fall 2012  
Revised: 02/03/12

Students learn the basics Interactive 3d. They are taught the principles of 3d modeling, Geographic Information Systems, and programming. They are introduced to 2d and 3d editing software, and programming tools.

Length: 2 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Certificate

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	0	1

SGD114	3D Modeling	2	3	0	3
WEB111	Intro to Web Graphics	2	2	0	3
	<b>Totals</b>	<b>5</b>	<b>5</b>	<b>0</b>	<b>7</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
DFT151	CAD I	2	3	0	3
	or				
SGD214	3D Modeling II	2	3	0	3
SGD172	Virtual SG Environments	2	3	0	3
	Programming Elective	2	3	0	3
	<b>Totals</b>	<b>6</b>	<b>9</b>	<b>0</b>	<b>9</b>

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

**Co-op Option:** NA

**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, Placement Test Equivalent

**Diplomas:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Certificate:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

**License or Certification Information:** None Required

**Program Information Contact:**

Curriculum Chairperson: Charisse Gainey

Telephone Number: (910) 678-8492

Office Location: Early Childhood Center, Room 204

Email: [gaineyc@faytechcc.edu](mailto:gaineyc@faytechcc.edu)

Department Office: Health Technology Center, Room 201  
 Telephone: (910) 678-0179  
 FTCC Web Site: [www.faytechcc.edu](http://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/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study may or may not be eligible for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 02/21/12

**SPEECH LANGUAGE PATHOLOGY ASSISTANT (A45730)**

Effective: Fall 2012  
 Revised: 02/21/12

Length: 5 Semesters  
 Prerequisites: Algebra I & Biology, Placement Test Equivalent  
 Award: Associate in Applied Science

**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	0	1
BIO163	Basic Anatomy & Physiology	4	2	0	5
or					
BIO168	Anatomy and Physiology I	3	3	0	4
and					
Bio169	Anatomy and Physiology II	3	3	0	4
CIS110	Introduction to Computers	2	2	0	3
or					
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 SLPAs	3	0	0	3
SLP140	Normal Communication	3	0	0	3
		----	----	----	----
<b>Totals</b>		<b>17</b>	<b>4</b>	<b>0</b>	<b>19</b>

**Spring Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
COM120	Interpersonal Communication	3	0	0	3
COM231	Public Speaking	3	0	0	3
or					
ENG114	Profess. Research & Reporting	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
PSY241	Developmental Psychology	3	0	0	3
SLP112	SLPA Anatomy and Physiology	3	0	0	3

SLP120	SLPA Admin. Proced. & Mgt.	2	0	0	2
SLP130	Phonetics & Speech Patterns	2	2	0	3
		----	----	----	----
<b>Totals</b>		<b>16</b>	<b>2</b>	<b>0</b>	<b>17</b>

**Summer Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
MAT115	Mathematical Models	2	2	0	3
or					
MAT140	Survey of Mathematics	3	0	0	3
PSY265	Behavior Modification	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
ASL111	Elementary ASL I	3	0	0	3
SLP211	Developmental Disorders	3	2	0	4
SLP212	Acquired Disorders	3	2	3	5
		----	----	----	----
<b>Totals</b>		<b>9</b>	<b>4</b>	<b>3</b>	<b>12</b>

**Spring Semester 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
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**

**Co-Op Option: NA**

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

**\*Note:** Students **may not** take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

**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.

Students of CAAHEP (Commission on Accreditation of Allied Health Education Programs) accredited program are required to take the national certification exam administered by the NBSTSA (National Board on Certification in Surgical Technology and Surgical Assisting) within a four week period to or after graduation. Employment opportunities include labor/delivery/emergency departments, inpatient/outpatient surgery centers, dialysis units/facilities, physicians' offices, and central supply processing units.



**Awards**

**Associate Degree:** Associate in Applied Science (A45740)

**Length of Program:** 5 Semesters

**Prerequisite:** 1 Unit of Biology and 1 Unit Algebra, Placement Test Equivalent

**Diploma:** Surgical Technology (D45740)

**Length of Program:** 3 Semesters

**Prerequisite:** 1 Unit of Biology and 1 Unit Algebra, Placement Test Equivalent

**Diploma:** Surgical Technology AAD Bridge Program (D45740B)

**Length of Program:** 2 Semesters

**Prerequisite:** 1 Unit of Biology and 1 Unit Algebra, Placement Test Equivalent, 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

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

**Programmatic Accreditation:**

Accredited by:

Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), 6 West Dry Creek Circle, Suite 110, Littleton, CO 80120, (303) 694-9262, [www.arcsta.org](http://www.arcsta.org)

Commission on Accreditation of Allied Health, Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756, (727) 210-2350, [www.caahep.org](http://www.caahep.org)

**Program Information Contact:**

Curriculum Chairperson: Terry Herring

Telephone Number: (910) 678-8358

Office Location: Health Technologies Center, Room 201-E

Email: [herringt@faytechcc.edu](mailto:herringt@faytechcc.edu)

Department Office: Health Technologies Center, Room 201

Telephone: (910) 678-0179

FTCC Web Site: [www.faytechcc.edu](http://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/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 02/21/12

**SURGICAL TECHNOLOGY (A45740)**

Effective: Fall 2012

Revised: 02/21/12

Length: 5 Semesters

Prerequisite: 1 Unit of Biology and 1 Unit of Algebra, Placement Test Equivalent

Award: Associate Degree in Applied Science

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	0	1
**BIO163	Basic Anatomy & Physiology	4	2	0	5
CIS110	Introduction to Computers	2	2	0	3
or					
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>16</b>	<b>10</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	Adv SUR Clinical Practice	0	0	6	2
SUR211	Adv 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**

Co-Op Option: NA

**\*Student Completed Accredited Surgical Technology Program.**

**\*\*Certified Surgical Technologist may be given credit for these courses.**

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

**Note:** The Advanced SUR courses are individually tailored for surgical/ special areas of concentration. Completion of this advanced clinical degree is recommended for advanced placement in the surgical arena. These considerations are for this program only.

**\*Note:** Students **may not** take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

**SURGICAL TECHNOLOGY (D45740)**

Effective: Fall 2012

Revised: 02/21/12

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.

Students of CAAHEP (Commission on Accreditation of Allied Health Education Programs) accredited program are required to take the national certification exam administered by the NBSTSA (National Board on Certification in Surgical Technology and Surgical Assisting) within a four week period to or after graduation. 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 1Unit Algebra, Placement Test Equivalent

Award: Diploma

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO163	Basic Anat & Physiology	4	2	0	5
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</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
CIS110	Introduction to Computers	2	2	0	3
or					
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 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>

**TOTAL REQUIRED CREDITS.... 48**

**Co-Op Option: NA**

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

It is strongly recommended that students take the ACA 111 College Student Success course either before starting the program or as an excess elective course. ACA 111 is required for the AAS in Surgical Technology.

**SURGICAL TECHNOLOGY AAD BRIDGE PROGRAM (D45740B)**

Effective: Fall 2012

Revised: 02/21/12

The Accelerated Alternate Delivery (AAD) Program was developed to assist non-certified currently practicing Surgical Technologists obtain the educational background required to sit for the Certification Examination with the NBSTSA (National Board of Surgical Technology and Surgical Assisting).

Surgical Technologists interested in this program must fit into one of the following categories:

1. On the job trained Surgical Technologists who completed training before March 1, 2000.
2. Military trained.
3. Formerly trained Surgical Technologists who completed their education from a non-Commission on Accreditation of the Allied Health Programs (CAAHEP) accredited program in Surgical Technology.

Students of CAAHEP (Commission on Accreditation of Allied Health Education Programs) accredited program are required to take the national certification exam administered by the NBSTSA (National Board on Certification in Surgical Technology and Surgical Assisting) within a four week period to or after graduation. 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: 1Unit of Biology and 1 Unit of Algebra, Placement Test Equivalent, 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
ENG111	Expository Writing	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
CIS110	Introduction to Computers	2	2	0	3
or					
CIS113	Computer Basics	0	2	0	1
PSY150	General Psychology	3	0	0	3
SUR122	**Surgical Procedures I <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
*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**

**Co-Op Option:** NA

\*\*All surgical courses (SUR) are taught online.

**Must be a working Surgical Technologist or on the job training prior to March 2000 with 1000 hours or more of work experience. Documented scrub on 125 surgical cases.**

**Note: Need two letters of recommendation from former and/or current supervisor.**

**\*Work experience will be applied for lab/clinical experience. (SUR123, SUR 135, and SUR 137)**

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:** For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

**License or Certification Information:** None Required

**Program Information Contact:**

Curriculum Chairperson: Beymer Bevell, Jr.

Telephone Number: (910) 678-8216

Office Location: Advanced Technology Center, Room 220D

Email: [bevillb@faytechcc.edu](mailto:bevillb@faytechcc.edu)

Department Office: Advanced Technology Center, Room 244

Telephone: (910) 678-8458

FTCC Web Site: [www.faytechcc.edu](http://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/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 07/01/11

**SURVEYING TECHNOLOGY (A40380)**

Effective: Fall 2011

Revised: 01/25/11

Length: 5 Semesters

Prerequisite: 2 Units of Algebra

Award: Associate in Applied Science

**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	0	1
CIV125	Civil/Surveying CAD	1	6	0	3
ENG111	Expository Writing	3	0	0	3
MAT171	Precalculus Algebra	3	0	0	3
MAT171A	Precalculus Algebra Lab	0	2	0	1
PSY150	General Psychology	3	0	0	3
SRV110	Surveying I	2	6	0	4
<b>Totals</b>		<b>13</b>	<b>14</b>	<b>0</b>	<b>18</b>

**Spring Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS113	Computer Basics	0	2	0	1
CIV110	Statics/Strength of Materials	2	6	0	4
MAT172	Precalculus Trigonometry	3	0	0	3
MAT172A	Precalculus Trig Lab	0	2	0	1
	Major Elective	2	3	0	3
		----	----	----	----
<b>Totals</b>		<b>7</b>	<b>13</b>	<b>0</b>	<b>12</b>

**Summer Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIV111	Soils and Foundations	2	3	0	3
SRV111	Surveying II	2	6	0	4
		----	----	----	----
<b>Totals</b>		<b>4</b>	<b>9</b>	<b>0</b>	<b>7</b>

**Fall Semester 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIV211	Hydraulics and Hydrology	2	3	0	3
PHY151	College Physics	3	2	0	4
SRV210	Surveying III	2	6	0	4
SRV220	Surveying Law	2	2	0	3
		----	----	----	----
<b>Totals</b>		<b>9</b>	<b>13</b>	<b>0</b>	<b>14</b>

**Spring Semester 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
SRV230	Subdivision Planning	1	6	0	3
SRV240	Topo/Site Surveying	2	6	0	4
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	2	3	0	3
		----	----	----	----
<b>Totals</b>		<b>11</b>	<b>15</b>	<b>0</b>	<b>16</b>

**TOTAL REQUIRED CREDITS.... 67**

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

**2+2 Transfer:** Students desiring to pursue a Bachelors of Technology should take MAT 263/263A or MAT 271.

**Note:** Students **may not** take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

**WEB TECHNOLOGIES****A25290**

The Web Technologies curriculum prepares graduates for careers in the information technology arena using computers and distributed computing to disseminate and collect information via the web.

Course work in this program covers the terminology and use of computers, network devices, networks, servers, databases, applications, programming languages, as well as web applications, site development and design. Studies will provide opportunity for students to learn related industry standards.

Graduates should qualify for career opportunities as designers,

administrators, or developers in the areas of web applications, websites, web services, and related areas of distributed computing.

**Awards**

**Associate Degree:** Web Technologies (A25290)

**Length of Program:** 5 Semesters

**Prerequisite:** High School Diploma and Algebra I, Placement Test Equivalent

**Diploma:** Not applicable

**Length of Program:**

**Prerequisite:**

**Certificate:** Web Basics Certificate (C25290C1)

**Length of Program:** 3 Semesters

**Prerequisite:** High School Diploma, Placement Test Equivalent

**Certificate:** Web Programming Certificate (C25290C2)

**Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma and Algebra I, Placement Test Equivalent

**Certificate:** Web Management Certificate (C25290C3)

**Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma and Algebra I, Placement Test Equivalent

**Certificate:** Web Back-Office Certificate (C25290C4)

**Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma, Placement Test Equivalent

**Certificate:** Server Side Web Programming Certificate (C25290C5)

**Length of Program:** 3 Semesters

**Prerequisite:** High School Diploma and Algebra I, Placement Test Equivalent

**Certificate:** Web Database Certificate (C25290C6)

**Length of Program:** 3 Semesters

**Prerequisite:** High School Diploma, Placement Test Equivalent

**Certificate:** Social Media Certificate (C25290C9)

**Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma, Placement Test Equivalent

**Certificate:** Social Media Certificate (C25290H1)

**Length of Program:** 2 Semesters

**Prerequisite:** Placement Test Equivalent

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

**License or Certification Information:** None Required

**Program Information Contact:**

Curriculum Chairperson: Kenneth R. Kleiner

Telephone Number: (910) 678-8572

Office Location: ATC 113

Email: [kleinerk@faytechcc.edu](mailto:kleinerk@faytechcc.edu)

Department Office: Advanced Technology Center, Room 113

Telephone: (910) 678-8347

FTCC Web Site: [www.faytechcc.edu](http://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/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** Child Care Associate, Student Center, Room 142, Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 05/07/12

### WEB TECHNOLOGIES (A25290)

Effective: Fall 2012

Revised: 04/25/12

Length: 5 Semesters

Prerequisite: High School Diploma and Algebra I, Placement Test Equivalent

Award: Associate in Applied Science

#### FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
	ACA Elective	1	0	0	0	1
CIS110	Introduction to Computers	2	2	0	0	3
or						
CIS111	Basic PC Literacy	1	2	0	0	2
CIS115	Intro to Prog & Logic	2	3	0	0	3
NET110	Networking Concepts	2	2	0	0	3
or						
NET125	Networking Basics	1	4	0	0	3
WEB110	Internet/Web Fundamentals	2	2	0	0	3
WEB111	Intro to Web Graphics	2	2	0	0	3
<b>Totals</b>		<b>9</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>15</b>

#### SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
DBA110	Database Concepts	2	3	0	0	3
ENG111	Expository Writing	3	0	0	0	3
MAT140	Survey of Mathematics	3	0	0	0	3
NOS110	Operating System Concepts	2	3	0	0	3
WEB115	Web Markup and Scripting	2	2	0	0	3
WEB120	Intro Internet Multimedia	2	2	0	0	3
<b>Totals</b>		<b>14</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>18</b>

#### SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
COM231	Public Speaking	3	0	0	0	3
	Social/Behavioral Elective	3	0	0	0	3
<b>Totals</b>		<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>

#### FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
CTS115	Info Sys Business Concept	3	0	0	0	3
SEC110	Security Concepts	3	0	0	0	3
WEB210	Web Design	2	2	0	0	3
	Major Elective	2	2	0	0	3
	Web Elective	2	2	0	0	3
<b>Totals</b>		<b>12</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>15</b>

#### SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
WEB250	Database Driven Websites	2	2	0	0	3
	Humanities/Fine Arts Elective	3	0	0	0	3
	Major Elective	1	0	0	0	1
	Web Elective	4	4	0	0	6
<b>Totals</b>		<b>10</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>13</b>

#### TOTAL REQUIRED CREDITS.... 67

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

**\*Note:** Students **may not** take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

#### WEB TECHNOLOGIES/ WEB BASICS CERTIFICATE (C25290C1)

Effective: Fall 2012

Revised: 04/25/12

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.

Length: 3 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Certificate

#### FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
WEB110	Internet/Web Fund	2	2	0	3
WEB111	Intro to Web Graphics	2	2	0	3
<b>Totals</b>		<b>4</b>	<b>4</b>	<b>0</b>	<b>6</b>

#### SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Introduction to Computers	2	2	0	3
WEB120	Intro Internet Multimedia	2	2	0	3
<b>Totals</b>		<b>4</b>	<b>4</b>	<b>0</b>	<b>6</b>

#### FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
WEB140	Web Development Tools	2	2	0	3
WEB210	Web Design	2	2	0	3
<b>Totals</b>		<b>4</b>	<b>4</b>	<b>0</b>	<b>6</b>

#### TOTAL REQUIRED CREDITS.... 18

Co-op Option: NA

**WEB TECHNOLOGIES/  
WEB PROGRAMMING CERTIFICATE (C25290C2)**

Effective: Fall 2012  
Revised: 04/25/12

Students are introduced to the basics of programming for the Internet. Emphasis is given to JavaScript.

Length: 2 Semesters

Prerequisite: High School Diploma and Algebra 1, Placement Test Equivalent

Award: Certificate

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Introduction to Computers	2	2	0	3
CIS115	Intro to Prog & Logic	2	3	0	3
WEB110	Internet/Web Fundamentals	2	2	0	3
<b>Totals</b>		<b>6</b>	<b>7</b>	<b>0</b>	<b>9</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
WEB115	Web Markup and Scripting	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**

**WEB TECHNOLOGIES/  
WEB MANAGEMENT CERTIFICATE (C25290C3)**

Effective: Fall 2012  
Revised: 04/25/12

Students are introduced to the basics of the Internet. Students are taught the basics of web site management, allowing transfer of websites 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, Placement Test Equivalent

Award: Certificate

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Introduction to Computers	2	2	0	3
NET110	Networking Concepts	2	2	0	3
or					
NET125	Networking Basics	1	4	0	3
WEB110	Internet/Web Fundamentals	2	2	0	3
<b>Totals</b>		<b>5/6</b>	<b>6/8</b>	<b>0</b>	<b>9</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
NOS110	Operating System Concepts	2	3	0	3
SEC110	Security concepts	3	0	0	3
WEB230	Implementing Web Serv	2	2	0	3
<b>Totals</b>		<b>7</b>	<b>5</b>	<b>0</b>	<b>9</b>

**TOTAL REQUIRED CREDITS.... 18**

**Co-op Option: NA**

**WEB TECHNOLOGIES/  
WEB BACK-OFFICE CERTIFICATE (C25290C4)**

Effective: Fall 2012  
Revised: 04/25/12

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, Placement Test Equivalent

Award: Certificate

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Introduction to Computers	2	2	0	3
ITN150	Internet Protocols	2	2	0	3
NOS110	Operating System Concepts	2	3	0	3
<b>Totals</b>		<b>6</b>	<b>7</b>	<b>0</b>	<b>9</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
NET110	Networking Concepts	2	2	0	3
or					
NET125	Networking Basics	1	4	0	3
NOS120	Linux/UNIX Single User	2	2	0	3
SEC110	Security Concepts	3	0	0	3
<b>Totals</b>		<b>6/7</b>	<b>4/6</b>	<b>0</b>	<b>9</b>

**TOTAL REQUIRED CREDITS.... 18**

**Co-op Option: NA**

**WEB TECHNOLOGIES/  
SERVER SIDE WEB PROGRAMMING CERTIFICATE  
(C25290C5)**

Effective: Fall 2012  
Revised: 04/25/12

Students are exposed to server-based programming languages. Emphasis is placed on those languages that enhance or add functionality to the website.

Length: 3 Semesters

Prerequisite: High School Diploma and Algebra 1, Placement Test Equivalent

Award: Certificate

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS115	Intro to Prog & Logic	2	3	0	3
SEC110	Security Concepts	3	0	0	3
<b>Totals</b>		<b>5</b>	<b>3</b>	<b>0</b>	<b>6</b>

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC151	JAVA Programming	2	3	0	3
WEB180	Active Server Pages	2	2	0	3
WEB182	PHP Programming	2	2	0	3
<b>Totals</b>		<b>6</b>	<b>7</b>	<b>0</b>	<b>9</b>

**FALL SEMESTER 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC251	Adv JAVA Programming	2	3	0	3
<b>Totals</b>		<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>

**TOTAL REQUIRED CREDITS... 18**

Co-op Option: NA

**WEB TECHNOLOGIES/  
WEB DATABASE CERTIFICATE (C25290C6)**

Effective: Fall 2012  
Revised: 04/25/12

Students learn the basics of web design using HTML/XHTML. Students learn how to create and manipulate databases. Students learn how to incorporate database(s) into web sites.

Length: 3 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Certificate

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Introduction to Computers	2	2	0	3
WEB110	Internet/Web Fund	2	2	0	3
<b>Totals</b>		<b>4</b>	<b>4</b>	<b>0</b>	<b>6</b>

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
DBA110	Database Concepts	2	3	0	3
<b>Totals</b>		<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>

**SPRING SEMESTER 2**

Prefix No.	Title	Class	Lab	Clinical	Credit
WEB115	Web Markup and Scripting	2	2	0	3
WEB210	Web Design	2	2	0	3
WEB250	Database Driven Websites	2	2	0	3
<b>Totals</b>		<b>6</b>	<b>6</b>	<b>0</b>	<b>9</b>

**TOTAL REQUIRED CREDITS.... 18**

Co-op Option: NA

**WEB TECHNOLOGIES/  
SOCIAL MEDIA CERTIFICATE (C25290C9)**

Effective: Fall 2012  
Revised: 04/25/12

Students learn the basics of social media. Students learn marketing

using social media. Students learn how to create a social media marketing campaign.

Length: 2 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Certificate

**SPRING SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
*WEB110	Internet/Web Fund	2	2	0	3
**WEB125	Mobile Web Design	2	2	0	3
WEB214	Social Media	2	2	0	3
<b>Totals</b>		<b>6</b>	<b>6</b>	<b>0</b>	<b>9</b>

**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
WEB285	Emerging Web Tech Concepts	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

\*1<sup>st</sup> Eight Weeks \*\*2<sup>nd</sup> Eight Weeks**WELDING TECHNOLOGY****D50420**

The Welding Technology curriculum provides students with a sound understanding of the science, technology and applications essential for successful employment in the welding and metal industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses in math, blueprint reading, metallurgy, welding inspection, and destructive and non-destructive testing provide the student with industry-standard skills developed through classroom training and practical application.

Successful graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

**Awards****Associate Degree:** Not Applicable**Length of Program:****Prerequisite:****Diploma:** Welding Technology (D50420)**Length of Program:** 3 Semesters**Prerequisite:** High School Diploma, Placement Test Equivalent**Certificate:** Basic Welding Technology Certificate (C50420C1)**Length of Program:** 2 Semesters**Prerequisite:** High School Diploma, Placement Test Equivalent

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

**License or Certification Information:** None Required

**Program Information Contact:**

Curriculum Chairperson: Beymer Bevill, Jr.  
 Telephone Number: (910) 678-8216  
 Office Location: Advanced Technology Center, Room 220D  
 Email: [bevillb@faytechcc.edu](mailto:bevillb@faytechcc.edu)  
 Department Office: Lafayette Hall, Room 120  
 Telephone: (910) 678-8383  
 FTCC Web Site: [www.faytechcc.edu](http://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/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 01/13/12

**WELDING TECHNOLOGY (D50420)**

Effective: Fall 2012  
 Revised: 01/13/12

Length: 3 Semesters  
 Prerequisite: High School Diploma, Placement Test Equivalent  
 Award: Diploma

**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	0	1
PSY118	Interpersonal Psychology	3	0	0	3
WLD110	Cutting Processes	1	3	0	2
WLD115	SMAW (Stick) Plate	2	9	0	5
WLD131	GTAW (Tig) Plate	2	6	0	4
WLD141	Symbols & Specifications	2	2	0	3
	<b>Totals</b>	<b>10</b>	<b>18</b>	<b>0</b>	<b>18</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
	or				
ENG111	Expository Writing	3	0	0	3
WLD116	SMAW (Stick) Plate/Pipe	1	9	0	4
WLD121	GMAW (Mig) FCAW/Plate	2	6	0	4
WLD132	GTAW (Tig) Plate/Pipe	1	6	0	3
	<b>Totals</b>	<b>8</b>	<b>21</b>	<b>0</b>	<b>15</b>

**Summer Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
WLD151	Fabrication I	2	6	0	4
WLD261	Certification Practices	1	3	0	2
	<b>Totals</b>	<b>3</b>	<b>9</b>	<b>0</b>	<b>6</b>

**TOTAL REQUIRED CREDITS..... 39**

**Co-op Option:** NA

**\*ENG-101 will not transfer to Associate Degree program.**

**WELDING TECHNOLOGY/  
 BASIC WELDING TECHNOLOGY (C50420C1)  
 Evening/Weekend Program**

Effective: Fall 2012  
 Revised: 01/13/12

This evening certificate program is designed to give individuals the opportunity to acquire fundamental skills in welding. Coursework includes electrode welding and cutting processes and welding symbols and specifications.

Excellent employment opportunities as entry-level welding apprentices in industry, manufacturing and construction exist throughout the region. Courses in this program can be transferred directly into the Welding Technology diploma program.

Length: 2 Semesters  
 Prerequisite: High School Diploma, Placement Test Equivalent  
 Award: Certificate

**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	0	1
WLD110	Cutting Processes	1	3	0	2
WLD115	SMAW (Stick) Plate	2	9	0	5
	<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
CIS113	Computer Basics	0	2	0	1
WLD116	SMAW (Stick) Plate/Pipe	1	9	0	4
WLD131	GTAW (TIG) Plate	2	6	0	4
	<b>Totals</b>	<b>3</b>	<b>17</b>	<b>0</b>	<b>9</b>

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

**Co-op Option:** NA



# COURSE DESCRIPTIONS

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ACA 111 College Student Success</b>	<b>01</b>	<b>00</b>	<b>00</b>	<b>01</b>	<b>ACA 111 College Student Success</b>	<b>01</b>	<b>00</b>	<b>00</b>	<b>01</b>
Prerequisites: None					<b>ACC 111 Financial Accounting</b>				
Corequisites: None					Prerequisites: ENG 090, RED 090, MAT 070 or Placement Test Credit Equivalent.				
Component: None					Corequisites: 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.					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>ACA 115 Success &amp; Study Skills</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	<b>ACC 120 Prin of Financial Acct</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites: None					Prerequisites: ENG-090 RED-090, MAT-070, or Placement Test Credit Equivalent.				
Corequisites: None					Corequisites: None				
Component: None					Component: ACC 120AA, ACC 120BB				
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.					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>ACA 118 College Study Skills</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>	<b>ACC 121 Prin of Managerial Acct</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites: None					Prerequisites: ACC 120				
Corequisites: None					Corequisites: None				
Component: None					Component: ACC 121AA, ACC 121BB				
This course covers skills and strategies designed to improve study behaviors. Topics include time management, note taking, test taking, memory techniques, active reading strategies, critical thinking, communication skills, learning styles, and other strategies for effective learning. Upon completion, students should be able to apply appropriate study strategies and techniques to the development of an effective study plan. This course is highly recommended for developmental (I.P.A.S.S.) students and should be taken their 1st semester.					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>ACA 122 College Transfer Success</b>	<b>01</b>	<b>00</b>	<b>00</b>	<b>01</b>	<b>ACC 129 Individual Income Taxes</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites: ENG-080, RED-080 or Placement Test Credit Equivalent					Prerequisites: MAT-060 or Placement Test Credit Equivalent				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. 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).					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).				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ACC 130 Business Income Taxes</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>	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 is also available through the Virtual Learning Community (VLC).				
Prerequisites: ACC-111 or ACC-120									
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. This course is also available through the Virtual Learning Community (VLC).									
<b>ACC 131 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 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 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 150 Acct Software Appl</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 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).									
<b>ACC 220 Intermediate Accounting I</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>					
Prerequisites: ACC 120 and ACC 121									
Corequisites: None									
Component: None									
This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements.									
<b>ACC 221 Intermediate Accounting II</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>					
Prerequisites: ACC 220									
Corequisites: 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.									
<b>ACC 225 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 226 Adv Managerial Acct</b>						<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: ACC 121 and ACC 225									
Corequisites: None									
Component: None									
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 227 Practices in Accounting</b>						<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: ACC 220									
Corequisites: None									
Component: None									
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.									

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS	
<b>ACC 240 Governmental &amp; Not-for-Profit Accounting</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>		<b>AHR 112 Heating Technology</b>	<b>02</b>	<b>04</b>	<b>00</b>	<b>04</b>
Prerequisites: ACC 121						Prerequisites: AHR 110				
Corequisites: None						Corequisites: None				
Component: None						Component: None				
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.						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>ACC 250 Advanced Accounting</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>		<b>AHR 113 Comfort Cooling</b>	<b>02</b>	<b>04</b>	<b>00</b>	<b>04</b>
Prerequisites: ACC 220						Prerequisites: None				
Corequisites: None						Corequisites: None				
Component: None						Component: None				
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.						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>ACC 269 Audit &amp; Assurance Services</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>		<b>AHR 114 Heat Pump Technology</b>	<b>02</b>	<b>04</b>	<b>00</b>	<b>04</b>
Prerequisites: ACC 220						Prerequisites: AHR 110 or AHR 113				
Corequisites: None						Corequisites: None				
Component: 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.						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 110 Introduction to Refrigeration</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>05</b>		<b>AHR 115 Refrigeration Systems</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites: None						Prerequisites: All courses required: AHR 110, AHR 130				
Corequisites: None						Corequisites: None				
Component: 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.						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 111 HVACR Electricity</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>		<b>AHR 120 HVACR Maintenance</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites: None						Prerequisites: None				
Corequisites: None						Corequisites: None				
Component: 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.						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.				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>AHR 130 HVAC Controls</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>					
Prerequisites: AHR 111 or ELC 111					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.				
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 HVAC Servicing</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>	<b>AHR 211 Residential System Design</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites: AHR 112 or AHR 113					Prerequisites: AHR 151				
Corequisites: None					Corequisites: None				
Component: 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.					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.				
<b>AHR 151 HVAC Duct Systems I</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>	<b>AHR 212 Advanced Comfort Systems</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>
Prerequisites: AHR 112					Prerequisites: All courses required: AHR 114, AHR 115				
Corequisites: None					Corequisites: None				
Component: 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 the skills required to fabricate duct work. Upon completion, students should be able to lay out and fabricate simple duct work.					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, and troubleshoot water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pumps.				
<b>AHR 160 Refrigerant Certification</b>	<b>01</b>	<b>00</b>	<b>00</b>	<b>01</b>	<b>AHR 215 Commercial HVAC Controls</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites: None					Prerequisites: AHR 111, ELC 111, or ELC 112				
Corequisites: None					Corequisites: None				
Component: 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.					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.				
<b>AHR 180 HVACR Customer Relations</b>	<b>01</b>	<b>00</b>	<b>00</b>	<b>01</b>	<b>AHR 240 Hydronic Heating</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites: AHR 114					Prerequisites: AHR 112				
Corequisites: None					Corequisites: None				
Component: 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.					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				
<b>AHR 210 Residential Building Code</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>					
Prerequisites: AHR 151									
Corequisites: None									
Component: None									

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS	
<b>AHR 245 Chiller Systems</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>						
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.										
<b>AHR 250 HVAC System Diagnostics</b>	<b>00</b>	<b>04</b>	<b>00</b>	<b>02</b>						
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.										
<b>ALT 120 Renewable Energy Tech</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 multiple technologies that allow for the production and conservation of energy from renewable sources. Topics include hydro-electric, wind power, passive and active solar energy, tidal energy, appropriate building techniques, and energy conservation methods. Upon completion, students should be able to demonstrate an understanding of renewable energy production and its impact on humans and their environment.										
<b>ALT 220 Photovoltaic Sys Tech</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>						
Prerequisites: None Corequisites: None Component: None This course introduces the concepts, tools, techniques, and materials needed to understand systems that convert solar energy into electricity with photovoltaic (pv) technologies. Topics include site analysis for system integration, building codes, and advances in photovoltaic technology. Upon completion, students should be able to demonstrate an understanding of the principles of photovoltaic technology and current applications.										
<b>ALT 221 Adv PV Sys Designs</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>						
Prerequisites: Take ALT 220 Corequisites: None Component: None This course introduces specific elements in photovoltaic (pv) systems technologies including efficiency, modules, inverters, charge controllers, batteries, and system installation. Topics include National Electrical Code (NEC), electrical specifications, photovoltaic system components, array design and power integration requirements that combine to form a unified structure. Upon completion, students should										
					be able to demonstrate an understanding of various photovoltaic designs and proper installation of NEC compliant solar electric power systems.					
<b>ANT 210 General Anthropology</b>						<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	
Prerequisites: ENG-111 Corequisites: 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.										
<b>ANT 220 Cultural Anthropology</b>						<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	
Prerequisites: ENG-111 Corequisites: 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.										
<b>ANT 221 Comparative Cultures</b>						<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	
Prerequisites: ENG-111 Corequisites: 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.										
<b>ANT 230 Physical Anthropology</b>						<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	
Prerequisites: ENG-111 Corequisites: 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.										

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ANT 230A Physical Anthropology Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	<b>ARA 181 Arabic Lab I</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: ENG-111 Corequisites: ANT 230 Component: None 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.					Prerequisites: None Corequisites: None Component: None This course provides an opportunity to enhance acquisition of the fundamental elements of the modern standard Arabic language. Emphasis is placed on the 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 Arabic and to demonstrate cultural awareness. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement				
<b>ANT 240 Archaeology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>ARA 182 Arabic Lab II</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: ENG-111 Corequisites: None Component: None 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.					Prerequisites: Take ARA-181 Corequisites: None Component: None This course provides an opportunity to enhance acquisition of the fundamental elements of the modern standard Arabic 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 Arabic and demonstrate cultural awareness. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.				
<b>ARA 111 Elementary Arabic I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>ARA 211 Intermediate Arabic 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 modern standard Arabic language within the cultural context of Arabic-speaking people. 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 Arabic and demonstrate cultural awareness. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.					Prerequisites: Take ARA 112 Corequisites: None Component: None This course includes communicative competencies in speaking, listening comprehension, reading and writing at an intermediate level with attention to cultural awareness. Emphasis is placed on intermediate skills in speaking, reading, writing, and comprehension of spoken language. Upon completion, students should be able to demonstrate simple conversations and read works written in modern standard Arabic. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.				
<b>ARA 112 Elementary Arabic II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>ARA 212 Intermediate Arabic II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: Take ARA 111 Corequisites: None Component: None This course includes the basic fundamental elements of the modern standard Arabic language within the cultural context of Arabic-speaking people. 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 Arabic and demonstrate further cultural awareness. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.					Prerequisites: Take ARA 211 Corequisites: None Component: None This course provides continuation of communicative competence in speaking, listening comprehension, reading and writing at an intermediate level with attention to cultural awareness. Emphasis is placed on intermediate skills in speaking, reading, writing, and comprehension of spoken language. Upon completion, students should be able to demonstrate an ability to conduct conversations and to read literary and non-fiction texts in modern standard Arabic. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ARC 111 Introduction to Architectural Technology</b>	<b>01</b>	<b>06</b>	<b>00</b>	<b>03</b>	Prerequisites: None Corequisites: None Component: None 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>ARC 112 Construction Materials &amp; Methods</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>	Prerequisites: None Corequisites: None Component: None 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.				
<b>ARC 113 Residential Architectural Tech</b>	<b>01</b>	<b>06</b>	<b>00</b>	<b>03</b>	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 Architectural CAD</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>	Prerequisites: None Corequisites: 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.				
<b>ARC 114A Architectural CAD Lab</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>	Prerequisites: None Corequisites: ARC 114 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.				
<b>ARC 131 Building Codes</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>	Prerequisites: ARC 112 or CAR 111 Corequisites: 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.				
<b>ARC 210 Intro to Sustain Design</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>	Prerequisites: ARC 111 Corequisites: None Component: None This course introduces concepts and principles related to sustainable site development and architectural design. Topics include low impact and sustainable site development, water efficiency, energy efficiency, material and resource management, indoor environmental quality, and return on investment. Upon completion, students should be able to articulate and integrate sustainable design principles into site and architectural design.				
<b>ARC 211 Light Construction Technology</b>	<b>01</b>	<b>06</b>	<b>00</b>	<b>03</b>	Prerequisites: ARC 111 Corequisites: ARC 112 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.				
<b>ARC 213 Design Project</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>	Prerequisites: All courses required: ARC 111, ARC 112 and ARC 114 Corequisites: 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 other related topics. Upon completion, students should be able to prepare a set of commercial contract documents.				
<b>ARC 220 Advanced Architect CAD</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>	Prerequisites: ARC 114 Corequisites: None Component: None 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 221 Architectural 3-D CAD</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>	Prerequisites: ARC 114 Corequisites: None Component: None 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.				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ARC 230 Environmental Systems</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>	application. Topics include passive solar design, active solar theory, heat loss analysis, and other related topics. Upon completion, students should be able to design a passive solar system.				
Prerequisites: ARC 111 and MAT 121, MAT 151, MAT 161, MAT 171, or MAT 175									
Corequisites: None									
Component: None									
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 231 Architectural Presentations</b>	<b>02</b>	<b>04</b>	<b>00</b>	<b>04</b>	<b>ARC 264 Digital Architecture</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites: ARC 111					Prerequisites: ARC 114 and ARC 114A OR DFT 151 AND DFT 152				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
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.					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.				
<b>ARC 235 Architectural Portfolio</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>	<b>ART 111 Art Appreciation</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: ARC 221					Prerequisites: None				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
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.					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.				
<b>ARC 240 Site Planning</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>	<b>ART 113 Art Methods and Materials</b>	<b>02</b>	<b>02</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 provides an overview of media and techniques. Emphasis is placed on exploration and manipulation of materials. Upon completion, students should be able to demonstrate familiarity with a variety of methods, materials, and processes. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.				
<b>ARC 250 Survey of Architecture</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>ART 114 Art History Survey I</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 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 261 Solar Technology</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>	<b>ART 115 Art History Survey II</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 passive and active solar design theory and					This course covers the development of art forms from the Renaissance				



	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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>ART 116 Survey of American Art</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test Credit Equivalent									
Corequisites: None									
Component: None									
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>ART 117 Non-Western Art History</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test Credit Equivalent									
Corequisites: None									
Component: None									
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 118 Art by Women</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test Credit Equivalent									
Corequisites: None									
Component: None									
This course provides an analytical study of the works of representative female artists. Emphasis is placed on the historical and cultural contexts, themes, and aesthetic features of individual works. Upon completion, students should be able to interpret, analyze, and discuss selected works. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.									
<b>ART 121 Two-Dimensional Design</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>					
Prerequisites: None									
Corequisites: None									
Component: None									
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 able to understand and use critical and analytical approaches as they apply to									
two-dimensional visual art. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.									
<b>ART 122 Three-Dimensional Design</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>					
Prerequisites: ART 121									
Corequisites: None									
Component: None									
This course introduces basic studio problems in three-dimensional visual design. Emphasis is placed on the structural elements and organizational principles as applied to mass and space. Upon completion, students should be able to apply three-dimensional design concepts. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.									
<b>ART 131 Drawing I</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>					
Prerequisites: None									
Corequisites: None									
Component: None									
This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.									
<b>ART 132 Drawing II</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>					
Prerequisites: ART 131									
Corequisites: None									
Component: None									
This course continues instruction in the language of drawing and the use of various materials. Emphasis is placed on experimentation in the use of drawing techniques, media, and graphic materials. Upon completion, students should be able to demonstrate increased competence in the expressive use of graphic form and techniques. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.									
<b>ART 135 Figure Drawing I</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>					
Prerequisites: ART 131									
Corequisites: None									
Component: None									
This course introduces rendering the human figure with various drawing materials. Emphasis is placed on the use of the visual elements, anatomy, and proportion in the representation of the draped and undraped figure. Upon completion, students should be able to demonstrate competence in drawing the human figure. 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>ART 171 Computer Art I</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>	Upon completion, students should be able to demonstrate appropriate use of tools to create unique designs. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.				
Prerequisites: None Corequisites: None Component: None This course introduces the use of the computer as a tool for solving visual problems. Emphasis is placed on fundamentals of computer literacy and design through bit-mapped image manipulation. Upon completion, students should be able to demonstrate an understanding of paint programs, printers, and scanners to capture, manipulate, and output images. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.									
<b>ART 212 Gallery Assistantship I</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>		<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>
Prerequisites: None Corequisites: None Component: None This course covers the practical application of display techniques. Emphasis is placed on preparation of artwork for installation, hardware systems, and exhibition graphics. Upon completion, students should be able to demonstrate basic gallery exhibition skills. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.									
<b>ART 213 Gallery Assistantship II</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>		<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>
Prerequisites: ART 212 Corequisites: None Component: None This course provides additional experience in display techniques. Emphasis is placed on preparation of artwork for exhibition, alternative methods of installation, hardware systems, and exhibition graphics. Upon completion, students should be able to demonstrate independent decision-making and exhibition expertise. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.									
<b>ART 214 Portfolio and Résumé</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>		<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>
Prerequisites: None Corequisites: None Component: None This course covers résumé writing, interview skills, and the preparation and presentation of an art portfolio. Emphasis is placed on the preparation of a portfolio of original artwork, the preparation of a photographic portfolio, approaches to résumé writing, and interview techniques. Upon completion, students should be able to mount original art for portfolio presentation, photograph and display a professional slide portfolio, and write an effective résumé. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.									
<b>ART 222 Wood Design I</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>		<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>
Prerequisites: None Corequisites: None Component: None This course introduces the historical and contemporary design concepts and their application to the construction of functional and sculptural wood forms. Emphasis is placed on the mastery of hand and power tools.									
<b>ART 223 Wood Design II</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>		<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>
Prerequisites: ART 222 Corequisites: None Component: None This course provides a continuation of the skills and techniques used in ART 222. Emphasis is placed on woodcarving and other processes. Upon completion, students should be able to use original designs in the creation of functional and sculptural forms. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.									
<b>ART 231 Printmaking I</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>		<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>
Prerequisites: None Corequisites: None Component: None This course introduces printmaking: its history, development techniques, and processes. Emphasis is placed on basic applications with investigation into image source and development. Upon completion, students should be able to produce printed images utilizing a variety of methods. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.									
<b>ART 232 Printmaking II</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>		<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>
Prerequisites: ART 231 Corequisites: None Component: None This course includes additional methods and printmaking processes. Emphasis is placed on the printed image as related to method, source, and concept. Upon completion, students should be able to produce expressive images utilizing both traditional and innovative methods. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.									
<b>ART 235 Figure Drawing II</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>		<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>
Prerequisites: ART 135 Corequisites: None Component: None This course extends the study and rendering of the draped and undraped human figure. Emphasis is placed on the exploration of materials and approaches to drawing. Upon completion, students should be able to demonstrate creativity in the representation of the figure. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.									
<b>ART 240 Painting I</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>		<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>
Prerequisites: None Corequisites: None Component: None									

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding and use of various painting techniques, media, and color principles. Upon completion, students should be able to demonstrate competence in the use of creative processes directed toward the development of expressive form. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					<b>ART 241 Painting II</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>
					Prerequisites: ART 240 Corequisites: None Component: None				
his course provides a continuing investigation of the materials, processes, and techniques of painting. Emphasis is placed on the exploration of expressive content using a variety of creative processes. Upon completion, students should be able to demonstrate competence in the expanded use of form and variety. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					<b>ART 242 Landscape Painting</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>
					Prerequisites: ART 240 Corequisites: None Component: None				
This course introduces and practices the skills and techniques of open-air painting. Emphasis is placed on techniques of painting summer foliage, skies, and mountains, and the elements of aerial perspective. Upon completion, students should be able to complete an open-air landscape painting employing brush, knife, scumbling, and glazing techniques. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.					<b>ART 244 Watercolor</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>
					Prerequisites: None Corequisites: None Component: None				
This course introduces basic methods and techniques used in watercolor. Emphasis is placed on application, materials, content, and individual expression. Upon completion, students should be able to demonstrate a variety of traditional and nontraditional concepts used in watercolor media. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					<b>ART 245 Metals I</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>
					Prerequisites: None Corequisites: None Component: None				
This course introduces basic metal design in traditional and contemporary art forms using brass, copper, and silver. Emphasis is placed on designing and fabricating jewelry, small sculptures, and utilitarian objects. Upon completion, students should be able to design and produce small art objects. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.					<b>ART 246 Metals II</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>
					Prerequisites: ART 245 Corequisites: None Component: None				
This course provides a continuation of metal design utilizing basic methods of casting and other processes. Emphasis is placed on individualized design. Upon completion, students should be able to design and produce expressive forms. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.					<b>ART 247 Jewelry I</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>
					Prerequisites: None Corequisites: None Component: None				
This course introduces a basic understanding of the design and production of jewelry. Emphasis is placed on concepts and techniques using metals and other materials. Upon completion, students should be able to demonstrate an ability to use appropriate methods to create unique jewelry. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.					<b>ART 248 Jewelry II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
					Prerequisites: ART 247 Corequisites: None Component: None				
This course is a continuation of the skills learned in ART 247. Emphasis is placed on the creation of individual designs that utilize a variety of techniques such as casting, cloisonne, and plique-a-jour. Upon completion, students should be able to create jewelry which demonstrates originality. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.					<b>ART 250 Surface Design: Textiles</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>
					Prerequisites: None Corequisites: None Component: None				
This course introduces the basic principles and elements of art as applied to textile surfaces. Emphasis is placed on direct, top-dyed processes that utilize both synthetic and natural dyes, and techniques such as batik, stenciling, and stamping. Upon completion, students should be able to demonstrate a basic understanding of appropriate materials and techniques as they apply to original design on a variety of textile surfaces. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.									

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ART 251 Weaving I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	Prerequisites: None Corequisites: None Component: None This course provides a basic understanding of the design and production of constructed textiles. Emphasis is placed on traditional weaving techniques. Upon completion, students should be able to warp and dress the loom and use appropriate techniques for the creation of unique woven fabrics. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.				
<b>ART 252 Weaving II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	Prerequisites: ART 251 Corequisites: None Component: None This course furthers an exploration of creative design as it relates to manipulated fiber construction. Emphasis is placed on traditional and experimental methods. Upon completion, students should be able to create fiber constructions that utilize appropriate techniques for individual expressive designs. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.				
<b>ART 260 Photography Appreciation</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	Prerequisites: None Corequisites: None Component: None This course introduces the origins and historical development of photography. Emphasis is placed on the study of composition and history of photography as an art form. Upon completion, students should be able to recognize and produce, using color transparencies, properly exposed, well-composed photographs. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.				
<b>ART 261 Photography I</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>	Prerequisites: None Corequisites: None Component: None This course introduces photographic equipment, theory, and processes. Emphasis is placed on camera operation, composition, darkroom technique, and creative expression. Upon completion, students should be able to successfully expose, develop, and print a well-conceived composition. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.				
<b>ART 262 Photography II</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>	Prerequisites: ART 261 Corequisites: None Component: None This course introduces the creative manipulation of alternative photographic materials and processes such as toning, hand coloring, infrared, and multiple exposure. Emphasis is placed on personal				
<b>ART 263 Color Photography</b>		<b>06</b>	<b>00</b>	<b>03</b>	Prerequisites: ART 262 Corequisites: None Component: None This course provides an introduction to the procedures and processes involved in color photography. Emphasis is placed on the study of light, filtration, exposure, and films along with the processing and printing of color negative materials. Upon completion, students should be able to demonstrate an understanding of color principles, theories, and processes by using them creatively in the production of color prints. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.	<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>
<b>ART 264 Digital Photography I</b>		<b>04</b>	<b>00</b>	<b>03</b>	Prerequisites: None Corequisites: None Component: None This course introduces digital photographic equipment, theory and processes. Emphasis is placed on camera operation, composition, computer photo manipulation and creative expression. Upon completion, students should be able to successfully expose, digitally manipulate, and print a well-conceived composition. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>
<b>ART 265 Digital Photography II</b>		<b>04</b>	<b>00</b>	<b>03</b>	Prerequisites: ART 264 Corequisites: None Component: None This course provides exploration of the concepts and processes of photo manipulation through complex composite images, special effects, color balancing and image/text integration. Emphasis is placed on creating a personal vision and style. Upon completion, students should be able to produce well-executed images using a variety of photographic and photo manipulative approaches. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>
<b>ART 266 Videography I</b>		<b>06</b>	<b>00</b>	<b>03</b>	Prerequisites: None Corequisites: None Component: None This course introduces various aspects of basic video production including concept development, scripting, camera operation, and post-production. Emphasis is placed on creative expression, camera handling, story boarding, and editing. Upon completion, students should be able to demonstrate a basic understanding of video camera operation and production techniques. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.	<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ART 267 Videography II</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>					
Prerequisites: ART 266									
Corequisites: None									
Component: None									
This course is designed to provide a framework for the production of a long-term video project. Emphasis is placed on realization of the unique creative vision. Upon completion, students should be able to produce a thematically coherent, edited video with sound and titling. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.									
<b>ART 271 Computer Art II</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>					
Prerequisites: ART-171									
Corequisites: None									
Component: None									
This course includes advanced computer imaging techniques. Emphasis is placed on creative applications of digital technology. Upon completion, students should be able to demonstrate command of computer systems and applications to express their personal vision. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.									
<b>ART 274 Lettering Design</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>					
Prerequisites: None									
Corequisites: None									
Component: None									
This course introduces a variety of lettering forms and covers the manual development of these forms using a variety of materials. Emphasis is placed on developing correct size, design, weight, and proportion in a variety of type styles. Upon completion, students should be able to demonstrate competence in the rendering of various lettering styles, and their application in effective graphic design. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.									
<b>ART 275 Intro to Commercial Art</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>					
Prerequisites: None									
Corequisites: None									
Component: None									
This course introduces the materials and techniques used in creative layout design for publication. Emphasis is placed on design for advertising in a variety of techniques and media including computer graphics. Upon completion, students should be able to demonstrate competence in manual camera-ready layout design and computer graphics literacy. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.									
<b>ART 281 Sculpture I</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>					
Prerequisites: None									
Corequisites: None									
Component: None									
This course provides an exploration of the creative and technical methods of sculpture with focus on the traditional processes. Emphasis is placed on developing basic skills as they pertain to three-dimensional									
					expression in various media. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.				
<b>ART 282 Sculpture II</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>					
Prerequisites: ART 281									
Corequisites: None									
Component: None									
This course builds on the visual and technical skills learned in ART 281. Emphasis is placed on developing original solutions to sculptural problems in a variety of media. Upon completion, students should be able to express individual ideas using the techniques and materials of sculpture. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement									
<b>ART 283 Ceramics I</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>					
Prerequisites: None									
Corequisites: None									
Component: None									
This course provides an introduction to three-dimensional design principles using the medium of clay. Emphasis is placed on fundamentals of forming, surface design, glaze application, and firing. Upon completion, students should be able to demonstrate skills in slab and coil construction, simple wheel forms, glaze technique, and creative expression. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.									
<b>ART 284 Ceramics II</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>					
Prerequisites: ART 283									
Corequisites: None									
Component: None									
This course covers advanced hand building and wheel techniques. Emphasis is placed on creative expression, surface design, sculptural quality, and glaze effect. Upon completion, students should be able to demonstrate a high level of technical competence in forming and glazing with a development of three-dimensional awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. <NULL>									
<b>ART 285 Ceramics III</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>					
Prerequisites: ART 284									
Corequisites: None									
Component: None									
This course provides the opportunity for advanced self-determined work in sculptural and functional ceramics. Emphasis is placed on developing the technical awareness of clay bodies, slips, engobes, and firing procedures necessary to fulfill the student's artistic goals. Upon completion, students should be able to demonstrate a knowledge of materials and techniques necessary to successfully create original projects in the clay medium. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.									

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ART 286 Ceramics IV</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>	is placed on the progressive development of expressive and receptive skills. Upon completion, the students should be able to comprehend and respond with increasing accuracy to expressive American Sign Language and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.				
Prerequisites: ART 285 Corequisites: None Component: None This course provides the opportunity for self-determined work in sculptural and functional ceramics. Emphasis is placed on developing the technical awareness of glaze materials, glaze formulation, and firing techniques necessary to fulfill the student's artistic goals. Upon completion, students should be able to demonstrate knowledge of materials and techniques necessary to successfully create original projects in the clay medium. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.									
<b>ART 288 Studio</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>	<b>ASL 181 ASL Lab 1</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: None Corequisites: None Component: None This course provides the opportunity for advanced self-determined work beyond the limits of regular studio course sequences. Emphasis is placed on creative self-expression and in-depth exploration of techniques and materials. Upon completion, students should be able to create original projects specific to media, materials, and techniques. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					Prerequisites: None Corequisites: None Component: None This course provides an opportunity to enhance acquisition of the fundamental elements of American Sign Language. Emphasis is placed on the progressive development of basic expressive and receptive skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing accuracy to expressive American Sign Language 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>ART 289 Museum Study</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>	<b>ASL 182 ASL Lab 2</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: None Corequisites: None Component: None This course introduces research methods in the museum setting. Emphasis is placed on the chronology, styles, periods, context, and meaning in art. Upon completion, students should be able to demonstrate the advantage of first-hand and on-site research. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement					Prerequisites: ASL 181 Corequisites: None Component: None This course provides an opportunity to enhance acquisition of the fundamental elements of American Sign Language. Emphasis is placed on the progressive development of basic expressive and receptive skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing accuracy to expressive American Sign Language 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>ASL 111 Elementary ASL I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>ASL 211 Intermediate ASL 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 American Sign Language within a cultural context. Emphasis is placed on the development of basic expressive and receptive skills. Upon completion, students will be able to comprehend and respond with grammatical accuracy to expressive American Sign Language and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.					Prerequisites: ASL 112 Corequisites: 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.				
<b>ASL 112 Elementary ASL II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>ASL 212 Intermediate ASL II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: ASL 111 Corequisites: None Component: None This course is a continuation of ASL 111 focusing on the fundamental elements of American Sign Language in a cultural context. Emphasis					Prerequisites: ASL 211 Corequisites: None Component: None This course provides a continuation of ASL 211. Emphasis is placed on the continuing development of expressive and receptive skills				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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>AST 151 General Astronomy I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
					Prerequisites: None				
					Corequisites: AST 151A				
					Component: None				
					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 281 ASL Lab 3</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 182					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 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.					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>ASL 282 ASL Lab 4</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	<b>AST 152 General Astronomy II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: ASL 281					Prerequisites: AST 151				
Corequisites: None					Corequisites: AST 152A				
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.					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 has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.				
<b>AST 111 Descriptive Astronomy</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>AST 152A General Astronomy II Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: None					Prerequisites: AST 151				
Corequisites: None					Corequisites: AST 152				
Component: None					Component: None				
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.					The course is a laboratory to accompany AST 152. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 152 and which provide practical experience. Upon completion, students should be able to demonstrate a working knowledge of astronomy. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.				
<b>AST 111A Descriptive Astronomy Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	<b>ATR 211 Robot Programming</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites: None					Prerequisites: ELN 131 and ELN 233				
Corequisites: AST 111					Corequisites: None				
Component: None					Component: None				
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.					This course provides the operational characteristics of industrial robots and programming in their respective languages. Topics include robot programming utilizing teach pendants, PLCs, and personal computers; and the interaction of external sensors, machine vision, network systems, and other related devices. Upon completion, students should be able to program and demonstrate the operation of various robots.				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ATR 212 Industrial Robots</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>	<b>AUB 122 Non-Structural Damage II</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>
Prerequisites: None Corequisites: None Component: None This course covers the operation of advanced industrial robots. Topics include the classification of robots, activators, grippers, work envelopes, computer interfaces, overlapping work envelopes, installation, and programming. Upon completion, students should be able to install, program, and troubleshoot industrial robots.					Prerequisites: AUB 121 Corequisites: None Component: None This course covers safety, tools, and advanced body repair. Topics include shop safety, damage analysis, tools and equipment, advanced repair techniques, materials selection, materials usage, movable glass, and other related topics. Upon completion, students should be able to identify and repair or replace direct and indirect damage to accepted standards including movable glass and hardware.				
<b>AUB 111 Painting &amp; Refinishing I</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>	<b>AUB 131 Structural Damage I</b>	<b>02</b>	<b>04</b>	<b>00</b>	<b>04</b>
Prerequisites: None Corequisites: None Component: None This course introduces the proper procedures for using automotive refinishing equipment and materials in surface preparation and application. Topics include federal, state, and local regulations, personal safety, refinishing equipment and materials, surface preparation, masking, application techniques, and other related topics. Upon completion, students should be able to identify and use proper equipment and materials in refinishing following accepted industry standards.					Prerequisites: None Corequisites: None Component: None This course introduces safety, equipment, structural damage analysis, and damage repairs. Topics include shop safety, design and construction, structural analysis and measurement, equipment, structural glass, repair techniques, and other related topics. Upon completion, students should be able to analyze and perform repairs to a vehicle which has received light/moderate structural damage.				
<b>AUB 112 Painting &amp; Refinishing II</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>	<b>AUB 132 Structural Damage II</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>
Prerequisites: AUB 111 Corequisites: None Component: None This course covers advanced painting techniques and technologies with an emphasis on identifying problems encountered by the refinishing technician. Topics include materials application, color matching, correction of refinishing problems, and other related topics. Upon completion, students should be able to perform spot, panel, and overall refinishing repairs and identify and correct refinish problems.					Prerequisites: AUB 131 Corequisites: None Component: None This course provides an in-depth study of structural damage analysis and repairs to vehicles that have received moderate to heavy structural damage. Topics include shop safety, structural analysis and measurement, equipment, structural glass, advanced repair techniques, structural component replacement and alignment, and other related topics. Upon completion, students should be able to analyze and perform repairs according to industry standards.				
<b>AUB 114 Special Finishes</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>	<b>AUB 134 Autobody MIG Welding</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>
Prerequisites: AUB 111 Corequisites: None Component: None This course introduces multistage finishes, custom painting, and protective coatings. Topics include base coats, advanced intermediate coats, clear coats, and other related topics. Upon completion, students should be able to identify and apply specialized finishes based on accepted industry standards.					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 121 Non-Structural Damage I</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>	<b>AUB 136 Plastics &amp; Adhesives</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>
Prerequisites: None Corequisites: None Component: None This course introduces safety, tools, and the basic fundamentals of body repair. Topics include shop safety, damage analysis, tools and equipment, repair techniques, materials selection, materials usage, and other related topics. Upon completion, students should be able to identify and repair minor direct and indirect damage including removal/repairing/ replacing of body panels to accepted standards.					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.				



	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>AUB 141 Mech &amp; Elec Components I</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>	<b>AUT 116A Engine Repair Lab</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</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.					Prerequisites: ENG-080 RED-080 Corequisites: AUT 116 Component: None This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.				
<b>AUB 162 Autobody Estimating</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>	<b>AUT 141 Suspension &amp; Steering Systems 02</b>	<b>03</b>	<b>00</b>	<b>03</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.					Prerequisites: ENG-080 RED-080 Corequisites: AUT 141A 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 steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels.				
<b>AUT 113 Automotive Servicing 1</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>02</b>	<b>AUT 141A Suspension &amp; Steering Lab</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>
Prerequisites: AUT 151, AUT 163, AUT 183, AUT 211, AUT 231 Corequisites: None Component: None This course is a lab used as an alternative to co-op placement. Emphasis is placed on shop operations, 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 to operate appropriate equipment.					Prerequisites: ENG-080 RED-080 Corequisites: AUT 141 Component: None This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. 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 steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels.				
<b>AUT 115 Engine Fundamentals</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>	<b>AUT 151 Brake Systems</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. This course will become obsolete effective Fall 2008.					Prerequisites: ENG-080 RED-080 Corequisites: AUT 151A 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 116 Engine Repair</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>	<b>AUT 151A Brakes Systems Lab</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>
Prerequisites: ENG-080 RED-080 Corequisites: AUT-116A 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, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.					Prerequisites: ENG-080 RED-080 Corequisites: AUT 151 Component: None This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include drum and disc brakes involving hydraulic, vacuum-boost, hydra-boost, electrically powered boost, and anti-lock, parking brake systems and emerging brake systems technologies. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>AUT 152 Brake Systems Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concerns.				
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. This course will become obsolete effective Fall 2008.									
<b>AUT 161 Basic Auto Electricity</b>	<b>04</b>	<b>03</b>	<b>00</b>	<b>05</b>					
Prerequisites: ENG-080 RED-080 Corequisites: None Component: None This course covers basic electrical theory, wiring diagrams, test equipment, and diagnosis, repair, and replacement of batteries, starters, and alternators. Topics include Ohm's Law, circuit construction, wiring diagrams, circuit testing, and basic troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair basic wiring, battery, starting, charging, and electrical concerns.									
<b>AUT 162 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. This course will become obsolete effective Fall 2008.									
<b>AUT 163 Adv Auto Electricity</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>					
Prerequisites: Take AUT 161 Corequisites: Take AUT 163A Component: None This course covers electronic theory, wiring diagrams, test equipment, and diagnosis, repair, and replacement of electronics, lighting, gauges, horn, wiper, accessories, and body modules. Topics include networking and module communication, circuit construction, wiring diagrams, circuit testing, and troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concerns.									
<b>AUT 163A Adv Auto Electricity Lab</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>					
Prerequisites: AUT-161 Corequisites: AUT 163 Component: None This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include networking and module communication, circuit construction, wiring diagrams, circuit testing, troubleshooting and emerging electrical/electronic systems technologies. Upon completion, students should be									
<b>AUT 171 Auto Climate Control</b>		<b>02</b>	<b>04</b>	<b>00</b>	<b>04</b>				
Prerequisites: ENG-080 RED-080 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.									
<b>AUT 181 Engine Performance 1</b>		<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>				
Prerequisites: ENG-080 RED-080 Corequisites: AUT 181A Component: None This course covers the introduction, theory of operation, and basic diagnostic procedures required to restore engine performance to vehicles equipped with complex engine control systems. Topics include an overview of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information.									
<b>AUT 181A Engine Performance 1 Lab</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>					
Prerequisites: ENG-080 RED-080 Corequisites: AUT 181 Component: None This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include overviews of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices and emerging engine performance technologies. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information.									
<b>AUT 183 Engine Performance 2</b>		<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>				
Prerequisites: AUT 181 Corequisites: None Component: None This course covers study of the electronic engine control systems, the diagnostic process used to locate engine performance concerns, and procedures used to restore normal operation. Topics will include currently used fuels and fuel systems, exhaust gas analysis, emission control components and systems, OBD II (on-board diagnostics) and inter-related electrical/electronic systems. Upon completion, students should be able to diagnose and repair complex engine performance concerns using appropriate test equipment and service information.									

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS	
<b>AUT 211 Automotive Machining</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>		<b>AUT 281 Adv Engine Performance</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites: AUT 116 and AUT 116A						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 utilizes service information and specialized test equipment to diagnose and 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 diagnosis and repair.				
<b>AUT 221 Auto Transm/Transaxles</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>		<b>BAF 110 Principles of Banking</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: ENG-080 RED-080						Prerequisites: None				
Corequisites: AUT 221A						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, diagnose and repair automatic drive trains.						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 221A Auto Transm/Transax Lab</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>		<b>BAF 111 Teller Training</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: ENG-080 RED-080						Prerequisites: None				
Corequisites: AUT 221						Corequisites: None				
Component: None						Component: None				
This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. 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 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 Man Trans/Axles/Drtrains</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>		<b>BAF 131 Fund of Bank Lending</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: ENG-080 RED-080						Prerequisites: ACC 120				
Corequisites: AUT 231A						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, diagnose and repair manual drive trains.						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 the Banking and Finance concentration in the Business Administration program.				
<b>AUT 231A Man Trans/Ax/Drtrains Lab</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>		<b>BAF 141 Law &amp; Banking: Principles</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: ENG-080 RED-080						Prerequisites: RED-080				
Corequisites: AUT 231						Corequisites: None				
Component: None						Component: None				
This course is an optional lab for the program that needs to meet NATEF hour standards but does not have a co-op component in the program. Topics include manual drive train diagnosis, service and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to diagnose and repair manual drive trains.						This course provides an overview of the legal aspects of banking and the legal framework within which banks function. Topics include the court system, consumer protection, tangible and intangible property ownership, and the legalities and regulations of bank transactions. Upon completion, students should be able to discuss the non-technical aspects of the legal system and how these affect the bank's organization and operation. This course is a unique concentration requirement of the Banking and Finance concentration in the Business Administration program.				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>BAF 222 Money and Banking</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>BIO 092 Basics of Cell Biology</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites: RED-080					Prerequisites: None				
Corequisites: None					Corequisites: RED 090 or Placement Test Credit Equivalent				
Component: None					Component: None				
This course provides a fundamental treatment of how money and banks function in the US and world economies. Topics include the roles of money in the US economy, the functions of the Federal Reserve Board, and the workings of monetary and fiscal policies. Upon completion, students should be able to explain how the monetary economy functions, how banks are creators of money, and the impact of the Federal Reserve. This course is a unique concentration requirement of the Banking and Finance concentration in the Business Administration program.					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.				
<b>BAF 232 Consumer Lending</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>BIO 094 Concepts of Human Biology</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites: RED-080					Prerequisites: None				
Corequisites: None					Corequisites: RED 090 or Placement Test Credit Equivalent				
Component: None					Component: None				
This course details the many types of credit arrangements in which a finance charge is paid for the privilege of repaying debt in delayed payments. Topics include consumer credit policy, the loan process, servicing and collecting loans, consumer compliance, and evaluating credit risks. Upon completion, students should be able to identify collection policies and procedures, explain principles of credit evaluation, define open-end credit, and describe indirect lending.					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 234 Residential Mortgage Lending</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>BIO 106 Introduction to Anat/Phys/Micro</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites: RED-080					Prerequisites: None				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
This course provides an overview of the field of mortgage lending and the various financial markets for real estate mortgages. Topics include conventional and government related mortgages, contracts, financial markets, and qualifying prospective loan customers. Upon completion, students should be able to demonstrate an understanding of mortgage loan origination and processing, government regulations, and compliance issues.					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 235 Analyzing Financial Statements</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>BIO 110 Principles of Biology</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
Prerequisites: ACC 120					Prerequisites: None				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
This course provides practice in constructing and analyzing long-range, multiple-year forecasts of income statements and balance sheets, and cash budgets. Topics include trend, ratio, common size, comparative analysis, programs, projections, and cash budgets. Upon completion, students should be able to analyze income statements, balance sheets, and pro forma statements.					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 Foundations of Biology</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>	<b>BIO 111 General Biology I</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
Prerequisites: None					Prerequisites: None				
Corequisites: RED 090					Corequisites: None				
Component: None					Component: None				
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.				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>BIO 112 General Biology II</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>	<b>BIO 140A Environmental Biology Lab</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>
Prerequisites: BIO 111 Corequisites: None Component: None 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 demonstrate 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.					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 contemporary environmental issues. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.				
<b>BIO 120 Introductory Botany</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>	<b>BIO 150 Genetics in Human Affairs</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: BIO 110 or BIO 111  Corequisites: None Component: None 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.					Prerequisites: BIO 110 or BIO 111 Corequisites: None Component: None This course describes the importance of genetics in everyday life. Topics include the role of genetics in human development, birth defects, cancer and chemical exposure, and current issues including genetic engineering and fertilization methods. Upon completion, students should be able to understand the relationship of genetics to society today and its possible influence on our future. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.				
<b>BIO 130 Introductory Zoology</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>	<b>BIO 161 Intro to Human Biology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: BIO 110 or BIO 111 Corequisites: None Component: None 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.					Prerequisites: None 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.				
<b>BIO 140 Environmental Biology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>BIO 163 Basic Anatomy and Physiology</b>	<b>04</b>	<b>02</b>	<b>00</b>	<b>05</b>
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).					Prerequisites: None Corequisites: None Component: None 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.				
					<b>BIO 165 Anatomy and Physiology I</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
					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				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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).									
<b>BIO 166 Anatomy and Physiology II</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>					
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. This course is also available through the Virtual Learning Community (VLC).									
<b>BIO 168 Anatomy and Physiology I</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>					
Prerequisites: None									
Corequisites: None									
Component: None									
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 Anatomy and Physiology II</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>					
Prerequisites: BIO 168									
Corequisites: None									
Component: None									
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 General Microbiology</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>					
Prerequisites: One course required: BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168									
Corequisites: None									
Component: None									
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 Biological Chemistry</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 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 Botany I</b>		<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>				
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 Botany II</b>		<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>				
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 Field Botany</b>		<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>				
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.									

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>BIO 230 Entomology</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>					
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 Vertebrate Zoology</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>					
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.									
<b>BIO 240 Waste Management</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: BIO 110 or BIO 111 or BIO 140 and BIO 140A									
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.									
<b>BIO 250 Genetics</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>					
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.									
<b>BIO 275 Microbiology</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>					
Prerequisites: One course required: BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168									
Corequisites: None									
Component: None									
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 for transferability as a premajor and/or elective course requirement.									
<b>BIO 280 Biotechnology</b>						<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
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.									
<b>BIO 285 Research &amp; Measurement</b>						<b>02</b>	<b>04</b>	<b>00</b>	<b>04</b>
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.									
<b>BPR 130 Blueprint Reading: Construction</b>						<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
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.									
<b>BTC 181 Basic Lab Techniques</b>						<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
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 250 Molecular Genetics</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	Prerequisites: 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.				
<b>BTC 281 Bioprocess Techniques</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>	Prerequisites: BIO 112 Corequisites: None Component: None 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>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
<b>BTC 285 Cell Culture</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>	Prerequisites: BTC 181 Corequisites: None Component: None 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>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
<b>BTC 286 Immunological Techniques</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>	Prerequisites: BIO 275 Corequisites: 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.	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
<b>BTC 288 Biotech Lab Experience</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>02</b>	Prerequisites: BTC 285 Corequisites: None Component: None 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>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
<b>BUS 110 Introduction to Business</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	Prerequisites: BIO 250, BTC 281, and BTC 285 or 286 Corequisites: 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.	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
<b>BUS 115 Business Law I</b>					Prerequisites: ENG-080 RED-090 or Placement Test Credit Equivalent Corequisites: None Component: None 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.				
<b>BUS 116 Business Law II</b>					Prerequisites: BUS 115 Corequisites: None Component: None This course covers 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.				
<b>BUS 121 Business Math</b>					Prerequisites: MAT 070 or Placement Test Credit Equivalent. Corequisites: 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.				
<b>BUS 125 Personal Finance</b>					Prerequisites: MAT-060 RED-080 or Placement Test Credit Equivalent Corequisites: 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.				
<b>BUS 135 Principles of Supervision</b>					Prerequisites: RED-070 or Placement Test Credit Equivalent Corequisites: None Component: None				



	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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).					<b>BUS 173 Procurement Management</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
					Prerequisites: ENG-080, MAT-070, and RED-080 or Placement Test Credit Equivalent				
					Corequisites: None				
					Component: None				
					This course examines purchasing and materials management including function, organization, quality and quantity considerations, pricing policies, supplier selection, and ethical and legal implications. Topics include purchasing procedures, value analysis, inventory control, logistics, capital equipment, budgets, and institutional and governmental purchasing practices. Upon completion, students should be able to demonstrate an understanding of the concepts and techniques of purchasing and materials management.				
<b>BUS 137 Principles of Management</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>BUS 175 Contract Negotiations</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: ENG-080 RED-080 or Placement Test Credit Equivalent					Prerequisites: ENG-080 and RED-090 or Placement Test Credit Equivalent				
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 has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.					This course covers theory, strategies, techniques and tactics for negotiating contracts, and principles and practices of negotiations for government, corporate or institutional procurements. Topics include preparation and conduct of negotiations and methods of dealing with situations under different types of negotiations. Upon completion, students should be able to effectively negotiate contracts.				
<b>BUS 139 Entrepreneurship I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>BUS 217 Employment Law and Regulations</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: BUS-110 and ENG-080 or Placement Test Credit Equivalent					Prerequisites: BUS 115				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
This course provides an introduction to the principles of entrepreneurship. Topics include self-analysis of entrepreneurship readiness, the role of entrepreneur in economic development, legal problems, organizational structure, sources of financing, budgeting, and cash flow. Upon completion, students should have an understanding of the entrepreneurial process and issues faced by entrepreneurs.					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 153 Human Resource Management</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>BUS 225 Business Finance</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites: RED-070 or Placement Test Credit Equivalent					Prerequisites: ACC 120 and CIS-110, CIS-111, or OST-137				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
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.					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 171 Government Contracts</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>BUS 228 Business Statistics</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites: ENG-080, MAT-060, and RED-090 or Placement Test Credit Equivalent					Prerequisites: Take MAT 115, MAT 140 or MAT 161, and CIS-110 or CIS-111 and RED-080 or Placement Test Credit Equivalent				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
This course provides an introduction to the procurement process, concepts, policies and procedures associated with government contracting. Topics include procurement requirements, work specifications, procurement requests, and acquisition work planning. Upon completion, students should be able to demonstrate an understanding of the acquisition and contract management functions.					This course introduces the use of statistical methods and tools in evaluating research data for business applications. Emphasis is				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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.									
<b>BUS 230 Small Business Management</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	Corequisites: None Component: None 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).				
Prerequisites: ENG-080 and RED-080 or Placement Test Credit Equivalent									
Corequisites: 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.									
<b>BUS 234 Training and Development</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>BUS 253 Leadership and Management Skills</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: ENG-080 and RED-080 or Placement Test Credit Equivalent					Prerequisites: ENG-080 and RED-080 or Placement Test Credit Equivalent				
Corequisites: 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 is also available through the Virtual Learning Community (VLC).					Corequisites: None Component: None 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 236 Adv Training &amp; Dev</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>BUS 255 Org Behavior in Business</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: BUS 234					Prerequisites: RED-080 or Placement Test Credit Equivalent				
Corequisites: None Component: None This course covers the skills necessary for presenting active training programs applying the principles learned in BUS 234. Emphasis is placed on the equipment and materials employed by various media techniques. Upon completion, students should be able to make a variety of presentations based on audience, purpose of presentation, and presentation objectives.					Corequisites: None Component: None This course covers the impact of different management practices and leadership styles on worker satisfaction and morale, organizational effectiveness, productivity, and profitability. Topics include a discussion of formal and informal organizations, group dynamics, motivation, and managing conflict and change. Upon completion, students should be able to analyze different types of interpersonal situations and determine an appropriate course of action.				
<b>BUS 240 Business Ethics</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>BUS 256 Recruit Select &amp; Personnel Planning</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: RED-080 or Placement Test Credit Equivalent					Prerequisites: ENG-080 and RED-080 or Placement Test Credit Equivalent				
Corequisites: None Component: None 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.					Corequisites: None Component: None 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 252 Labor Relations</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>BUS 258 Compensation and Benefits</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: ENG-080 and RED-090 or Placement Test Credit Equivalent					Prerequisites: ENG-080 and RED-090 or Placement Test Credit Equivalent				
					Corequisites: None Component: None				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
This course is designed to study the basic concepts of pay and its role in rewarding performance. Topics include wage and salary surveys, job analysis, job evaluation techniques, benefits, and pay-for-performance programs. Upon completion, students should be able to develop and manage a basic compensation system to attract, motivate, and retain employees. 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 276 Government Contract Law</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
					Prerequisites: BUS 115				
					Corequisites: None				
					Component: None				
					This course provides an introduction to government contract law, contract clauses and provisions, and legal aspects associated with contracting. Topics include contractual relationships with the federal government, state and municipal agencies, contract formation, governmental liability, and the dispute process. Upon completion, students should be able to apply ethical issues and laws covered to procurement and contract management decisions.				
<b>BUS 259 HRM Applications</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>BUS 278 Contract Cost and Pricing</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: All courses required: BUS 217, BUS 234, BUS 256, BUS 258					Prerequisites: BUS 121, ENG-080, and RED-090 or Placement Test				
Corequisites: None					Credit Equivalent				
Component: None					Corequisites: None				
This course provides students in the Human Resource Management concentration the opportunity to reinforce their learning experiences from preceding HRM courses. Emphasis is placed on application of day-to-day HRM functions by completing in-basket exercises and through simulations. Upon completion, students should be able to determine the appropriate actions called for by typical events that affect the status of people at work. 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).					Component: None				
					This course covers the establishment and administration of equitable costing and pricing systems in contracting for goods and services. Emphasis is placed on determining total price and estimating the elements of cost including labor, materials, indirect costs, and profit. Upon completion, students should be able to apply cost and pricing techniques to procurement and contracting issues.				
<b>BUS 260 Business Communication</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>BUS 285 Business Management Issues</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites: ENG 111 and CIS 110, CIS 111, CIS 113, or OST 137					Prerequisites: ACC 120, BUS 110, BUS 115, BUS 137, MKT 120, and ECO 251 or ECO 252				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place.					This course covers contemporary issues that affect successful businesses and their managers and employees. Emphasis is placed on using case studies and exercises to develop analytical and problem-solving skills, ethics, quality management concepts, team skills, and effective communication. Upon completion, students should be able to apply the specific knowledge and skills covered to become more effective managers and employees.				
<b>BUS 261 Diversity in Management</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>CAR 110 Introduction to Carpentry</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites: None					Prerequisites: None				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
This course is designed to help managers recognize the need to incorporate diversity into all phases of organizational management. Topics include self-evaluation, management, sexual harassment, workforce diversity, dual careers, role conflict, and communication issues. Upon completion, students should be able to implement solutions that minimize policies, attitudes, and stereotypical behaviors that block effective team building.					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.				
<b>BUS 274 Contract Administration</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>CAR 111 Carpentry I</b>	<b>03</b>	<b>15</b>	<b>00</b>	<b>08</b>
Prerequisites: ENG-080, MAT-070, and RED-090 or Placement Test					Prerequisites: None				
Credit Equivalent					Corequisites: None				
Corequisites: None					Component: CAR 111AA, CAR 111BB				
Component: None					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.				
This course covers the technical and fundamental procedures of contract management. Topics include contract oversight, quality assurance, compliance, financing, cost controls, documentation, terminations and disputes, subcontract management, and audit. Upon completion, students should be able to apply the principles of administering contracts.									

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS	
<b>CAR 112 Carpentry II</b>	<b>03</b>	<b>15</b>	<b>00</b>	<b>08</b>		<b>CCT 231 Technology Crimes &amp; Law</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: A set of courses is required: CAR 111 or CAR111AA and CAR 111BB					Prerequisites: None					
Corequisites: None					Corequisites: None					
Component: CAR 112AA, CAR112BB					Component: None					
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.					This course covers the applicable technological laws dealing with the regulation of cyber security and criminal activity. Topics include an examination of state, federal and international laws regarding cyber crime with an emphasis on both general and North Carolina statutes. Upon completion, students should be able to identify the elements of cyber crime activity and discuss the trends of evolving laws.					
<b>CAR 113 Carpentry III</b>	<b>03</b>	<b>09</b>	<b>00</b>	<b>06</b>		<b>CCT 240 Data Recovery Techniques</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites: A set of courses is required: CAR 111 or CAR 111AA and CAR 111BB					Prerequisites: None					
Corequisites: None					Corequisites: None					
Component: 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.					This course introduces the unique skills and methodologies necessary to assist in the investigation and prosecution of cyber crimes. Topics include hardware and software issues, recovering erased files, overcoming encryption, advanced imaging, transient data, Internet issues and testimony considerations. Upon completion, students should be able to recover digital evidence, extract information for criminal investigation and legally seize criminal evidence.					
<b>CAR 114 Residential Building Codes</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>		<b>CHI 111 Elementary Chinese I</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 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.					This course introduces the fundamental elements of the Chinese 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 Chinese and demonstrate cultural awareness. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.					
<b>CAR 115 Residential Planning/Estimating</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>		<b>CHI 112 Elementary Chinese II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: All Courses Required: BPR 130					Prerequisites: Take CHI 111					
Corequisites: None					Corequisites: None					
Component: 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.					This course includes the basic fundamentals of the Chinese language within a cultural context of the Chinese people and its history. 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 Chinese and demonstrate further cultural awareness. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.					
<b>CCT 112 Ethics &amp; High Technology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>		<b>CHI 181 Chinese Lab I</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: None					Prerequisites: None					
Corequisites: None					Corequisites: None					
Component: None					Component: None					
This course covers ethical considerations and accepted standard practices applicable to technological investigations and computer privacy issues relative to the cyber crime investigator. Topics include illegal and unethical investigative activities, end-justifying-the-means issues, and privacy issues of massive personal database information gathered by governmental sources. Upon completion, students should be able to examine their own value system and apply ethical considerations in identifiable cyber crime investigations.										

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
This course provides an opportunity to enhance acquisition of the fundamental elements of the Chinese 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 Chinese and demonstrate cultural awareness. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.					<b>CHM 081 Basic Chemistry I</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
					Prerequisites: None Corequisites: MAT 070 Component: None 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.				
<b>CHI 182 Chinese Lab II</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	<b>CHM 082 Basic Chemistry II</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites: Take CHI 181 Corequisites: None Component: None This course provides an opportunity to enhance acquisition of the fundamental elements of the Chinese 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 Chinese and demonstrate cultural awareness. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement					Prerequisites: CHM 081 Corequisites: None Component: None 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.				
<b>CHI 211 Intermediate Chinese I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>CHM 090 Chemistry Concepts</b>	<b>04</b>	<b>00</b>	<b>00</b>	<b>04</b>
Prerequisites: Take CHI 112 Corequisites: None Component: None This course includes communicative competencies in speaking, listening comprehension, reading, and writing at an intermediate level with attention to cultural awareness. Emphasis is placed on intermediate skills in speaking, reading, writing, and comprehension of spoken language. Upon completion, students should demonstrate simple conversations and distinguish an appropriate range of Chinese characters, as well as read simple expressions in modern standard Chinese. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.					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, balancing equations, stoichiometry, solutions, acids and bases, gases, and basic organic chemistry. Upon completion, students should be able to understand and apply basic chemical concepts necessary for success in college-level science courses.				
<b>CHI 212 Intermediate Chinese II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>CHM 092 Fundamentals of Chemistry</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites: Take CHI 211 Corequisites: None Component: None This course provides continuation of communicative competence in speaking, listening comprehension, reading and writing at an intermediate level with attention to cultural awareness. Emphasis is placed on intermediate skills in speaking, reading, writing, and comprehension of spoken language. Upon completion, students should demonstrate simple conversations and distinguish a broad range of Chinese characters, as well as read expressions in modern standard Chinese. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.					Prerequisites: None Corequisites: None Component: None This course covers fundamentals of chemistry with laboratory applications. Topics include measurements, matter, energy, atomic theory, bonding, molecular structure, nomenclature, balancing equations, stoichiometry, solutions, acids and bases, gases, and basic organic chemistry. Upon completion, students should be able to understand and apply basic chemical concepts and demonstrate basic laboratory skills necessary for success in college-level science courses.				
					<b>CHM 094 Basic Biological Chemistry</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
					Prerequisites: Take 1 course: MAT 060, MAT 070, MAT 080, NAT 090, MAT 120, MAT 121, MAT 161, MAT 171 OR MAT 175 Corequisites: MAT 070 Component: None This course introduces the chemistry important to biological processes. Emphasis is placed on the aspects of general, organic, and biological chemistry that apply to biological systems and processes. Upon completion, students should be able to demonstrate an understanding of the basic biological chemistry necessary for success in college-level biology courses.				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>CHM 115 Concepts in Chemistry</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. 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.				
Prerequisites: None Corequisites: None Component: None This course introduces basic chemical concepts and their applications to daily life for non-science majors. Topics include air pollution, global warming, energy, world of polymers, water and its importance to a technological society, food, drugs, and nuclear chemistry. Upon completion, students should be able to discuss, apply, and appreciate the impact of chemistry on modern society. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.									
<b>CHM 115A Concepts in Chemistry Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>		<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>
Prerequisites: None Corequisites: CHM 115 Component: None This course is a laboratory for CHM 115. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 115. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical concepts presented in CHM 115. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.									
<b>CHM 130 General, Organic, &amp; Biochemistry</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: None Corequisites: CHM 130A Component: None This course provides a survey of basic facts and principles of general, organic, and biochemistry. Topics include measurement, molecular structure, nuclear chemistry, solutions, acid-base chemistry, gas laws, and the structure, properties, and reactions of major organic and biological groups. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.									
<b>CHM 130A General, Organic, &amp; Biochemistry Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>					
Prerequisites: None Corequisites: CHM 130 Component: None This course is a laboratory for CHM 130. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 130. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 130. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.									
<b>CHM 131 Introduction to Chemistry</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: None Corequisites: None Component: None This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular									
<b>CHM 131A Introduction to Chemistry Lab</b>									
Prerequisites: None Corequisites: CHM 131 Component: None This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.									
<b>CHM 132 Organic and Biochemistry</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>					
Prerequisites: CHM 131 and CHM 131A or CHM 151 Corequisites: None Component: None 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.									
<b>CHM 135 Survey of Chemistry I</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>					
Prerequisites: MAT 070 Corequisites: None Component: None 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.									
<b>CHM 136 Survey of Chemistry II</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>					
Prerequisites: CHM 135 Corequisites: None Component: None 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									

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
fields. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.									
<b>CHM 151 General Chemistry I</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>	<b>CIS 070 Fundamentals of Computing</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: MAT 161					Prerequisites: None				
Corequisites: None					Corequisites: None				
Component: None					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 covers fundamental functions and operations of the computer. Topics include identification of components, overview of operating systems, and other basic computer operations. Upon completion, students should be able to operate computers, access files, print documents and perform basic applications operations.				
<b>CHM 152 General Chemistry II</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>	<b>CIS 110 Introduction to Computers</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites: CHM 151					Prerequisites: RED-070 or Placement Test Credit Equivalent				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
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.					This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. 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 science/mathematics (Quantitative Option). This course is also available through the Virtual Learning Community (VLC).				
<b>CHM 251 Organic Chemistry I</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>	<b>CIS 111 Basic PC Literacy</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites: CHM 152					Prerequisites: RED-070 or Placement Test Credit Equivalent				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
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.					This course provides an overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and fundamental workplace use. Upon completion, students should be able to demonstrate basic personal computer skills. This course is also available through the Virtual Learning Community (VLC).				
<b>CHM 252 Organic Chemistry II</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>	<b>CIS 113 Computer Basics</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: CHM 251					Prerequisites: None				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
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					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. This course is also available through the Virtual Learning Community (VLC).				
<b>CIS 070 Fundamentals of Computing</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	<b>CIS 115 Intro to Prog &amp; Logic</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites: None					Prerequisites: Take 1 course: MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
This course covers fundamental functions and operations of the computer. Topics include identification of components, overview of operating systems, and other basic computer operations. Upon completion, students should be able to operate computers, access files, print documents and perform basic applications operations.					This course introduces computer programming and problem solving in a				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
structured program logic environment. 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. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics (Quantitative Option). This course is also available through the Virtual Learning Community (VLC).									
<b>CIS 162 Multimedia</b>									
<b>Presentation Software</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>	<b>CIV 210 Engineering Materials</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites: CIS 110 or CIS 111					Prerequisites: None				
Corequisites: None					Corequisites: None				
Component: 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.					This course covers the behavior and properties of Portland cement and asphaltic concretes and laboratory and field testing. Topics include cementing agents and aggregates; water and admixtures; proportioning, production, placing, consolidation, and curing; and inspection methods. Upon completion, students should be able to proportion concrete mixes to attain predetermined strengths and other properties and perform standard control tests.				
<b>CIV 110 Statics/Strength of Materials</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>	<b>CIV 211 Hydraulics and Hydrology</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites: MAT 121, MAT 161, MAT 171, or MAT 175					Prerequisites: CIV 110 or MEC 250				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
This course includes vector analysis, equilibrium of force systems, friction, sectional properties, stress/strain, and deformation. Topics include resultants and components of forces, moments and couples, free-body diagrams, shear and moment diagrams, trusses, frames, beams, columns, connections, and combined stresses. Upon completion, students should be able to analyze simple structures.					This course introduces the basic engineering principles and characteristics of hydraulics and hydrology. Topics include precipitation and runoff, fluid statics and dynamics, flow measurement, and pipe and open channel flow. Upon completion, students should be able to analyze and size drainage structures.				
<b>CIV 111 Soils and Foundations</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>	<b>CIV 212 Environmental Planning</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites: CIV 110					Prerequisites: CIV 211				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
This course presents an overview of soil as a construction material using both analysis and testing procedures. Topics include index properties, classification, stress analysis, compressibility, compaction, dewatering, excavation, stabilization, settlement, and foundations. Upon completion, students should be able to perform basic soil tests and analyze engineering properties of soil.					This course covers water and wastewater technology, erosion and sedimentation control, and other related topics. Topics include collection, treatment, and distribution of water and wastewater and erosion and sedimentation control law. Upon completion, students should be able to demonstrate knowledge of water and wastewater systems and prepare erosion and sedimentation control plans.				
<b>CIV 125 Civil/Surveying CAD</b>	<b>01</b>	<b>06</b>	<b>00</b>	<b>03</b>	<b>CIV 222 Reinforced Concrete</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites: None					Prerequisites: CIV 110				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
This course introduces civil/surveying computer-aided drafting (CAD) software. Topics include drawing, editing, and dimensioning commands; plotting; and other related civil/surveying topics. Upon completion, students should be able to produce civil/surveying drawings using CAD software.					This course introduces the basic elements of reinforced concrete and masonry structures. Topics include analysis and design of reinforced concrete beams, slabs, columns, footings, and retaining walls; load-bearing masonry walls; and ACI manuals and codes. Upon completion, students should be able to analyze and design components of a structure using reinforced concrete and masonry elements and utilize appropriate ACI publications.				
					<b>CIV 230 Construction Estimating</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
					Prerequisites: One course required: CIS 110, CIS 111 or ERG 115				
					Corequisites: None				
					Component: None				
					This course covers quantity take-offs of labor, materials, and equipment and calculation of direct and overhead costs for a construction project. Topics include the interpretation of working drawings and specifications, types of contracts and estimates, building codes, bidding techniques and procedures, and estimating software. Upon completion, students should be able to prepare a detailed cost estimate and bid documents for a construction project.				



	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>CIV 240 Project Management</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>	Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response.				
Prerequisites: None Corequisites: None Component: None									
This course introduces construction planning and scheduling techniques and project management software. Topics include construction safety, operation analysis, construction scheduling, construction control systems, claims and dispute resolutions, project records, and documentation. Upon completion, students should be able to demonstrate an understanding of the roles of construction project participants, maintain construction records, and prepare construction schedules.									
<b>CIV 250 Civil Eng Technology Project</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>		<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: Departmental approval Corequisites: None Component: None					Prerequisites: None Corequisites: None Component: None				
This course includes an integrated team approach to civil engineering technology projects. Emphasis is placed on project proposal, site selection, analysis/design of structures, construction material selection, time and cost estimating, planning, and management of a project. Upon completion, students should be able to apply team concepts, prepare estimates, submit bid proposals, and manage projects.					This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition. This course is also available through the Virtual Learning Community (VLC).				
<b>CJC 100 Basic Law Enforcement Training</b>	<b>09</b>	<b>30</b>	<b>00</b>	<b>19</b>		<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites: None Corequisites: None Component: None					Prerequisites: None Corequisites: None Component: None				
This course covers the skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics are divided into general units of study: legal, patrol duties, law enforcement communications, investigations, practical application and sheriff-specific. Upon successful completion, the student will be able to demonstrate competence in topics and areas required for the state comprehensive certification examination. This is a certificate-level course.					This course covers the operation of digital photographic equipment and its application to criminal justice. Topics include the use of digital cameras, storage of digital images, the retrieval of digital images and preparation of digital images as evidence. Upon completion, students should be able to demonstrate and explain the role and use of digital photography, image storage and retrieval in criminal investigations.				
<b>CJC 111 Introduction to Criminal Justice</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					Prerequisites: CIS 110 or CIS 111 Corequisites: None Component: None				
This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					This course introduces the students to undercover techniques necessary to identify information security breaches and establish, maintain and monitor information security systems. Emphasis will be placed on the investigative tools used to collect evidence in cases of illegal activity. Upon completion students should be able to evaluate information systems, identify security problems and provide procedures to guard against security breaches. This course is a unique concentration requirement in the Financial Crime/Computer Fraud concentration in the Criminal Justice Technology Program.				
<b>CJC 112 Criminology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>		<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites: None Corequisites: None Component: None					Prerequisites: None Corequisites: None Component: None				
This course introduces deviant behavior as it relates to criminal activity.					This course covers basic and special techniques employed in criminal justice interviews and interrogations. Emphasis is placed on the interview/interrogation process, including interpretation of verbal and physical behavior and legal perspectives. Upon completion, students should be able to conduct interviews/interrogations in a legal, efficient, and professional manner and obtain the truth from suspects, witnesses, and victims.				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>CJC 121 Law Enforcement Operations</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.				
Prerequisites: None Corequisites: None Component: None This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.									
<b>CJC 122 Community Policing</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: None Corequisites: None Component: None This course covers the historical, philosophical, and practical dimensions of community policing. Emphasis is placed on the empowerment of police and the community to find solutions to problems by forming partnerships. Upon completion, students should be able to define community policing, describe how community policing strategies solve problems, and compare community policing to traditional policing.									
<b>CJC 131 Criminal Law</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: ENG 090 ENG 090A RED 090 or Placement Test Credit Equivalent Corequisites: None Component: None This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.									
<b>CJC 132 Court Procedure &amp; Evidence</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: None Corequisites: None Component: None This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence. This course is also available through the Virtual Learning Community (VLC).									
<b>CJC 141 Corrections</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: None Corequisites: None Component: None This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related									
<b>CJC 144 Crime Scene Processing</b>		<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>				
Prerequisites: None Corequisites: None Component: None This course introduces the theories and practices of crime scene processing and investigating. Topics include legal considerations at the crime scene, processing indoor and outdoor scenes, recording, note taking, collection and preservation of evidence and submission to the crime laboratory. Upon completion, the student should be able to evaluate and search various crime scenes and demonstrate the appropriate techniques.									
<b>CJC 145 Crime Scene CAD</b>		<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>				
Prerequisites: None Corequisites: None Component: None This course introduces the student to CAD software for crime scenes. Topics include drawing, editing, file management and drafting theory and practices. Upon completion, students should be able to produce and plot a crime scene drawing.									
<b>CJC 146 Trace Evidence</b>		<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>				
Prerequisites: None Corequisites: None Component: None This course provides a study of trace evidence as it relates to forensic science. Topics include collection, packaging, and preservation of trace evidence from crime scenes such as bombings, fires and other scenes. Upon completion, students should be able to demonstrate the fundamental concepts of trace evidence collection, preservation and submission to the crime laboratory.									
<b>CJC 151 Introduction to Loss Prevention</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: None Corequisites: None Component: None This course introduces the concepts and methods related to commercial and private security systems. Topics include the historical, philosophical, and legal basis of security, with emphasis on security surveys, risk analysis, and associated functions. Upon completion, students should be able to demonstrate and understand security systems, risk management, and the laws relative to loss prevention.									
<b>CJC 160 Terrorism: Underlying Issue</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: None Corequisites: None Component: None This course identifies the fundamental reasons why America is a target for terrorists, covering various domestic/international terrorist groups and ideologies from a historical aspect. Emphasis is placed upon									

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
recognition of terrorist crime scene; weapons of mass destruction; chemical, biological, and nuclear terrorism; and planning considerations involving threat assessments. Upon completion, students should be able to identify and discuss the methods used in terrorists' activities and complete a threat assessment for terrorists' incidents.									
<b>CJC 161 Intro Homeland Security</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: None Corequisites: None Component: None This course introduces the historical, organizational and practical aspects of Homeland Security. Topics include a historic overview, definitions and concepts, organizational structure, communications, technology, mitigation, prevention and preparedness, response and recovery, and the future of Homeland Security. Upon completion, students should be able to explain essential characteristics of terrorism and Homeland Security, and define roles, functions and interdependency between agencies.									
<b>CJC 162 Intel Analysis &amp; Sec Mgmt</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: None Corequisites: None Component: None This course examines intelligence analysis and its relationship to the security management of terrorist attacks and other threats to national security of the United States. Topics include a historic overview, definitions and concepts, intelligence evolution-politicization-operations-strategies, surveillance, analysis perspectives, covert action, and ethics. Upon completion, students should be able to outline intelligence policies, evaluate source information, implement intelligence techniques and analysis, identify threats, and apply ethical behaviors.									
<b>CJC 163 Trans and Border Security</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: None Corequisites: None Component: None This course provides an in-depth view of modern border and transportation security including the technologies used for detecting potential threats from terrorists and weapons. Topics include an overview of security challenges, detection devices and equipment, transportation systems, facilities, threats and counter-measures, and security procedures, policies and agencies. Upon completion, students should be able to describe border security, the technologies used to enforce it, and the considerations and strategies of border security agencies.									
<b>CJC 170 Critical Incident Mgmt Pub Saf</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: None Corequisites: None Component: None This course prepares the student to specialize in the direct response, operations, and management of critical incidents. Emphasis is placed upon the theoretical and applied models to understand and manage disasters, terrorism, and school/work place violence. Upon completion, the student should be able to identify and discuss managerial techniques legal issues, and response procedures to critical incidents.									
					<b>CJC 193 Selected Topics in Criminal Justice</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 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.				
					<b>CJC 211 Counseling</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
					Prerequisites: None Corequisites: None Component: None This course introduces the basic elements of counseling and specific techniques applicable to the criminal justice setting. Topics include observation, listening, recording, interviewing, and problem exploration necessary to form effective helping relationships. Upon completion, students should be able to discuss and demonstrate the basic techniques of counseling.				
					<b>CJC 212 Ethics &amp; Comm Relations</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
					Prerequisites: ENG 090 ENG 090A RED 090 or Placement Test Credit Equivalent Corequisites: None Component: None This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations. This course is also available through the Virtual Learning Community (VLC).				
					<b>CJC 213 Substance Abuse</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
					Prerequisites: None Corequisites: None Component: None This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities.				
					<b>CJC 214 Victimology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
					Prerequisites: None Corequisites: None Component: None This course introduces the study of victims. Emphasis is placed on roles/characteristics of victims, victim interaction with the criminal justice system and society, current victim assistance programs, and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles, and current victim assistance programs.				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>CJC 215 Organization &amp; Administration</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	Corequisites: None Component: None This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence.				
Prerequisites: None Corequisites: None Component: None This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations.									
<b>CJC 216 Computer System Security Investigation</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	Corequisites: None Component: None This course introduces the evolution of traditional and non-traditional organized crime and its effect on society and the criminal justice system. Topics include identifying individuals and groups involved in organized crime, areas of criminal activity, legal and political responses to organized crime, and other related topics. Upon completion, students should be able to identify the groups and activities involved in organized crime and the responses of the criminal justice system.	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: CJC 116 Corequisites: None Component: None This course covers the investigation of illegal activity affecting computer systems and security. Emphasis will be placed on design techniques, security architecture, discretionary and mandatory controls, memory protection, distributed systems and legal issues pertaining to computer operations security. Upon completion, students should be able to recognize and identify potential problem areas in computer systems and provide assistance in solving security problems. This course is a unique concentration requirement in the Financial Crime/Computer Fraud concentration in the Criminal Justice Technology Program.									
<b>CJC 217 Net Security Troubleshooting</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	Corequisites: None Component: None This course enables students to apply the investigative skills they have learned to operating systems and networks. Topics will include security technologies for multiple platforms, encryption techniques and authentication and key distribution systems. Upon completion, students will be able to contrast competing schemes and describe mistakes made in design, which could lead to criminal activity. This course is a unique concentration requirement in the Financial Crime/Computer Fraud concentration in the Criminal Justice Technology Program.	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: CJC 216 Corequisites: Component: None This course enables students to apply the investigative skills they have learned to operating systems and networks. Topics will include security technologies for multiple platforms, encryption techniques and authentication and key distribution systems. Upon completion, students will be able to contrast competing schemes and describe mistakes made in design, which could lead to criminal activity. This course is a unique concentration requirement in the Financial Crime/Computer Fraud concentration in the Criminal Justice Technology Program.									
<b>CJC 221 Investigative Principles</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>	Corequisites: None Component: None This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation. This course is also available through the Virtual Learning Community (VLC).				
Prerequisites: None Corequisites: None Component: None This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation. This course is also available through the Virtual Learning Community (VLC).									
<b>CJC 222 Criminalistics</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	Corequisites: None Component: None This course covers liability issues for the criminal justice professional. Topics include civil rights violations, tort liability, employment issues, and other related topics. Upon completion, students should be able to explain civil trial procedures and discuss contemporary liability issues.	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: None									
<b>CJC 223 Organized Crime</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	Corequisites: None Component: None This course introduces the evolution of traditional and non-traditional organized crime and its effect on society and the criminal justice system. Topics include identifying individuals and groups involved in organized crime, areas of criminal activity, legal and political responses to organized crime, and other related topics. Upon completion, students should be able to identify the groups and activities involved in organized crime and the responses of the criminal justice system.	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: None Corequisites: None Component: None This course introduces the evolution of traditional and non-traditional organized crime and its effect on society and the criminal justice system. Topics include identifying individuals and groups involved in organized crime, areas of criminal activity, legal and political responses to organized crime, and other related topics. Upon completion, students should be able to identify the groups and activities involved in organized crime and the responses of the criminal justice system.									
<b>CJC 225 Crisis Intervention</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	Corequisites: None Component: None This course introduces critical incident intervention and management techniques as they apply to operational criminal justice practitioners. Emphasis is placed on the victim/offender situation as well as job-related high stress, dangerous or problem-solving citizen contacts. Upon completion, students should be able to provide insightful analysis of emotional, violent, drug-induced, and other critical and/or stressful incidents that require field analysis and/or resolution.	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: None Corequisites: None Component: None This course introduces critical incident intervention and management techniques as they apply to operational criminal justice practitioners. Emphasis is placed on the victim/offender situation as well as job-related high stress, dangerous or problem-solving citizen contacts. Upon completion, students should be able to provide insightful analysis of emotional, violent, drug-induced, and other critical and/or stressful incidents that require field analysis and/or resolution.									
<b>CJC 231 Constitutional Law</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	Corequisites: None Component: None The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts. This course is also available through the Virtual Learning Community (VLC).	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: ENG 090 ENG 090A RED 090 or Placement Test Credit Equivalent Corequisites: None Component: None The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts. This course is also available through the Virtual Learning Community (VLC).									
<b>CJC 232 Civil Liability</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	Corequisites: None Component: None This course covers liability issues for the criminal justice professional. Topics include civil rights violations, tort liability, employment issues, and other related topics. Upon completion, students should be able to explain civil trial procedures and discuss contemporary liability issues.	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: None Corequisites: None Component: None This course covers liability issues for the criminal justice professional. Topics include civil rights violations, tort liability, employment issues, and other related topics. Upon completion, students should be able to explain civil trial procedures and discuss contemporary liability issues.									

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS	
<b>CJC 233 Correctional Law</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>		<b>CJC 249 Forensic Accounting</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites: None Corequisites: None Component: None This course introduces statutory/case law pertinent to correctional concepts, facilities, and related practices. Topics include examination of major legal issues encompassing incarceration, probation, parole, restitution, pardon, restoration of rights, and other related topics. Upon completion, students should be able to identify/discuss legal issues which directly affect correctional systems and personnel.						Prerequisites: ACC 220 Corequisites: None Component: None This course introduces students to theoretical and practical aspects of asset and cash control investigations through internal audit and fraud investigation procedure used in corporate investigation. The emphasis is placed on procedures used to identify the absence of proper controls or the existence of improper activity, which creates illegal activity. Upon completion, students will be able to conduct fraud investigations including the collection of evidence and preparation of the case for criminal prosecution. This course is a unique concentration requirement in the Financial Crime/Computer Fraud concentration in the Criminal Justice Technology Program.				
<b>CJC 241 Community-Based Correction</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>		<b>CJC 250 Forensic Biology I</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites: None Corequisites: None Component: None This course covers programs for convicted offenders that are used both as alternatives to incarceration and in post-incarceration situations. Topics include offenders, diversion, house arrest, restitution, community service, probation and parole, including both public and private participation, and other related topics. Upon completion, students should be able to identify/discuss the various programs from the perspective of the criminal justice professional, the offender, and the community.						Prerequisites: None Corequisites: None Component: None This course covers important biological principles that are applied in the crime laboratory. Topics include forensic toxicology, forensic serology, microscopy, and DNA typing analysis, with an overview of organic and inorganic analysis. Upon completion, students should be able to articulate how a crime laboratory processes physical evidence submitted by law enforcement agencies.				
<b>CJC 244 Footwear and Tire Imprints</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>		<b>CJC 251 Forensic Chemistry I</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites: None Corequisites: None Component: None This course provides a study of the fundamental concepts of footwear and tire imprint evidence as related to forensic science. Topics include proper photographic recording, casting, recognition of wear patterns and imprint identification. Upon completion, the student should be able to recognize, record, photograph, and identify footwear and tire imprints..						Prerequisites: None Corequisites: None Component: None This course provides a study of the fundamental concepts of chemistry as it relates to forensic science. Topics include physical and chemical properties of substances, metric measurements, chemical changes, elements, compounds, gases, and atomic structure. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of forensic chemistry.				
<b>CJC 245 Friction Ridge Analysis</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>		<b>CJC 252 Forensic Chemistry II</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites: None Corequisites: None Component: None This course introduces the basic elements of fingerprint technology and techniques applicable to the criminal justice field. Topics include the history and meaning of fingerprints, pattern types and classification, filing sequence, searching and referencing. Upon completion, students should be able to discuss and demonstrate the fundamental techniques of basic fingerprint technology.						Prerequisites: CJC 251 Corequisites: None Component: None This course provides a study of specialized areas of chemistry specifically related to forensic science. Topics include properties of light, emission and absorption spectra, spectrophotometry, gas and liquid chromatography, and related topics in organic and biochemistry. Upon completion, students should be able to demonstrate an understanding of specialized concepts in forensic chemistry.				
<b>CJC 246 Adv Friction Ridge Analy</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>		<b>CJC 256 Forensic Surveying</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites: CJC 245 Corequisites: None Component: None This course introduces the theories and processes of advanced friction ridge analysis. Topics include evaluation of friction ridges, chart preparation, comparative analysis for valued determination rendering proper identification, chemical enhancement and AFIS preparation and usage. Upon completion, students must show an understanding of proper procedures for friction ridge analysis through written testing and practical exercises.						Prerequisites: None Corequisites: None Component: None This course provides students with the requisite understanding and skills necessary to employ surveying equipment to position and map a crime or traffic homicide scene. Topics include triangulation and rectangular coordinate grids, polar coordinates, establishing datum points, Global				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
Positioning Systems and total station positioning and mapping. Upon completion, students should be able to accurately use a total station system for the purpose of positioning and mapping crime or traffic homicide scenes.									
<b>CJC 256 Forensic Surveying</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>					
Prerequisites: None Corequisites: None Component: None This course provides students with the requisite understanding and skills necessary to employ surveying equipment to position and map a crime or traffic homicide scene. Topics include triangulation and rectangular coordinate grids, polar coordinates, establishing datum points, Global Positioning Systems and total station positioning and mapping. Upon completion, students should be able to accurately use a total station system for the purpose of positioning and mapping crime or traffic homicide scenes.									
<b>CJC 260 Threat Assessment</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>					
Prerequisites: None Corequisites: None Component: None This course prepares students to perform extensive security audits for private corporations and for local and state government, identifying weaknesses in their overall security programs. Emphasis will be placed on risk analysis studies that examine the methods, procedures, and systems for security gaps and vulnerabilities. Upon completion, students should be able to evaluate all facets of a protective program from corporate disaster response planning to security teams guarding local/state officials.									
<b>CJC 262 High-Risk Event Planning</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>					
Prerequisites: None Corequisites: None Component: None This course introduces students to the principles of high-risk executive protection and the planning associated with security during visits from government officials and other dignitaries. Emphasis will be placed on conducting advance surveys, residential security, restaurant and banquet security, surveillance detection, and counter surveillance operations. Upon completion, students should be able to demonstrate the ability to write security plans for high-risk events.									
<b>COE 111 Co-op Work Experience I</b>	<b>00</b>	<b>00</b>	<b>10</b>	<b>01</b>					
Prerequisites: None Corequisites: None Component: None This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. This course is also available through the Virtual Learning Community (VLC).									
<b>COE 112 Co-op Work Experience I</b>	<b>00</b>	<b>00</b>	<b>20</b>	<b>02</b>					
Prerequisites: None Corequisites: None Component: None This course provides work experience with a college approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.									
<b>COE 113 Co-op Work Experience I</b>	<b>00</b>	<b>00</b>	<b>30</b>	<b>03</b>					
Prerequisites: None Corequisites: None Component: None This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.									
<b>COE 115 Work Exp Seminar I</b>	<b>01</b>	<b>00</b>	<b>00</b>	<b>01</b>					
Prerequisites: None Corequisites: One course required: COE 111, COE 112, COE 113 or COE 114 Component: None This course description may be written by the individual colleges.									
<b>COE 121 Co-op Work Experience II</b>	<b>00</b>	<b>00</b>	<b>10</b>	<b>01</b>					
Prerequisites: COE 111 COE 112 or COE 113 Corequisites: None Component: None This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.									
<b>COE 122 Co-op Work Experience II</b>	<b>00</b>	<b>00</b>	<b>20</b>	<b>02</b>					
Prerequisites: COE 111 COE 112 or COE 113 Corequisites: None Component: None This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.									
<b>COE 123 Co-op Work Experience II</b>	<b>00</b>	<b>00</b>	<b>30</b>	<b>03</b>					
Prerequisites: One course required: COE 111, COE 112 or COE 113 Corequisites: None									

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
Component: None This course provides work experience with a college-approved employer in an area related to the students program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.									
<b>COE 125 Work Exp Seminar II</b>	<b>01</b>	<b>00</b>	<b>00</b>	<b>01</b>					
Prerequisites: None Corequisites: COE 121, COE 122, COE-123, or COE-124 Component: None This course description may be written by the individual colleges.									
<b>COE 131 Co-op Work Experience III</b>	<b>00</b>	<b>00</b>	<b>10</b>	<b>01</b>					
Prerequisites: One course required: COE 121, COE 122 or COE 123 Corequisites: None Component: None This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.									
<b>COE 132 Co-op Work Experience III</b>	<b>00</b>	<b>00</b>	<b>20</b>	<b>02</b>					
Prerequisites: One course required: COE 121, COE 122 or COE 123 Corequisites: None Component: None This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.									
<b>COE 133 Co-op Work Experience III</b>	<b>00</b>	<b>00</b>	<b>30</b>	<b>03</b>					
Prerequisites: One course required: COE 121, COE 122, or COE 123 Corequisites: None Component: None This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.									
<b>COE 211 Co-op Work Experience IV</b>	<b>00</b>	<b>00</b>	<b>10</b>	<b>01</b>					
Prerequisites: One course required: COE 131 or COE 132 or COE 133 Corequisites: None Component: None This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-									
					related competencies.				
<b>COE 212 Co-op Work Experience IV</b>	<b>00</b>	<b>00</b>	<b>20</b>	<b>02</b>					
Prerequisites: One course required: COE 131, COE 132 or COE 133 Corequisites: None Component: None This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.									
<b>COM 120 Intro Interpersonal Com</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test Credit Equivalent Corequisites: None Component: None This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.									
<b>COM 231 Public Speaking</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test Credit Equivalent Corequisites: None Component: None This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. 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>COM 232 Election Rhetoric</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test Credit Equivalent Corequisites: Component: None This course provides an overview of communication styles and topics characteristic of election campaigns. Topics include election speeches, techniques used in election campaigns, and election speech topics. Upon completion, students should be able to identify and analyze techniques and styles typically used in election campaigns. 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>COM 233 Persuasive Speaking</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>		<b>COS 113 Cosmetology Concepts II</b>	<b>04</b>	<b>00</b>	<b>00</b>	<b>04</b>
Prerequisites: ENG 112 or ENG 113						Prerequisites: COS 111 COS 112				
Corequisites: None						Corequisites: COS 114				
Component: None						Component: None				
This course introduces theory and history of persuasive speaking, covering critical thinking skills in analyzing problems, assessing solutions, and communicating the information to an audience. Emphasis is placed on analysis, evidence, reasoning, and library and field research used to enhance persuasive public speaking skills. Upon completion, students should be able to apply the principles of persuasive speaking in a public setting. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.						This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.				
<b>COM 251 Debate I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>		<b>COS 114 Salon II</b>	<b>00</b>	<b>24</b>	<b>00</b>	<b>08</b>
Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test						Prerequisites: COS 111, COS 112				
Credit Equivalent						Corequisites: COS 113				
Corequisites: None						Component: COS 114AA and COS 114BB				
Component: None						This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.				
This course introduces the principles of debate. Emphasis is placed on argument, refutation, research, and logic. Upon completion, students should be able to use research skills and logic in the presentation of ideas within the context of formal debate. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.						<b>COS 115 Cosmetology Concepts III</b>	<b>04</b>	<b>00</b>	<b>00</b>	<b>04</b>
<b>COM 252 Debate II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>		Prerequisites: COS 111, COS 112				
Prerequisites: COM 251						Corequisites: COS 116				
Corequisites: None						Component: COS 115AA, COS 115BB				
Component: None						This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.				
This course continues the study of debate begun in COM 251. Emphasis is placed on argument, refutation, research, and logic. Upon completion, students should be able to demonstrate proficiency in research skills, logic, and presentation of ideas within the context of formal debate. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.						<b>COS 116 Salon III</b>	<b>00</b>	<b>12</b>	<b>00</b>	<b>04</b>
<b>COS 111 Cosmetology Concepts I</b>	<b>04</b>	<b>00</b>	<b>00</b>	<b>04</b>		Prerequisites: COS 111, COS 112				
Prerequisites: None						Corequisites: COS 115				
Corequisites: COS 112						Component: COS 116AA, COS 116BB				
Component: None						This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.				
This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.						<b>COS 117 Cosmetology Concepts IV</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
<b>COS 112 Salon I</b>	<b>00</b>	<b>24</b>	<b>00</b>	<b>08</b>		Prerequisites: COS 111, COS 112, COS 113, COS 114				
Prerequisites: None						Corequisites: COS 118				
Corequisites: COS 111						Component: None				
Component: None						This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.				
This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.										



	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>COS 118 Salon IV</b>	<b>00</b>	<b>21</b>	<b>00</b>	<b>07</b>	<b>COS 126 Esthetics Salon II</b>	<b>00</b>	<b>18</b>	<b>00</b>	<b>06</b>
Prerequisites: COS 114 Corequisites: COS 117 Component: None This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements.					Prerequisites: COS 120 Corequisites: None Component: None This course provides experience in a simulated esthetics setting. Topics include machine facials, aroma therapy, massage therapy, electricity, and apparatus. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology licensing examination for Estheticians.				
<b>COS 119 Esthetics Concepts I</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>	<b>COS 222 Manicure/Nail Technology II</b>	<b>04</b>	<b>06</b>	<b>00</b>	<b>06</b>
Prerequisites: None Corequisites: None Component: None This course covers the concepts of esthetics. Topics include orientation, anatomy, physiology, hygiene, sterilization, first aid, chemistry, basic dermatology, and professional ethics. Upon completion, students should be able to demonstrate an understanding of the concepts of esthetics and meet course requirements.					Prerequisites: COS 121 Corequisites: None Component: None This course covers advanced techniques of nail technology and hand and arm massage. Topics include OSHA/safety, product knowledge, customer service, salesmanship, artificial applications, nail art, and other related topics. Upon completion, students should be able to demonstrate competence necessary for the licensing examination, including advanced nail care, artificial enhancements, and decorations.				
<b>COS 120 Esthetics Salon I</b>	<b>00</b>	<b>18</b>	<b>00</b>	<b>06</b>	<b>COS 223 Contemp Hair Coloring</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites: None Corequisites: None Component: None This course covers the techniques of esthetics in a comprehensive experience in a simulated salon setting. Topics include client consultation, facials, body treatments, hair removal, make-up applications, and color analysis. Upon completion, students should be able to safely and competently demonstrate esthetic services on clients in a salon setting.					Prerequisites: COS 111 and COS 112 Corequisites: None Component: None This course covers basic color concepts, hair coloring problems, and application techniques. Topics include color theory, terminology, contemporary techniques, product knowledge, and other related topics. Upon completion, students should be able to identify a client's color needs and safely and competently perform color applications and correct problems.				
<b>COS 121 Manicure/Nail Technology I</b>	<b>04</b>	<b>06</b>	<b>00</b>	<b>06</b>	<b>COS 224 Trichology &amp; Chemistry</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites: None Corequisites: None Component: None This course covers techniques of nail technology, hand and arm massage, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, massage, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, massage, decorating, and artificial applications in a salon setting.					Prerequisites: COS 111 and COS 112 Corequisites: None Component: None This course is a study of hair and the interaction of applied chemicals. Emphasis is placed on pH actions and the reactions and effects of chemical ingredients. Upon completion, students should be able to demonstrate an understanding of chemical terminology, pH testing, and chemical reactions on hair.				
<b>COS 125 Esthetics Concepts II</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>	<b>COS 240 Contemporary Design</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites: COS 119 Corequisites: None Component: None This course covers more comprehensive esthetics concepts. Topics include nutrition, business management, make-up, and color analysis. Upon completion students should be able to demonstrate an understanding of the advanced esthetics concepts and meet course requirements.					Prerequisites: COS 111 and COS 112 Corequisites: None Component: None This course covers methods and techniques for contemporary designs. Emphasis is placed on contemporary designs and other related topics. Upon completion, students should be able to demonstrate and apply techniques associated with contemporary design.				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS	
<b>COS 250 Computerized Salon Ops</b>	<b>01</b>	<b>00</b>	<b>00</b>	<b>01</b>		<b>CSC 141 Visual C++ Prog</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites: COS 111 and COS 112					Prerequisites: None					
Corequisites: None					Corequisites: None					
Component: None					Component: None					
This course introduces computer and salon software. Emphasis is placed on various computer and salon software applications. Upon completion, students should be able to utilize computer skills and software applications in the salon setting.					This course introduces computer programming using the Visual C++ programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment at a beginning level.					
<b>CSC 133 C Programming</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>	<b>CSC 151 JAVA Programming</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>	
Prerequisites: None					Prerequisites: CIS 115					
Corequisites: None					Corequisites: None					
Component: None					Component: None					
This course introduces computer programming using the C programming language with structured programming principles. Topics include input/output operations, iteration, arithmetic operations, arrays, pointers, filters, and other related topics. Upon completion, students should be able to design, code, test and debug at a beginning level.					This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.					
<b>CSC 134 C++ Programming</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>	<b>CSC 153 C# Programming</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>	
Prerequisites: CIS 115					Prerequisites: CIS115 or CSC133					
Corequisites: None					Corequisites: None					
Component: None					Component: None					
This course introduces computer programming using the C++ programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. 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).					This course introduces computer programming using the C# programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment at the beginning level.					
<b>CSC 135 COBOL Programming</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>	<b>CSC 191S Selected Topics in Computer Programming</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	
Prerequisites: CIS 115					Prerequisites: None					
Corequisites: None					Corequisites: None					
Component: None					Component: None					
This course introduces computer programming using the COBOL programming language with structured programming principles. Topics include input/output operations, iteration, arithmetic operations, arrays, pointers, filters, and other related topics. Upon completion, students should be able to design, code, test and debug at a beginning level.					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.					
<b>CSC 139 Visual BASIC Prog</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>	<b>CSC 234 Advanced C++</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>	
Prerequisites: CIS 115					Prerequisites: CSC 134					
Corequisites: None					Corequisites: None					
Component: None					Component: None					
This course introduces computer programming using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. This course is also available through the Virtual Learning Community (VLC). This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.					This course is a continuation of CSC 134 using the C++ programming language with standard programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug and document programming solutions.					

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>CSC 235 Advanced COBOL</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>					
Prerequisites: CSC 135 Corequisites: None Component: None This course is a continuation of CSC 135 using the COBOL programming language with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug and document programming solutions.									
<b>CSC 239 Advanced Visual BASIC</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>					
Prerequisites: CSC 139 Corequisites: None Component: None This course is a continuation of CSC 139 using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment. This course is also available through the Virtual Learning Community (VLC). This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.									
<b>CSC 251 Advanced JAVA Programming</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>					
Prerequisites: CSC 151 Corequisites: None Component: None This course is a continuation of CSC 151 using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment.									
<b>CSC 258 JAVA Enterprise Programs</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>					
Prerequisites: CSC 151 Corequisites: None Component: None This course provides a continuation to CSC 151 using the Java Enterprise Edition (JEE) programming architecture. Topics include distributed network applications, database connectivity, Enterprise Java Beans, servlets, collection frameworks, JNDI, RMI, JSP, multithreading XML and multimedia development. Upon completion, students should be able to program a client/server enterprise application using the JEE framework.									
<b>CSC 289 Programming Capstone Proj</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>					
Prerequisites: CTS 285 Corequisites: None Component: None This course provides an opportunity to complete a significant programming project from the design phase through implementation									
					with minimal instructor support. Emphasis is placed on project definition, testing, presentation, and implementation. Upon completion, students should be able to complete a project from the definition phase through implementation.				
<b>CST 131 OSHA/Safety/Certification</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>					
Prerequisites: None Corequisites: None Component: None This course covers the concepts of work site safety. Topics include OSHA regulations, tool safety, and certifications which relate to the construction industry. Upon completion, students should be able to identify and maintain a safe working environment based on OSHA regulations and maintain proper records and certifications.									
<b>CST 211 Construction Surveying</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>					
Prerequisites: Take 1 course: MAT 120, MAT 121, MAT 161, MAT 171, OR MAT 175 Corequisites: None Component: None This course covers field surveying applications for residential and commercial construction. Topics include building layout and leveling, linear measurement and turning angles, plumbing vertical members, and topographic and utilities surveys. Upon completion, students should be able to properly and accurately use surveying equipment to lay out residential and commercial buildings.									
<b>CST 221 Statics/Structures</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>					
Prerequisites: MAT 120, MAT 121, MAT 161, MAT 171, OR MAT 175 and ARC 112, CAR 112, or CST 112 Corequisites: None Component: None This course covers the principles of statics and strength of materials as applied to structural building components. Topics include forces on columns, beams, girders, and footings and connection points when timber, steel, and concrete members are used. Upon completion, students should be able to accurately analyze load conditions present in structural members.									
<b>CST 241 Planning/Estimating I</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>					
Prerequisites: BPR 130 or MAT 120, MAT 121, MAT 161, MAT 171 OR MAT 175 Corequisites: None Component: None This course covers the procedures involved in planning and estimating a residential structure. Topics include labor and equipment with emphasis placed on quantity take-off of materials necessary to construct a residential structure. Upon completion, students should be able to accurately complete a take-off of materials and equipment needs and plan the labor to construct a residential structure.									
<b>CTS 115 Info Sys Business Concept</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: RED-070 or Placement Test Credit Equivalent Corequisites: None Component: None									

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
The course introduces the role of IT in managing business processes and the need for business process and IT alignment. Emphasis is placed on industry need for understanding business challenges and developing/managing information systems to contribute to the decision making process based on these challenges. Upon completion, students should be able to demonstrate knowledge of the 'hybrid business manager' and the potential offered by new technology and systems. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.					<b>CTS 230 Advanced Spreadsheet</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
					Prerequisites: CTS 130				
					Corequisites: None				
					Component: None				
					This course covers advanced spreadsheet design and development. Topics include advanced functions and statistics, charting, macros, databases, and linking. Upon completion, students should be able to demonstrate competence in designing complex spreadsheets.				
<b>CTS 120 Hardware/Software Support</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>	<b>CTS 271 Desktop Support: Operating System</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites: CIS 110 or CIS 111					Prerequisites: NOS-110 and CIS-110 or CIS-111				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers.					This course is designed to prepare students for a foundation in desktop support certifications in an operating system. Emphasis is placed on developing proficiency in the end-user support skills, processes, and procedures necessary to correctly support an operating system. Upon completion, students should be able to prepare for industry-level certifications and utilize advanced support tools to resolve operating system end-user problems.				
<b>CTS 130 Spreadsheet</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>	<b>CTS 272 Desktop Support: Applications</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites: MAT-070 and CIS 110 or CIS 111 or OST 137					Prerequisites: CIS-110 or CIS-111				
Corequisites: None					Corequisites: None				
Component: 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.					This course is designed to prepare students for a foundation in Desktop Support certification in office productivity applications. Emphasis is placed on developing proficiency in the end-user support skills, processes, and procedures necessary to correctly support office productivity products. Upon completion, students should be able to prepare for industry-level certification and utilize advanced support tools toward resolving office productivity end-user problems.				
<b>CTS 191S Selected Topics in Information Systems</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	<b>CTS 285 Systems Analysis &amp; Design</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: Enrollment in Program					Prerequisites: CIS 115				
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 introduces established and evolving methodologies for the analysis, design, and development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE/OOM 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.				
<b>CTS 220 Adv Hard/Software Support</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>	<b>CTS 289 System Support Project</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>
Prerequisites: CTS 120					Prerequisites: CTS 285				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
This course provides advanced knowledge and competencies in hardware and operating system technologies for computer technicians to support personal computers. Emphasis is placed on: configuring and upgrading; diagnosis and troubleshooting; as well as preventive maintenance of hardware and system software. Upon completion, students should be able to install, configure, diagnose, perform preventive maintenance, and maintain basic networking on personal computers.					This course provides an opportunity to complete a significant support project with minimal instructor assistance. Emphasis is placed on written and oral communication skills, project definition, documentation, installation, testing, presentation, and user training. Upon completion, students should be able to complete a project from the definition phase through implementation.				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS	
<b>CUL 110 Sanitation &amp; Safety</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>		<b>CUL 120 Purchasing</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites: RED-070 or Placement Test Credit Equivalent						Prerequisites: ENG-080, MAT-060, and RED-080 or Placement Test Credit Equivalent				
Corequisites: None						Corequisites: None				
Component: None						Component: None				
This course introduces the basic principles of sanitation and safety relative to the hospitality industry. Topics include personal hygiene, sanitation and safety regulations, use and care of equipment, the principles of food-borne illness, and other related topics. Upon completion, students should be able to demonstrate an understanding of the content necessary for successful completion of a nationally recognized food/safety/sanitation exam.						This course covers purchasing for foodservice operations. Emphasis is placed on yield tests, procurement, negotiating, inventory control, product specification, purchasing ethics, vendor relationships, food product specifications and software applications. Upon completion, students should be able to apply effective purchasing techniques based on the end-use of the product.				
<b>CUL 110A Sanitation &amp; Safety Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>		<b>CUL 120A Purchasing Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: RED 070 or Placement Test Credit Equivalent						Prerequisites: ENG 080, MAT 060, RED 080 or Placement Test Credit Equivalent				
Corequisites: CUL 110						Corequisites: CUL 120				
Component: None						Component: None				
This course provides a laboratory experience for enhancing student skills in the basic principles of sanitation and safety. Emphasis is placed on personal hygiene, sanitation and safety regulations, use and care of equipment, the principles of food-borne illness, and other related topics. Upon completion, students should be able to demonstrate practical applications of sanitation and safety procedures in the hospitality industry.						This course provides a laboratory experience for enhancing student skills in purchasing for foodservice operations. Emphasis is placed on practical experiences in yield tests, procurement, negotiating, inventory control, product specification, purchasing ethics, vendor relationships, food product specifications and software applications. Upon completion, students should be able to demonstrate practical applications of purchasing within the hospitality industry.				
<b>CUL 111 Success in Hosp Studies</b>	<b>01</b>	<b>00</b>	<b>00</b>	<b>01</b>		<b>CUL 125 Hospitality Information Systems</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites: None						Prerequisites: MAT-060 and RED-080 or Placement Test Credit Equivalent				
Corequisites: None						Corequisites: None				
Component: None						Component: None				
This course provides an orientation to the resources available and academic skills necessary to achieve success in a hospitality program. Emphasis is placed on technical and interpersonal skills, study skills, ethics, professionalism and time management as they relate to a hospitality field. Upon completion, students should be able to manage their learning experiences to successfully meet their educational goals.						This course introduces hospitality and food service information systems. Topics include planning, cost controls, forecasting, inventory control, recipe control, production control, and nutritional analysis. Upon completion, students should be able to demonstrate competence in utilizing contemporary information application systems in a hospitality setting.				
<b>CUL 112 Nutrition for Foodservice</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>		<b>CUL 130 Menu Design</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites: RED-080 ENG-080 or Placement Test Credit equivalent						Prerequisites: ENG-080, MAT-060, RED-070 or Placement Test Credit Equivalent				
Corequisites: None						Corequisites: None				
Component: None						Component: None				
This course covers the principles of nutrition and its relationship to the foodservice industry. Topics include personal nutrition fundamentals, weight management, exercise, nutritional adaptation/analysis of recipes/menus, healthy cooking techniques and marketing nutrition in a foodservice operation. Upon completion, students should be able to apply basic nutritional concepts to food preparation and selection.						This course introduces menu design and its relationship to foodservice operations. Topics include layout, marketing, concept development, dietary concerns, product utilization, target consumers and trends. Upon completion, students should be able to design, create and produce menu for a variety of foodservice settings.				
<b>CUL 112A Nutrition for Fdsv Lab</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>		<b>CUL 135 Food &amp; Beverage Service</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites: RED 080 ENG 080 or Placement Test Credit equivalent						Prerequisites: None				
Corequisites: CUL 112						Corequisites: None				
Component: None						Component: None				
This course provides a laboratory experience for enhancing student skills in the principles of nutrition and its relationship to the foodservice industry. Emphasis is placed on personal nutrition fundamentals, weight management/exercise, nutritional adaptation/analysis of recipes/menus, healthy cooking techniques and marketing nutrition in a foodservice operation. Upon completion, students should be able to apply basic nutritional concepts to food preparation and selection.						This course is designed to cover the practical skills and knowledge necessary for effective food and beverage service in a variety of settings. Topics include greeting/service of guests, dining room set-up, profitability, menu sales and merchandising, service styles and				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
reservations. Upon completion, students should be able to demonstrate competence in human relations and the skills required in the service of foods and beverages.					Component: None This course provides a laboratory experience for enhancing student skills in basic baking. Emphasis is placed on the practical experiences of yeast/chemically leavened products, laminated/pastry dough, batter, pies/tarts, meringue, custard, cakes and cookies, icings, glazes and basic sauces. Upon completion, students should be able to demonstrate a basic proficiency in bakeshop applications.				
<b>CUL 135A Food &amp; Beverage Service Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>					
Prerequisites: None Corequisites: CUL 135 Component: None This course provides a laboratory experience for enhancing student skills in effective food and beverage service. Emphasis is placed on practical experiences including greeting/service of guests, dining room set-up, profitability, menu sales and merchandising, service styles and reservations. Upon completion, students should be able to demonstrate practical applications of human relations and the skills required in the service of foods and beverages.									
<b>CUL 140 Basic Culinary Skills</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>05</b>					
Prerequisites: MAT-060, RED-070, or Placement Test Credit Equivalent Corequisites: CUL 110 Component: None This course introduces the fundamental concepts, skills and techniques in basic cookery, and moist, dry and combination heat. Emphasis is placed on recipe conversion, measurements, terminology, classical knife cuts, safe food/equipment handling, flavorings/seasonings, stocks/sauces/soups, and related topics. Upon completion, students should be able to exhibit the basic cooking skills used in the foodservice industry.									
<b>CUL 150 Food Science</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>					
Prerequisites: None Corequisites: None Component: None This course covers the chemical and physical changes in foods that occur with cooking, handling, and processing. Emphasis is placed on practical application of heat transfer and its effect on color/flavor/texture, emulsification, protein coagulation, leavening agents, viscosity, and gel formation. Upon completion, students should be able to demonstrate an understanding of these principles as they apply to food preparation in an experimental setting.									
<b>CUL 160 Baking I</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>					
Prerequisites: MAT 060 and RED 070 or Placement Test Credit Equivalent Corequisites: CUL 110 Component: None This course covers basic ingredients, techniques, weights and measures, baking terminology and formula calculations. Topics include yeast/chemically leavened products, laminated doughs, pastry dough batter, pies/tarts, meringue, custard, cakes and cookies, icings, glazes and basic sauces. Upon completion, students should be able to demonstrate proper scaling and measurement techniques, and prepare and evaluate a variety of bakery products.									
<b>CUL 160A Baking I Lab</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>					
Prerequisites: None Corequisites: CUL 110 and CUL 160									
					Component: None This course provides a laboratory experience for enhancing student skills in basic cold food preparation techniques and pantry production. Topics include salads, sandwiches, appetizers, dressings, basic garnishes, cheeses, cold sauces, and related food items. Upon completion, students should be able to present a cold food display and exhibit an understanding of the cold kitchen and its related terminology.				
<b>CUL 170 Garde Manger I</b>						<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>
Prerequisites: MAT 060 and RED 070, or Placement Test Credit Equivalent Corequisites: CUL 110 Component: None This course introduces basic cold food preparation techniques and pantry production. Topics include salads, sandwiches, appetizers, dressings, basic garnishes, cheeses, cold sauces, and related food items. Upon completion, students should be able to present a cold food display and exhibit an understanding of the cold kitchen and its related terminology.									
<b>CUL 170A Garde Manger I Lab</b>						<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>
Prerequisites: None Corequisites: CUL 110 and CUL 170 Component: None This course provides a laboratory experience for enhancing student skills in basic cold food preparation techniques and pantry production. Emphasis is placed on the practical experiences that include salads, sandwiches, appetizers, dressings, basic garnishes, cheeses, cold sauces, and related food items. Upon completion, students should be able to demonstrate proficiency in the design of a cold food display.									
<b>CUL 180 International &amp; American Reg Cuisine</b>						<b>01</b>	<b>08</b>	<b>00</b>	<b>05</b>
Prerequisites: CUL 140 Corequisites: None Component: None This course provides practical experience in the planning, preparation, and service of representative foods from different countries and regions of America. Emphasis is placed on eating habits, indigenous foods and customs, nutritional concerns, and traditional equipment. Upon completion, students should be able to research and execute international and domestic menus.									
<b>CUL 185 Nutritional Cuisine</b>						<b>01</b>	<b>08</b>	<b>00</b>	<b>05</b>
Prerequisites: CUL 110 CUL 140 Corequisites: None Component: None This course introduces students to a healthful approach to food preparation by choosing techniques, ingredients, and portion sizes that have positive health benefits. Topics include food allergens, and preparation of quality ingredients incorporating plant based foods and flavor enhancers to preserve flavor, texture, appearance and nutritional value. Upon completion, students should be able to demonstrate the integration of culinary tradition and nutritional science for healthful cooking.									

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS	
<b>CUL 214 Wine Appreciation</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>		<b>CUL 250A Classical Cuisine Lab</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>
Prerequisites: RED 070 or Placement Test Credit Equivalent						Prerequisites: CUL 110, CUL 140 and CUL 240				
Corequisites: None						Corequisites: CUL 250				
Component: None						Component: None				
This course provides an introduction to information about wine from all the major wine producing regions. Emphasis is placed on the history of wine, production, characteristics, wine list development, laws, purchasing and storing requirements. Upon completion, students should be able to evaluate varietal wines and basic food pairings.						This course provides a laboratory experience for enhancing student skills in the classical kitchen. Emphasis is placed on practical experiences with the Grand Brigade of the kitchen, signature dishes and classical banquets. Upon completion, students should be able to exhibit culinary skills and techniques as they pertain to a classical/upscale restaurant or banquet settings.				
<b>CUL 230 Global Cuisines</b>	<b>01</b>	<b>08</b>	<b>00</b>	<b>05</b>		<b>CUL 260 Baking II</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>
Prerequisites: CUL 110 and CUL 140						Prerequisites: CUL 110 and CUL 160				
Corequisites: None						Corequisites: None				
Component: None						Component: None				
This course provides practical experience in the planning, preparation, and presentation of representative foods from a variety of world cuisines. Emphasis is placed on indigenous ingredients and customs, nutritional concerns, and cooking techniques. Upon completion, students should be able to research and execute a variety of international and domestic menus.						This course is designed to further students' knowledge in ingredients, weights and measures, baking terminology and formula calculation. Topics include classical desserts, frozen desserts, cake and torte production, decorating and icings/glazes, dessert plating and presentation. Upon completion, students should be able to demonstrate pastry preparation, plating, and dessert buffet production skills.				
<b>CUL 230A Global Cuisines Lab</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>		<b>CUL 260A Baking II Lab</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>
Prerequisites: CUL 110 and CUL 140						Prerequisites: CUL 110 and CUL 160				
Corequisites: CUL 230						Corequisites: CUL 260				
Component: None						Component: None				
This course provides a laboratory experience for enhancing student skills with cuisines from around the world. Emphasis is placed on production of global cuisines based on historical and geographical influences, ingredients, customs, and cooking techniques. Upon completion, students should be able to exhibit an understanding of the culinary practices and techniques of specific countries.						This course provides a laboratory experience for enhancing student skills in classical desserts, laminated pastry dough, cake and torte decorating. Topics include practical experiences with classical desserts, frozen desserts, cake and torte production, decorating and icings/glazes, dessert plating and presentation. Upon completion, students should be able to perform cake-decorating techniques, produce pastry showpieces, and prepare and plate assorted pastries.				
<b>CUL 240 Advanced Culinary Skills</b>	<b>01</b>	<b>08</b>	<b>00</b>	<b>05</b>		<b>CUL 270 Garde Manager II</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>
Prerequisites: CUL 110 and CUL 140						Prerequisites: CUL 110, CUL 140 and CUL 170				
Corequisites: None						Corequisites: None				
Component: None						Component: None				
This course is designed to further students' knowledge of the fundamental concepts, skills, and techniques involved in basic cookery. Emphasis is placed on meat identification/fabrication, butchery and cooking techniques/methods; appropriate vegetable/starch accompaniments; compound sauces; plate presentation; breakfast cookery; and quantity food preparation. Upon completion, students should be able to plan, execute, and successfully serve entrees with complementary side items.						This course is designed to further students' knowledge in basic cold food preparation techniques and pantry production. Topics include pâtés, terrines, galantines, decorative garnishing skills, carving, charcuterie, smoking, canapés, hors d'oeuvres, and related food items. Upon completion, students should be able to design, set up, and evaluate a catering/event display to include a cold buffet with appropriate showpieces.				
<b>CUL 250 Classical Cuisine</b>	<b>01</b>	<b>08</b>	<b>00</b>	<b>05</b>		<b>CUL 270A Garde Manger II Lab</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>
Prerequisites: CUL 110, CUL 140 and CUL 240						Prerequisites: CUL 110, CUL 140 and CUL 170				
Corequisites: None						Corequisites: CUL 270				
Component: None						Component: None				
This course is designed to reinforce the classical culinary kitchen. Topics include the working Grand Brigade of the kitchen, signature dishes and classical banquets. Upon completion, students should be able to demonstrate competence in food preparation in a classical/upscale restaurant or banquet setting.						This course provides a laboratory experience for enhancing student skills in basic cold food preparation techniques and pantry production. Emphasis is placed on practical experiences with pâtés, terrines, galantines, decorative garnishing skills, carving, charcuterie, smoking, canapés, hors d'oeuvres, and related food items. Upon completion, students should be able to demonstrate proficiency in the design/technical applications of advanced garde manger work including classical cold buffets incorporating appropriate showpieces.				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>CUL 273 Career Development</b>	<b>01</b>	<b>00</b>	<b>00</b>	<b>01</b>					
Prerequisites: ENG 080 and RED 080 or Placement Test Credit Equivalent					sustainability. Upon completion, students should be able to demonstrate an understanding of environmental				
Corequisites: None									
Component: None									
This course introduces students to career planning/management practices that serve as a foundation for success in the hospitality industry. Emphasis is placed on self assessment, goal/career pathway development and employment strategies such as résumé preparation, interviewing techniques, and developing/utilizing the portfolio as a credential. Upon completion, students should be able to develop a career path leading to an effective job search.									
<b>CUL 275 Catering Cuisine</b>	<b>01</b>	<b>08</b>	<b>00</b>	<b>05</b>					
Prerequisites: CUL 110, CUL 140, and CUL 240									
Corequisites: None									
Component: None									
This course covers the sequential steps to successful catering that include sales, client needs, menu planning, purchasing, costing, event pricing, staffing and sanitation concerns. Emphasis is placed on new culinary competencies and skills specific to catering preparation, presentation, and customer service. Upon completion, students should be able to demonstrate proficiency in the successful design and execution of various types of catering events.									
<b>CUL 280 Pastry &amp; Confections</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>					
Prerequisites: CUL 110, CUL 140, and CUL 160									
Corequisites: None									
Component: None									
This course includes confections and candy, chocolate techniques, transfer sheets, pulled and blown sugar, pastillage, marzipan and custom silicon molding. Emphasis is placed on showpieces, pre-set molding, stencil cutouts, pattern tracing and/or free-hand shaping. Upon completion, students should be able to design and produce centerpieces and showpieces.									
<b>CUL 280A Pastry &amp; Confections Lab</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>					
Prerequisites: CUL 110, CUL 140, and CUL 160									
Corequisites: CUL 280									
Component: None									
This course provides a laboratory experience for enhancing student skills in confections/candy, chocolate techniques, transfer sheets, pulled/blown sugar, pastillage, marzipan and custom silicon molding. Emphasis is placed on practical experiences with showpieces, pre-set molding, stencil cutouts, pattern tracing and/or free-hand shaping. Upon completion, students should be able to demonstrate proficiency in the execution of plated desserts, dessert platters and showpieces.									
<b>CUL 283 Farm-To-Table</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>05</b>					
Prerequisites: CUL 110 and CUL 140									
Corequisites: None									
Component: None									
This course introduces students to the cooperation between sustainable farmers and foodservice operations. Emphasis is placed on environmental relationships, including how foods are grown, processed, and distributed, as well as related implications on quality and									
<b>DAN 110 Dance Appreciation</b>						<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: None									
Corequisites: None									
Component: None									
This course for non-dance majors surveys diverse dance forms and the religious and cultural values that shape them. Topics include dances from Europe, Africa, Asia, and America. Upon completion, students should be able to demonstrate an understanding of the diverse forms and values that dance embraces. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.									
<b>DAN 121 Tap Dance I</b>						<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>
Prerequisites: None									
Corequisites: None									
Component: None									
This course provides the fundamentals of elementary tap dance technique. Emphasis is placed on sounds, rhythms, terminology, and body placement. Upon completion, students should be able to demonstrate significant progress in elementary tap skills.									
<b>DAN 122 Tap Dance II</b>						<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>
Prerequisites: DAN 121									
Corequisites: None									
Component: None									
This course is the second in a series and provides an expansion of elementary tap dance techniques. Emphasis is placed on weight shifts, turns, and more complex rhythm patterns. Upon completion, students should be able to demonstrate a moderate mastery of elementary/intermediate tap dance skills.									
<b>DAN 124 Jazz Dance I</b>						<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>
Prerequisites: None									
Corequisites: None									
Component: None									
This course provides the fundamentals of elementary jazz technique. Emphasis is placed on body placement, stretching, jazz movements, and syncopated rhythms. Upon completion, students should be able to demonstrate significant progress in fundamental jazz dance technique and simple center combinations.									
<b>DAN 125 Jazz Dance II</b>						<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>
Prerequisites: DAN 124									
Corequisites: None									
Component: None									
This course is the second in a series and provides an expansion of elementary/intermediate jazz dance. Emphasis is placed on "Cool Jazz," theatrical jazz styles, and extended sequences of movement (routines). Upon completion, students should be able to demonstrate moderate mastery of elementary/intermediate-level jazz dance and be able to perform routines.									



	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>DAN 127 Dance for Musical Theatre</b>	<b>00</b>	<b>04</b>	<b>00</b>	<b>02</b>	Component: None				
Prerequisites: None					This course introduces the intermediate elements of ballet technique.				
Corequisites: None					Emphasis is placed on intermediate steps, memory of set patterns, and				
Component: None					progress in skills, especially turns and allegros. Upon completion,				
This course is designed to teach alignment fundamentals and different					students should be able to exhibit significant progress in intermediate				
styles of jazz, tap, and folk dance used in musical theatre performances.					ballet technique and the ability to memorize extended combinations of				
Emphasis is placed on stretching, ballet barre, jazz, tap, and folk dance					steps.				
fundamentals. Upon completion, students should be able to demonstrate									
proper posture and fundamental techniques of jazz, tap, and folk dance.									
					<b>DAN 133 Intermediate Ballet II</b>	<b>00</b>	<b>04</b>	<b>00</b>	<b>02</b>
					Prerequisites: DAN 132				
<b>DAN 128 Dance Sources I</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>	Corequisites: None				
Prerequisites: None					Component: None				
Corequisites: None					This course is the second in a series of intermediate ballet technique.				
Component: None					Emphasis is placed on progress in intermediate skills, memory and				
This course is designed to introduce and expand the fundamentals					execution of steps, especially Grande Allegro. Upon completion,				
of a specific ethnic/national dance form and its historical and social					students should be able to exhibit significant achievement in intermediate				
background. Emphasis is placed on the historical and social background					ballet technique and the ability to quickly learn and retain combinations.				
of culture, basic steps, fundamental forms, and themes of specific									
dances. Upon completion, students should be able to demonstrate in					<b>DAN 134 Ballet Pointe Work</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
performance the types and styles of dances characteristic of a specific					Prerequisites: DAN-132 or DAN-133				
culture/nation.					Corequisites: None				
					Component: None				
<b>DAN 129 Dance Sources II</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>	This course provides the fundamentals of pointe work. Emphasis is				
Prerequisites: DAN 128					placed on releve, piques (pose), body placement, and foot strengthening.				
Corequisites: None					Upon completion, students should be able to execute simple ballet steps				
Component: None					on pointe at the barre and in center.				
This course covers a specific ethnic/national dance form and its									
historical and cultural background. Emphasis is placed on basic steps,					<b>DAN 140 Modern Dance I</b>	<b>00</b>	<b>04</b>	<b>00</b>	<b>02</b>
forms, and themes of specific dances and their social contexts. Upon					Prerequisites: None				
completion, students should be able to demonstrate by performance the					Corequisites: None				
types and styles of dance of a specific culture/nation.					Component: None				
					This course introduces the elementary elements of modern dance				
					technique. Emphasis is placed on floor, barre, and center floor				
					exercises. Upon completion, students should be able to exhibit a				
					basic understanding and skill in performing elementary modern dance				
					technique.				
<b>DAN 130 Ballet I</b>	<b>00</b>	<b>04</b>	<b>00</b>	<b>02</b>	<b>DAN 141 Modern Dance II</b>	<b>00</b>	<b>04</b>	<b>00</b>	<b>02</b>
Prerequisites: None					Prerequisites: None				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
This course introduces the elementary elements of ballet technique.					This course is the second in a series of elementary modern dance				
Emphasis is placed on simple positions, body placement, classroom					technique. Emphasis is placed on motor skill development and simple				
discipline, and the Dalcroze method of counting music. Upon					combinations in center floor. Upon completion, students should be				
completion, students should be able to recognize the names and rhythms					able to exhibit moderate technical skill in elementary modern dance				
of basic steps and be able to perform those movements at barre and in					technique.				
center.									
					<b>DAN 142 Inter Modern Dance I</b>	<b>00</b>	<b>04</b>	<b>00</b>	<b>02</b>
<b>DAN 131 Ballet II</b>	<b>00</b>	<b>04</b>	<b>00</b>	<b>02</b>	Prerequisites: DAN 141				
Prerequisites: None					Corequisites: None				
Corequisites: None					Component: None				
Component: None					This course introduces intermediate modern dance technique. Emphasis				
This course is the second in a series of elementary ballet techniques.					is placed on kinesthesia (body energy) and intermediate movements				
Emphasis is placed on motor skill development, elementary allegro					including turns, spirals, and jumps. Upon completion, students should				
steps, and body positions. Upon completion, students should be able to					be able to demonstrate significant progress in intermediate technique				
exhibit moderate technical skill in elementary ballet.					and extended movement sequences.				
<b>DAN 132 Intermediate Ballet I</b>	<b>00</b>	<b>04</b>	<b>00</b>	<b>02</b>					
Prerequisites: DAN 131									
Corequisites: None									

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>DAN 143 Inter Modern Dance II</b>	<b>00</b>	<b>04</b>	<b>00</b>	<b>02</b>	<b>DAN 225 Choreography I</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>
Prerequisites: DAN 142					Prerequisites: DAN 140				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
This course is the second in a series of intermediate modern dance technique. Emphasis is placed on progress in intermediate skills, musical phrasing, and introduction to selections of modern dance repertoire. Upon completion, students should be able to demonstrate significant achievement in intermediate technique and to begin to practice selections of its repertoire.					This course introduces the fundamental techniques of modern dance choreography. Emphasis is placed on improvisation and development of movement phrases. Upon completion, students should be able to create simple movements, improvise upon them, and develop longer movement phrases to create short dances.				
<b>DAN 211 Dance History I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>DAN 226 Choreography II</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>
Prerequisites: None					Prerequisites: DAN 140				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
This course provides an in-depth study of world dance from pre-history to 1800. Emphasis is placed on examining the dance and dancers of diverse cultures including Africa, Asia, and Europe. Upon completion, students should be able to analyze the common need to dance and the forms, religions, and cultural values it embodies. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.					This course introduces the elements of dance (time, space, form) and structural forms as used to choreograph. Emphasis is placed on the use of design, dynamics, rhythm, motivation, and musical forms to create dances. Upon completion, students should be able to utilize the elements of time, space, and form and form manipulation to choreograph and rehearse a group dance.				
<b>DAN 212 Dance History II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>DAN 236 Advanced Ballet I</b>	<b>00</b>	<b>04</b>	<b>00</b>	<b>02</b>
Prerequisites: None					Prerequisites: DAN 133				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
This course provides an in-depth study of world dance from 1800 to the present. Emphasis is placed on Western theatrical dance (ballet, modern dance, tap, and jazz) and the personalities that shaped it. Upon completion, students should be able to analyze culturally diverse dance forms and their cross-pollination which have produced the "pan world dance of today". This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.					This course introduces the advanced elements of ballet technique. Emphasis is placed on refinement of all technical skills, learning advanced movements, pointe (female) and big jumps (male). Upon completion, students should be able to exhibit significant progress in the execution of all movements and to demonstrate a sense of quality in them.				
<b>DAN 221 Advanced Modern Dance I</b>	<b>00</b>	<b>04</b>	<b>00</b>	<b>02</b>	<b>DAN 237 Advanced Ballet II</b>	<b>00</b>	<b>04</b>	<b>00</b>	<b>02</b>
Prerequisites: DAN 143					Prerequisites: DAN 236				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
This course introduces the advanced elements of modern dance technique. Emphasis is placed on advanced movements, mastery of technical skills, and spatial divisions. Upon completion, students should be able to demonstrate significant progress in the execution of all movements and to demonstrate a sense of quality in them.					This course is the second in a series of advanced ballet technique. Emphasis is placed on mastery and quality of all skills, refinement of movements, pointe (female) and big jumps (male). Upon completion, students should be able to demonstrate significant achievement in all ballet skills and the ability to perform ballet repertoire.				
<b>DAN 222 Advanced Modern Dance II</b>	<b>00</b>	<b>04</b>	<b>00</b>	<b>02</b>	<b>DAN 262 Dance Performance</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites: DAN 221					Prerequisites: None				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
This course is the second in a series of advanced modern dance technique. Emphasis is placed on mastery and quality of technical skills and execution of complicated movement variations in extended sequence. Upon completion, students should be able to demonstrate significant achievement in modern dance skills and the ability to perform modern dance repertoire.					This course includes audition, casting, rehearsal, and video performance of a new ballet. Emphasis is placed on universal rehearsal techniques, improvement of dance techniques, teamwork, and performance of new choreography. Upon completion, students should be able to demonstrate through video performance a basic knowledge of the creation of a new ballet.				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS	
<b>DAN 264 Dance Production</b>	<b>00</b>	<b>09</b>	<b>00</b>	<b>03</b>		<b>DEN 101 Preclinical Procedures</b>	<b>04</b>	<b>06</b>	<b>00</b>	<b>07</b>
Prerequisites: None Corequisites: None Component: None This course covers creation, rehearsal, and performance, before a live audience, of a new or reconstructed work by faculty, guest artist, or repertory. Emphasis is placed on movement, memory skills, role development, accepted professional behavior, and ability to project the choreographer's intent. Upon completion, students should be able to demonstrate through performance a basic knowledge of the artistic and technical aspects of performing before a live audience.						Prerequisites: Department Approval Corequisites: DEN 102 and DEN 111 Component: None This course provides instruction in procedures for the clinical dental assistant as specified by the North Carolina Dental Practice Act. Emphasis is placed on orientation to the profession, infection control techniques, instruments, related expanded functions, and diagnostic, operative, and specialty procedures. Upon completion, students should be able to demonstrate proficiency in clinical dental assisting procedures. This course is intended for certificate and diploma programs.				
<b>DBA 110 Database Concepts</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>		<b>DEN 102 Dental Materials</b>	<b>03</b>	<b>04</b>	<b>00</b>	<b>05</b>
Prerequisites: CIS 110 or CIS 111 Corequisites: None Component: None This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms.						Prerequisites: Department Approval Corequisites: DEN 101 Component: None 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.				
<b>DBA 120 Database Programming I</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>		<b>DEN 103 Dental Sciences</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites: None Corequisites: None Component: None This course is designed to develop SQL programming proficiency. Emphasis is placed on data definition, data manipulation, and data control statements as well as on report generation. Upon completion, students should be able to write programs which create, update, and produce reports.						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.				
<b>DBA 220 Oracle DB Programming II</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>		<b>DEN 104 Dental Health Education</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites: DBA 120 Corequisites: None Component: None This course is designed to enhance programming skills developed in DBA 120. Topics include application development with GUI front-ends and embedded programming. Upon completion, students should be able to develop an Oracle DBMS application which includes a GUI front-end and report generation						Prerequisites: A set of courses is required: DEN 101 and DEN 111 Corequisites: DEN 106 Component: None 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.				
<b>DEN 100 Basic Orofacial Anatomy</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>		<b>DEN 105 Practice Management</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites: None Corequisites: None Component: None This course provides a basic introduction to 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 demonstrate knowledge of normal structures and development and how they relate to the practice of dental assisting. This course is intended for certificate and diploma programs.						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				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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.									
<b>DEN 106 Clinical Practice I</b>	<b>01</b>	<b>00</b>	<b>12</b>	<b>05</b>	Prerequisites: All courses required: DEN 101, DEN 102 and DEN 111 Corequisites: All courses required: DEN 104, DEN 105 and DEN 112 Component: None 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.				
<b>DEN 107 Clinical Practice II</b>	<b>01</b>	<b>00</b>	<b>12</b>	<b>05</b>	Prerequisites: 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.				
<b>DEN 110 Orofacial Anatomy</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>	Prerequisites: Requires enrollment in the Dental Assisting or Dental Hygiene program. Corequisites: BIO 163 Component: None 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.				
<b>DEN 111 Infection/Hazard Control</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>	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. ,				
<b>DEN 112 Dental Radiography</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>	Prerequisites: Enrollment in Dental Assisting or Dental Hygiene Program Corequisites: DEN 100 or DEN 110 and DEN 111				
					Component: None 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.				
<b>DEN 120 Dental Hygiene Preclinical Lecture</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>	Prerequisites: Enrollment in Dental Hygiene Program Corequisites: DEN 121 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.				
<b>DEN 121 Dental Hygiene Preclinical Lab</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>02</b>	Prerequisites: Enrollment in Dental Hygiene Program Corequisites: DEN 120 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.				
<b>DEN 123 Nutrition/Dental Health</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>	Prerequisites: Enrollment in Dental Hygiene Program Corequisites: DEN 220 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.				
<b>DEN 124 Periodontology</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>	Prerequisites: Enrollment in Dental Hygiene Program and DEN 110 Corequisites: DEN 130 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. ,				
<b>DEN 125 Dental Office Emergencies</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	Prerequisites: Enrollment in Dental Hygiene Program				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
Corequisites: DEN 140 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.									
<b>DEN 130 Dental Hygiene Theory I</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>					
Prerequisites: Enrollment in Dental Hygiene and DEN 120 Corequisites: DEN 131 Component: None 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 131 Dental Hygiene Clinic I</b>	<b>00</b>	<b>00</b>	<b>09</b>	<b>03</b>					
Prerequisites: Enrollment in Dental Hygiene Program and DEN 121 Corequisites: DEN 130 Component: None 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 140 Dental Hygiene Theory II</b>	<b>01</b>	<b>00</b>	<b>00</b>	<b>01</b>					
Prerequisites: Enrollment in Dental Hygiene and DEN 130 Corequisites: DEN 141 Component: None 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 141 Dental Hygiene Clinic II</b>	<b>00</b>	<b>00</b>	<b>06</b>	<b>02</b>					
Prerequisites: Enrollment in Dental Hygiene and DEN 131 Corequisites: DEN 140 Component: None 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 220 Dental Hygiene Theory III</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>					
Prerequisites: Enrollment in Dental Hygiene and DEN 140 Corequisites: DEN 221 Component: None									
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.									
<b>DEN 221 Dental Hygiene Clinic III</b>	<b>00</b>	<b>00</b>	<b>12</b>	<b>04</b>					
Prerequisites: Enrollment in Dental Hygiene Program and DEN 141 Corequisites: DEN 220 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.									
<b>DEN 222 General &amp; Oral Pathology</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>					
Prerequisites: Enrollment in Dental Hygiene Program and BIO 163 or BIO 163C and BIO 163L Corequisites: DEN 130 Component: None 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.									
<b>DEN 223 Dental Pharmacology</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>					
Prerequisites: Enrollment in Dental Hygiene Program Corequisites: DEN 220 and BIO 163 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.									
<b>DEN 224 Materials and Procedures</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>					
Prerequisites: Enrollment in Dental Hygiene Program and DEN 111 Corequisites: DEN 231 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.									

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>DEN 230 Dental Hygiene Theory IV</b>	<b>01</b>	<b>00</b>	<b>00</b>	<b>01</b>		<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites: Enrollment in Dental Hygiene Program and DEN 220									
Corequisites: DEN 231									
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.									
<b>DEN 231 Dental Hygiene Clinic IV</b>	<b>00</b>	<b>00</b>	<b>12</b>	<b>04</b>	<b>DFT 151 CAD I</b>				
Prerequisites: Enrollment in Dental Hygiene Program and DEN 221						Prerequisites: None			
Corequisites: DEN 230						Corequisites: None			
Component: None						Component: None			
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.						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.			
<b>DEN 232 Community Dental Health</b>	<b>02</b>	<b>00</b>	<b>03</b>	<b>03</b>	<b>DFT 152 CAD II</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites: Enrollment in Dental Hygiene Program						Prerequisites: DFT-151			
Corequisites: DEN 220						Corequisites: None			
Component: None						Component: None			
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.						This course introduces extended CAD applications. Emphasis is placed upon intermediate applications of CAD skills. Upon completion, students should be able to use extended CAD applications to generate and manage drawings.			
<b>DEN 233 Professional Development</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>	<b>DRA 111 Theater Appreciation</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: Enrollment in Dental Hygiene Program						Prerequisites: None			
Corequisites: DEN 230						Corequisites: None			
Component: None						Component: None			
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.						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 119 Basic CAD</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>	<b>DRA 112 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 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 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>DRA 115 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.			

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>DRA 120 Voice for Performance</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: None Corequisites: None Component: None This course provides guided practice in the proper production of speech for the theatre. Emphasis is placed on improving speech, including breathing, articulation, pronunciation, and other vocal variables. Upon completion, students should be able to demonstrate effective theatrical speech. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.									
<b>DRA 122 Oral Interpretation</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
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 124 Readers Theatre</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: None Corequisites: None Component: None This course provides a theoretical and applied introduction to the medium of readers theatre. Emphasis is placed on the group performance considerations posed by various genres of literature. Upon completion, students should be able to adapt and present a literary script following the conventions of readers theatre. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.									
<b>DRA 126 Storytelling</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
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 128 Children's Theatre</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: None Corequisites: None Component: None This course introduces the philosophy and practice involved in producing plays for young audiences. Topics include the selection of age-appropriate scripts and the special demands placed on directors, actors, designers, and educators in meeting the needs of young audiences. Upon completion, students should be able to present and critically									
					discuss productions for children. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.				
<b>DRA 130 Acting I</b>		<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>				
Prerequisites: None Corequisites: None Component: None This course provides an applied study of the actor's craft. Topics include role analysis, training the voice, and body concentration, discipline, and self-evaluation. Upon completion, students should be able to explore their creativity in an acting ensemble. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.									
<b>DRA 131 Acting II</b>		<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>				
Prerequisites: DRA 130 Corequisites: None Component: None This course provides additional hands-on practice in the actor's craft. Emphasis is placed on further analysis, characterization, growth, and training for acting competence. Upon completion, students should be able to explore their creativity in an acting ensemble. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.									
<b>DRA 132 Stage Movement</b>		<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>				
Prerequisites: None Corequisites: DRA 111 Component: None This course provides an applied study of selected principles of stage movement for actors. Topics include improvisation, mime, stage combat, clowning, choreography, and masks. Upon completion, students should be able to focus properly on stage, to create characters, and to improvise scenes, perform mimes, fight, clown, juggle, and waltz. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.									
<b>DRA 135 Acting for the Camera I</b>		<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>				
Prerequisites: None Corequisites: None Component: None This course provides an applied study of the camera actor's craft. Topics include commercial, dramatic, and print performance styles. Upon completion, students should be able to explore their creativity in on-camera performance. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.									

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>DRA 136 Acting for the Camera II</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>					
Prerequisites: DRA 135 Corequisites: None Component: None					presentation of the finished make-up. Upon completion, students should be able to create and apply make-up, prosthetics, and hairpieces. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.				
This course provides additional hands-on study of the camera actor's craft. Emphasis is placed on more advanced camera acting theories, auditioning techniques, daytime drama, feature film, and print advertisement performance styles. Upon completion, students should be able to explore their creativity in on-camera performance. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.									
<b>DRA 140 Stagecraft I</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>	<b>DRA 150 Stage Management</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: None Corequisites: None Component: None					Prerequisites: Take DRA-140 Corequisites: None Component: None				
This course introduces the theory and basic construction of stage scenery and properties. Topics include stage carpentry, scene painting, stage electrics, properties, and backstage organization. Upon completion, students should be able to pursue vocational and avocational roles in technical theatre. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.					This course covers the skills necessary for a stage manager of school or professional productions. Emphasis is placed on scheduling, rehearsal documentation and management, personnel, paperwork, and organization. Upon completion, students should be able to effectively stage- manage entertainment productions. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.				
<b>DRA 141 Stagecraft II</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>	<b>DRA 160 Box OFFICE and Publicity</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites: DRA 140 Corequisites: None Component: None					Prerequisites: None Corequisites: None Component: None				
This course provides additional hands-on practice in the elements of stagecraft. Emphasis is placed on the design and implementation of the arts and crafts of technical theatre. Upon completion, students should be able to pursue vocational or avocational roles in technical theatre. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.					This course covers the creation of a publicity program and the setup and operation of the theatre box office. Emphasis is placed on the use of an effective play marketing scheme and the smooth operation of the box office. Upon completion, students should be able to set up and run a marketing system and box office. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.				
<b>DRA 142 Costuming</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>	<b>DRA 170 Play Production I</b>	<b>00</b>	<b>09</b>	<b>00</b>	<b>03</b>
Prerequisites: None Corequisites: None Component: None					Prerequisites: None Corequisites: None Component: None				
This course covers the techniques of costume construction and crafts processes. Emphasis is placed on learning costuming techniques, using equipment and materials, and finishing production-appropriate costumes. Upon completion, students should be able to demonstrate an understanding of pattern drafting, construction techniques, and costume fitting procedures. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.					This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.				
<b>DRA 145 Stage Make-up</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>	<b>DRA 171 Play Production II</b>	<b>00</b>	<b>09</b>	<b>00</b>	<b>03</b>
Prerequisites: None Corequisites: None Component: None					Prerequisites: DRA 170 Corequisites: None Component: None				
This course covers the research, design, selection of materials, and application of stage make-up, prosthetics, wigs, and hairpieces. Emphasis is placed on the development of techniques, style, and					This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.				



	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>DRA 175 Teleplay Production I</b>	<b>00</b>	<b>09</b>	<b>00</b>	<b>03</b>	theatre technicians. Emphasis is placed on lighting technology including the mechanics of lighting and light control equipment by practical work with lighting equipment. Upon completion, students should be able to demonstrate competence with lighting equipment. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.				
Prerequisites: None Corequisites: None Component: None									
This course provides an applied laboratory study of the processes involved in production of a dramatic television program. Emphasis is placed on the fundamental practices, principles, and techniques associated with producing dramatic television programming. Upon completion, students should be able to participate in an assigned position with a college dramatic television production. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.									
<b>DRA 176 Teleplay Production II</b>	<b>00</b>	<b>09</b>	<b>00</b>	<b>03</b>	<b>DRA 243 Scene Design</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites: DRA 175 Corequisites: None Component: None					Prerequisites: None Corequisites: None Component: None				
This course provides an applied laboratory study of the processes involved in production of a sit-com television program. Emphasis is placed on the fundamental practices, principles, and techniques associated with producing sit-com television programming. Upon completion, students should be able to participate in an assigned position with a college sit-com television production. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.					This course covers the analysis, research, design, and problem solving related to scene design. Emphasis is placed on director/designer communication, concepting, researching, rendering, and modeling of designs. Upon completion, students should be able to demonstrate skills in communication, design process, rendering, and modeling. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.				
<b>DRA 211 Theatre History I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>DRA 250 Theatre Management</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites: None Corequisites: None Component: None					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.					This course introduces the organization and operation of a theatre. Emphasis is placed on organization, communication, networking with other organizations, and grant writing. Upon completion, students should be able to demonstrate an understanding of the structure and operation of a theatre organization. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.				
<b>DRA 212 Theatre History II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>DRA 260 Directing</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>
Prerequisites: None Corequisites: None Component: None					Prerequisites: DRA 130 Corequisites: DRA 140 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.					This course provides an analysis and application of the techniques of theatrical directing. Topics include script selection, analysis, casting, rehearsal planning, blocking, stage business, tempo, and technical considerations. Upon completion, students should be able to plan, execute, and critically discuss a student-directed production. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.				
<b>DRA 240 Lighting for the Theatre</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>	<b>DRA 270 Play Production III</b>	<b>00</b>	<b>09</b>	<b>00</b>	<b>03</b>
Prerequisites: None Corequisites: None Component: None					Prerequisites: Take DRA-171 Corequisites: None Component: None				
This course is an applied study of theatre lighting and is designed to train					This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production.				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement									
<b>DRA 271 Play Production IV</b>	<b>00</b>	<b>09</b>	<b>00</b>	<b>03</b>					
Prerequisites: Take DRA-270 Corequisites: None Component: None									
This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.									
<b>ECM 168 Electronic Business</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>					
Prerequisites: ENG 080 and RED 080, or Placement Test Credit Equivalent 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 Electronic Commerce. Upon completion, students should be able to define electronic business and demonstrate an understanding of the benefits of Electronic Commerce as a foundation for developing plans leading to electronic business implementation. This course is a unique concentration requirement of the E-Commerce concentration in the Business Administration program. This course is also available through the Virtual Learning Community (VLC).									
<b>ECM 210 Intro. to E-Commerce</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>					
Prerequisites: ENG 080 and RED 080, or Placement Test Credit Equivalent 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. This course is also available through the Virtual Learning Community (VLC).									
<b>ECM 220 E-Commerce Plan. &amp; Implem.</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>					
Prerequisites: ENG 090, ENG 090A, RED 090, or Placement Test Credit Equivalent and must be an E-Commerce major. 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. This course is a unique concentration requirement of the E-Commerce concentration in the Business Administration program. This course is also available through the Virtual Learning Community (VLC).									
<b>ECM 230 Capstone Project</b>	<b>01</b>	<b>06</b>	<b>00</b>	<b>03</b>					
Prerequisites: ECM 220, ENG 090, ENG 090A, RED-090, or Placement Test Credit Equivalent, and CIS 110, CIS 111, or WEB 110 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 Survey of Economics</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: MAT 060 and RED 080, or Placement Test Credit Equivalent 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. Topics 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.									
<b>ECO 251 Principles of Microeconomics</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: ENG 080, MAT 070, and RED 090, or Placement Test Credit Equivalent 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.									
<b>ECO 252 Principles of Macroeconomics</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: ENG 080, MAT 070, and RED 090, or Placement Test Credit Equivalent Corequisites: None Component: None									
This course introduces economic analysis of aggregate employment,									

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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.									
<b>EDU 118 Princ &amp; Prac of Inst Asst</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: ENG 080, RED 080 Corequisites: None Component: None This course covers the instructional assistant'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 role of the instructional assistant, demonstrate positive communication skills, and discuss educational philosophy.									
<b>EDU 119 Intro to Early Childhood Education</b>	<b>04</b>	<b>00</b>	<b>00</b>	<b>04</b>					
Prerequisites: None Corequisites: None Component: None This course covers the foundations of the education profession, the diverse educational settings for young children, professionalism and planning developmentally appropriate programs for all children. Topics include historical foundations, program types, career options, professionalism and creating inclusive environments and curriculum responsive to the needs of all children and families. Upon completion, students should be able to design career plans and develop schedules, environments and activity plans appropriate for all children. This course is also available through the Virtual Learning Community (VLC).									
<b>EDU 131 Child, Family, &amp; Communications</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: Take ENG 080 and RED 080 Corequisites: None Component: None This course covers the development of partnerships between culturally and linguistically diverse families, children, schools and communities. Emphasis is placed on developing skills and identifying benefits for establishing, supporting, and maintaining respectful, collaborative relationships between diverse families, programs/schools, and community agencies/resources. Upon completion, students should be able to explain appropriate relationships between families, educators, and professionals that enhance development and educational experiences of all children. This course is also available through the Virtual Learning Community (VLC).									
<b>EDU 144 Child Development I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: ENG 080 and RED 080 Corequisites: None Component: None This course includes the theories of child development, needs,									
milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development. This course is also available through the Virtual Learning Community (VLC). This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.									
<b>EDU 145 Child Development II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: ENG 080 and RED 080 Corequisites: None Component: None This course includes the theories of child development, needs, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development. This course is also available through the Virtual Learning Community (VLC). This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.									
<b>EDU 146 Child Guidance</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: Take ENG 080 and RED 080 Corequisites: None Component: None This course introduces principles and practical techniques including the design of learning environments for providing developmentally appropriate guidance for all children, including those at risk. Emphasis is placed on observation skills, cultural influences, underlying causes of behavior, appropriate expectations, development of self control and the role of communication and guidance. Upon completion, students should be able to demonstrate direct/indirect strategies for preventing problem behaviors, teaching appropriate/acceptable behaviors, negotiation, setting limits and recognizing at risk behaviors. This course is also available through the Virtual Learning Community (VLC). This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.									
<b>EDU 147 Behavior Disorders</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: None Corequisites: None Component: None 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.									

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>EDU 148 Learning Disabilities</b>	<b>04</b>	<b>02</b>	<b>00</b>	<b>05</b>	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.				
Prerequisites: None Corequisites: None Component: None									
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 Creative Activities</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>EDU 162 Observ &amp; Assess in ECE</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: Take ENG 080 and RED 080 Corequisites: None Component: None					Prerequisites: ENG 080 and RED 080 Corequisites: 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 dramatics for all children. Upon completion, students should be able to create, adapt, implement and evaluate developmentally supportive learning materials, experiences and environments. This course is also available through the Virtual Learning Community (VLC).					This course introduces the research, benefits, goals, and ethical considerations associated with observation and assessment in Early Childhood environments. Emphasis is placed on the implementation of multiple observation/assessment strategies including anecdotal records, event samples, rating scales, and portfolios to create appropriate learning experiences. Upon completion, students should be able to practice responsible assessment and use assessments to enhance programming and collaboration for children and families.				
<b>EDU 151A Creative Activities Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	<b>EDU 163 Classroom Mgt &amp; Instruct</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: Take ENG 080 and RED 080 Corequisites: EDU 151 Component: None					Prerequisites: ENG 080 and RED 080 Corequisites: None Component: None				
This course provides a laboratory component to complement EDU 151. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate creative activities.					This course covers management and instructional techniques with school-age populations. Topics include classroom management and organization, teaching strategies, individual student differences and learning styles, and developmentally appropriate classroom guidance techniques. Upon completion, students should be able to utilize developmentally appropriate behavior management and instructional strategies that enhance the teaching/learning process and promote students' academic success.				
<b>EDU 153 Health, Safety, &amp; Nutrition</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>EDU 184 Early Child Intro Pract</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites: Take ENG 080 and RED 080 Corequisites: None Component: None					Prerequisites: ENG 080, RED 080, and EDU 119 Corequisites: None Component: None				
This course covers promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, 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, safe learning environments, and adhere to state regulations. This course is also available through the Virtual Learning Community (VLC).					This course introduces students to early childhood settings and applying skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on observing children and assisting in the implementation of developmentally appropriate activities/environments for all children; and modeling reflective/professional practices. Upon completion, students should be able to demonstrate developmentally appropriate interactions with children and ethical/professional behaviors as indicated by assignments and onsite faculty visits.				
<b>EDU 157 Active Play</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>	<b>EDU 186 Reading &amp; Writing Methods</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: ENG 080 and RED 080 Corequisites: None Component: None					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									

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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. This course is also available through the Virtual Learning Community (VLC).									
<b>EDU 188 Issues in Early Childhood Education</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>					
Prerequisites: ENG 080 and RED 080 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 Foundations of Education</b>	<b>04</b>	<b>00</b>	<b>00</b>	<b>04</b>					
Prerequisites: ENG 090 and RED 090 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, and experiences 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 at select institutions only. This course is also available through the Virtual Learning Community (VLC).									
<b>EDU 220 Prog Poli in Early Interv</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: ENG 090, RED 090 and EDU 144 Corequisites: None Component: None This course covers program policies, issues, legislation, and service delivery models included in early intervention. Emphasis is placed on trends and policies in early intervention relating to programs for infants and young children with disabilities, family roles, and research outcomes. Upon completion, students should be able to identify roles and responsibilities, describe the referral and placement options and explain the different service delivery models.									
<b>EDU 221 Children with Exceptional</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: EDU 144, EDU 145, ENG 090, and RED 090 Corequisites: None Component: None This course introduces children with exceptionalities, their families, support services, inclusive/diverse settings, and educational/family plans based on the foundations of child development. Emphasis is placed on the characteristics of exceptionalities, observation and assessment of children, strategies for adapting the learning environment, and identification of community resources. Upon completion, students should be able to recognize diverse abilities, describe the referral process, and depict collaboration with families/professionals to plan/									
implement, and promote best practice. This course is also available through the Virtual Learning Community (VLC).									
<b>EDU 222 Learn w/ Behav Disord</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: ENG 090, RED 090, EDU 144, and EDU 145 Corequisites: None Component: None This course provides a comprehensive study of learners with behavioral disorders encompassing characteristics, assessments, placement alternatives, inclusion and family interventions. 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 positive behavior support systems.									
<b>EDU 223 Specific Learning Disab</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: ENG 090, RED 090, EDU 144, EDU 145 Corequisites: None Component: None This course provides a comprehensive study of characteristics, alternative assessments, teaching strategies, placement options, inclusion, and family intervention for children with specific learning disabilities. Topics include causes, assessment instruments, learning strategies, and collaborative/inclusion methods for children with specific learning disabilities. Upon completion, students should be able to assist in identifying, assessing, and providing educational interventions for children with specific learning disabilities and their families.									
<b>EDU 234 Infants, Toddlers, &amp; Twos</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: ENG 090, RED 090, and EDU 119 Corequisites: None Component: None This course covers the unique needs and rapid changes that occur in the first three years of life and the inter-related factors that influence development. Emphasis is placed on recognizing and supporting developmental milestones through purposeful strategies, responsive care routines and identifying elements of quality, inclusive early care and education. Upon completion, students should be able to demonstrate respectful relationships that provide a foundation for healthy infant/toddler/twos development, plan/select activities/materials, and partner with diverse families.									
<b>EDU 234A Infants/Toddlers/Twos Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>					
Prerequisites: ENG 090 and RED 090 Corequisites: EDU 234 Component: None This course focuses on practical applications that support the healthy development of very young children by applying principles of quality inclusive early care and education. Emphasis is placed on recognizing the interrelated factors that impact children's development through planning, evaluating and adapting quality environments, including activities and adult/child interactions. Upon completion, students should be able to demonstrate the ability to engage in respectful, responsive care that meets the unique needs of individual children/families.									

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>EDU 235 School-Age Development &amp; Program</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: ENG 090 and RED 090					developmental delays. Emphasis is placed on definition, characteristics, assessment, educational strategies, inclusion, family involvement, and services for children with developmental delays. Upon completion, students should be able to identify, assess, and plan educational intervention strategies for children with developmental delays and their families.				
Corequisites: None									
Component: None									
This course includes developmentally appropriate practices in group settings for school-age children. Emphasis is placed on principles of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for all children ages five to twelve and plan and implement developmentally-appropriate activities.									
<b>EDU 243 Learning Theory</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>EDU 250 PRAXIS I Preparation</b>	<b>01</b>	<b>00</b>	<b>00</b>	<b>01</b>
Prerequisites: ENG 090 and RED 090					Prerequisites: ENG 090 and RED 090				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
This course provides lateral entry teachers an introduction to learning theory, various styles of learning, and motivational factors involved in the learning process. Emphasis is placed on the development of cognitive skills using the eight types of intelligence and applying these to practical classroom situations. Upon completion, students should be able to describe theories and styles of learning and discuss the relationship between different types of intelligence to learning motivation.					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 245 Policies and Procedures</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>EDU 256 Inst Strat/Social Studies</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites: ENG 090 and RED 090					Prerequisites: ENG 090, RED 090				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
This course is designed to introduce new lateral entry teachers to the policies and procedures established by the local education agency. Topics include emergency situation procedures, acceptable discipline, chain of command, role of mentors, evaluation procedures, employment requirements, dress codes, and other policies and procedures. Upon completion, students should be able to explain the policies and procedures to students, parents, or others and discuss the purpose of each policy category.					This course covers objectives, content, materials, and instructional approaches to social studies. Topics include the 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 experiences as it relates to the NC Standard Course of Study.				
<b>EDU 247 Sensory &amp; Physical Disab</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>EDU 257 Inst Strat/Math</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites: ENG 090, RED 090, EDU 144, and EDU 145					Prerequisites: ENG 090, RED 090, MAT 060				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
This course covers characteristics, intervention strategies, assistive technologies, and inclusive practices for children with sensory and physical disabilities. Topics include inclusive placement options, utilization of support services, other health impairments and family involvement for children with sensory and physical disabilities. Upon completion, students should be able to identify and utilize intervention strategies and service delivery options for those specific disabilities.					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 relating to the NC Standard Course of Study.				
<b>EDU 248 Developmental Delays</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>EDU 258 Inst Strategies/Science</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites: ENG 090, RED 090, EDU 144, and EDU 145					Prerequisites: ENG 090, RED 090				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
This course covers the causes and assessment of developmental delays and individualized instruction and curriculum for children with					This course covers objectives, content, materials, and instructional approaches to natural sciences for elementary through middle grades. Topics include classroom and laboratory science experiences, research/study techniques, and critical thinking. Upon completion, students should be able to assess/plan/implement/evaluate developmentally appropriate learning experiences in science as related to the North Carolina Standard Course of Study.				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>EDU 259 Curriculum Planning</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	Corequisites: None				
Prerequisites: ENG 090, RED 090, and EDU 119						Component: None			
Corequisites: 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. This course is also available through the Virtual Learning Community (VLC).			
Component: None						This course is designed to focus on curriculum planning for three to five year olds. Topics include philosophy, curriculum models, indoor and outdoor environments, scheduling, authentic assessment, and planning developmentally appropriate experiences. Upon completion, students should be able to evaluate children's development, critique curriculum, plan for individual and group needs, and assess and create quality environments.			
<b>EDU 261 Early Childhood Administration I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>EDU 275 Effective Teacher Training</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites: ENG 090 and RED 090						Prerequisites: ENG 090, RED 090			
Corequisites: EDU 119						Corequisites: None			
Component: None						Component: None			
This course introduces principles of basic programming and staffing, budgeting/financial management and marketing, and rules and regulations of diverse early childhood programs. Topics include program structure and philosophy, standards of NC child care programs, finance, funding resources, and staff and organizational management. Upon completion, students should be able to develop components of program/personnel handbooks, a program budget, and demonstrate knowledge of fundamental marketing strategies and NC standards. This course is also available through the Virtual Learning Community (VLC).						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.			
<b>EDU 262 Early Childhood Administration II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>EDU 280 Language &amp; Literacy Exp</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: ENG 090, RED 090, and EDU 261						Prerequisites: ENG 090 and RED 090			
Corequisites: EDU 119						Corequisites: None			
Component: None						Component: None			
This course focuses on advocacy/leadership, public relations/community outreach and program quality/evaluation for diverse early childhood programs. Topics include program evaluation/accreditation, involvement in early childhood professional organizations, leadership/mentoring, family, volunteer and community involvement and early childhood advocacy. Upon completion, students should be able to define and evaluate all components of early childhood programs, develop strategies for advocacy and integrate community into programs. This course is also available through the Virtual Learning Community (VLC).						This course is designed to expand students' understanding of children's language and literacy development and provides strategies for enhancing language/literacy experiences in an enriched environment. Topics include selection of diverse literature and interactive media, the integration of literacy concepts throughout the curriculum, appropriate observations/assessments and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate and diverse language/literacy experiences. This course is also available through the Virtual Learning Community (VLC).			
<b>EDU 263 School-Age Program Admin</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>	<b>EDU 281 Instruc Strat/Read &amp; Writ</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites: ENG 090 and RED 090						Prerequisites: ENG 090 and RED 090			
Corequisites: None						Corequisites: None			
Component: None						Component: None			
This course introduces the methods and procedures for development and administration of school-age programs in the public or proprietary setting. Emphasis is placed on the construction and organization of the physical environment. Upon completion, students should be able to plan, develop and administer a quality school-age program.						This course covers concepts, resources, and methods for teaching reading and writing to elementary through middle-grade 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 school-age literacy experiences as related to the North Carolina Standard Course of Study. This course is also available through the Virtual Learning Community (VLC).			
<b>EDU 271 Educational Technology</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>	<b>EDU 282 Early Childhood Literature</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: ENG 090 and RED 090						Prerequisites: ENG 090 and RED 090			
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									

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
the classroom. Upon completion, students should be able to select appropriate books for storytelling, reading aloud, puppetry, flannel board use, and other techniques.					<b>EFL 083 Grammar III</b>	<b>05</b>	<b>00</b>	<b>00</b>	<b>05</b>
					Prerequisites: EFL 082 Corequisites: 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.				
<b>EDU 284 Early Child Capstone Prac</b>	<b>01</b>	<b>09</b>	<b>00</b>	<b>04</b>	<b>EFL 084 Grammar IV</b>	<b>05</b>	<b>00</b>	<b>00</b>	<b>05</b>
Prerequisites: ENG 090, RED 090, EDU 119, EDU 144, EDU 145, EDU 146, and EDU 151 Corequisites: None Component: None This course is designed to allow students to apply skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/involving families; and modeling reflective and professional practices. Upon completion, students should be able to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors as indicated by assignments and onsite faculty visits.					Prerequisites: EFL 083 Corequisites: None Component: None 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 285 Internship Exp-School Age</b>	<b>01</b>	<b>09</b>	<b>00</b>	<b>04</b>	<b>EFL 091 Composition I</b>	<b>05</b>	<b>00</b>	<b>00</b>	<b>05</b>
Prerequisites: ENG 090, RED 090, EDU 144, EDU 145, EDU 118, EDU 163 Corequisites: Component: None This course is designed to allow students to apply skills in a quality public or private school environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/involving families; and modeling reflective and professional practices. Upon completion, students should be able to demonstrate developmentally appropriate lesson plans/assessments, appropriate guidance techniques, ethical/professional behaviors as indicated by assignments and onsite faculty visits.					Prerequisites: None Corequisites: None Component: None 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 289 Adv Issues/School Age</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>	<b>EFL 092 Composition II</b>	<b>05</b>	<b>00</b>	<b>00</b>	<b>05</b>
Prerequisites: ENG 090, RED 090 Corequisites: None Component: None This course covers advanced topics and issues that relate to school-age programs. Emphasis is placed on current advocacy issues, emerging technology, professional growth, ethics, and organizations for providers/teachers working with school-age populations. Upon completion, students should be able to list, discuss, and explain advanced current topics and issues surrounding school-aged populations.					Prerequisites: EFL 091 Corequisites: None Component: None 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 Seminar in Early Childhood</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>EFL 093 Composition III</b>	<b>05</b>	<b>00</b>	<b>00</b>	<b>05</b>
Prerequisites: Enrollment in program Corequisites: 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.					Prerequisites: EFL 092 Corequisites: None Component: None 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.				



	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS	
<b>EFL 094 Composition IV</b>	<b>05</b>	<b>00</b>	<b>00</b>	<b>05</b>	test equipment, apply problem-solving techniques, and use a scientific calculator.					
Prerequisites: EFL 093 Corequisites: None Component: None										
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.										
<b>EFL 095 Composition V</b>	<b>05</b>	<b>00</b>	<b>00</b>	<b>05</b>						
Prerequisites: EFL 094 Corequisites: 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.										
<b>EGR 115 Introduction to Technology</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>						
Prerequisites: None Corequisites: 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.										
<b>EGR 120 Eng and Design Graphics</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>						
Prerequisites: None Corequisites: None Component: None										
This course introduces the graphical tools for engineering and design communications. Emphasis is placed upon selecting the appropriate methods and tools and conveying ideas using sketches, orthographic views and projections, and computer graphics applications. Upon completion, students should be able to communicate essential features or two-dimensional and three-dimensional objects using the proper tools and methods.										
<b>EGR 131 Intro to Electronics Tech</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>						
Prerequisites: None Corequisites: None Component: None										
This course introduces the basic skills required for electrical/electronics technicians. Topics include soldering/desoldering, safety practices, test equipment, scientific calculators, AWG wire table, the resistor color code, electronic devices, problem solving, and use of hand tools. Upon completion, students should be able to solder/desolder, operate										
<b>ELC 112 DC/AC Electricity</b>						<b>03</b>	<b>06</b>	<b>00</b>	<b>05</b>	
Prerequisites: None Corequisites: 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, troubleshoot, and repair DC/AC circuits.										
<b>ELC 113 Basic Wiring I</b>						<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>	
Prerequisites: None Corequisites: 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.										
<b>ELC 114 Basic Wiring II</b>						<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>	
Prerequisites: None Corequisites: None Component: None										
This course provides 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>ELC 115 Industrial Wiring</b>						<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>	
Prerequisites: ELC 113 Corequisites: None Component: None										
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 117 Motors and Controls</b>						<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>	
Prerequisites: None Corequisites: None Component: None										
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.										

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ELC 118 National Electrical Code</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>	<b>ELC 131A DC/AC Circuit Analysis Lab</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>
Prerequisites: None Corequisites: None Component: None 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.					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.				
<b>ELC 119 NEC Calculations</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>	<b>ELC 229 Applications Project</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites: None Corequisites: None Component: None 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.					Prerequisites: None 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>ELC 121 Electrical Estimating</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>	<b>ELN Industrial Electronics</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
Prerequisites: None 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.					Prerequisites: None 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. Upon completion, students should be able to install and/or troubleshoot these devices for proper operation in an industrial electronic circuit.				
<b>ELC 128 Intro to PLC</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>	<b>ELN 131 Semiconductor Applications</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</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).					Prerequisites: ELC 131 Corequisites: None Component: None This course introduces the characteristics and applications of semiconductor devices and circuits. Emphasis is placed on analysis, selection, biasing, and applications. Upon completion, students should be able to construct, analyze, verify, and troubleshoot discrete component circuits using appropriate techniques and test equipment.				
<b>ELC 131 DC/AC Circuit Analysis</b>	<b>04</b>	<b>03</b>	<b>00</b>	<b>05</b>	<b>ELN 132 Linear IC Applications</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
Prerequisites: One course required: MAT 080, MAT 090, MAT 095 or MAT 161 or Placement Test Credit Equivalent. Corequisites: None 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, 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.					Prerequisites: ELN 131 Corequisites: None Component: None This course introduces the characteristics and applications of linear integrated circuits. Topics include op-amp circuits, waveform generators, active filters, IC voltage regulators, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot linear integrated 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 133 Digital Electronics</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>	<b>ELN 233 Microprocessor Systems</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).					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 150 CAD for Electronics</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>	<b>ELN 234 Communication Systems</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
Prerequisites: CIS 111 or CIS 110 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.					Prerequisites: ELN 131 and ELN 133 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 equipment.				
<b>ELN 229 Industrial Electronics</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>	<b>ELN 247 Electronic App Project</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites: None 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. Upon completion, students should be able to install and/or troubleshoot these devices for proper operation in an industrial electronic circuit.					Prerequisites: ELN 232 and ELN 234 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.				
<b>ELN 231 Industrial Controls</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>	<b>ELN 249 Digital Communication</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites: ELN 131 and ELN 232 Corequisites: None Component: None This course introduces the fundamental concepts of 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 schematics and demonstrate an understanding of electromechanical and electronic control of rotating machinery.					Prerequisites: ELN 232 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.				
<b>ELN 232 Intro to Microprocessors</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>	<b>ELN 275 Troubleshooting</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites: ELN 133 Corequisites: None Component: None This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include low-level language programming, bus architecture, 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.					Prerequisites: ELN 131 and ELN 133 Corequisites: ELN 232 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.				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS	
<b>EMS 110 EMT-Basic</b>	<b>05</b>	<b>06</b>	<b>00</b>	<b>07</b>	Prerequisites: Departmental Approval Corequisites: None Component: EMS 110AA & EMS 110BB 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.					
<b>EMS 115 Defense Tactics for EMS</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>	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.					
<b>EMS 120 Intermediate Interventions</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>	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.					
<b>EMS 121 EMS Clinical Practicum I</b>	<b>00</b>	<b>00</b>	<b>06</b>	<b>02</b>	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.					
<b>EMS 125 EMS Instructor Methodology</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>	Prerequisites: None 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 Pharmacology I for EMS</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>	Prerequisites: EMS 110	<b>EMS 131 Advanced Airway Management</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
					Prerequisites: EMS 120 and EMS 131 Component: None 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.					
						<b>EMS 140 Rescue Scene Management</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
						Prerequisites: Departmental Approval Corequisites: 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.				
						<b>EMS 150 Emergency Vehicles &amp; EMS Communication</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
						Prerequisites: None Corequisites: 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, 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.				
						<b>EMS 210 Advanced Patient Assessment</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
						Prerequisites: EMS 120, EMS 121, EMS 130 and EMS 131 Corequisites: 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.				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS	
<b>EMS 220 Cardiology</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>		<b>EMS 240 Special Needs Patients</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
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 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.						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.				
<b>EMS 221 EMS Clinical Practicum II</b>	<b>00</b>	<b>00</b>	<b>09</b>	<b>03</b>		<b>EMS 241 EMS Clinical Practicum IV</b>	<b>00</b>	<b>00</b>	<b>09</b>	<b>03</b>
Prerequisites: EMS 121 or EMS 122 and COE 121						Prerequisites: EMS 231				
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 demonstrate continued progress in advanced-level patient care.						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.				
<b>EMS 230 Pharmacology II for EMS</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>		<b>EMS 250 Advanced Medical Emergency</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites: EMS 130						Prerequisites: All courses required: EMS 120, EMS 121, EMS 130 and EMS 131				
Corequisites: None						Corequisites: None				
Component: None						Component: None				
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.						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.				
<b>EMS 231 EMS Clinical Practicum III</b>	<b>00</b>	<b>00</b>	<b>09</b>	<b>03</b>		<b>EMS 260 Advanced Trauma Emergencies</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites: EMS 221						Prerequisites: All courses required: EMS 120, EMS 121, EMS 130 and EMS 131				
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 demonstrate continued progress in advanced-level patient care.						This course provides in-depth study of trauma including pharmacological interventions for conditions frequently encountered in the 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.				
<b>EMS 235 EMS Management</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>		<b>EMS 270 Life Span Emergencies</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites: Departmental Approval						Prerequisites: All courses required: EMS 120, EMS 121, EMS 130 and EMS 131				
Corequisites: None						Corequisites: None				
Component: 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.										

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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.					<b>ENG 090 Composition Strategies</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
					Prerequisites: ENG 080 or Placement Test Credit Equivalent.				
					Corequisites: ENG 090A and RED 90 or Placement Test Credit Equivalent.				
					Component: None				
					This course provides practice in the writing process and stresses effective paragraphs. 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. This course satisfies the developmental writing requirement for ENG 111 and ENG 111A.				
<b>EMS 280 EMS Bridging Course</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>	<b>ENG 090A Composition Strategies Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: Department Approval					Prerequisites: None				
Corequisites: None					Corequisites: ENG 090				
Component: None					Component: None				
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.					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>EMS 285 EMS Capstone</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>	<b>ENG 095 Reading &amp; Comp Strategies</b>	<b>05</b>	<b>00</b>	<b>00</b>	<b>05</b>
Prerequisites: All courses required: EMS 220, EMS 250 and EMS 260					Prerequisites: ENG 085 or ENG 080 and RED 080 or Placement Test Credit Equivalent				
Corequisites: None					Corequisites: ENG 095A				
Component: None					Component: None				
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.					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 070 Basic Language Skills</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>	<b>ENG 095A Reading &amp; Comp Strat Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: Placement					Prerequisites: ENG 085 or ENG 080 and RED 080 or Placement Test Credit Equivalent				
Corequisites: No Corequisites					Corequisites: ENG 095				
Component: None					Component: None				
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.					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.				
<b>ENG 080 Writing Foundations</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>	<b>ENG 101 Applied Communications I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: ENG 070 or Placement Test Credit Equivalent.					Prerequisites: None				
Corequisites: RED 080 Placement Test Credit Equivalent.					Corequisites: None				
Component: None					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.					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.				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ENG 102 Applied Communications II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>ENG 114 Professional Research &amp; Reporting</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: None					Prerequisites: ENG 111				
Corequisites: None					Corequisites: None				
Component: 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.					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 111 Expository Writing</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>ENG 115 Oral Communication</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: ENG-090 and RED 090 or Placement Test Credit Equivalent.					Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test Credit Equivalent				
Corequisites: None					Corequisites: None				
Component: 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.					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 112 Argument-Based Research</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>ENG 125 Creative Writing I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: ENG 111					Prerequisites: ENG 111				
Corequisites: None					Corequisites: None				
Component: 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.					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 113 Literature-Based Research</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>ENG 126 Creative Writing II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: ENG 111					Prerequisites: ENG 125				
Corequisites: None					Corequisites: None				
Component: 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.					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 114 Professional Research &amp; Reporting</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>ENG 131 Introduction to Literature</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: None					Prerequisites: ENG 111				
Corequisites: None					Corequisites: One course required: ENG 112, ENG 113, or ENG 114				
Component: 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.					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.				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ENG 132 Introduction to Drama</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>ENG 232 American Literature II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: ENG 111					Prerequisites: One course required: ENG 112, ENG 113 or ENG 114				
Corequisites: One course required: ENG 112, ENG 113, or ENG 114					Corequisites: None				
Component: None					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.					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 133 Introduction to the Novel</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>ENG 233 Major American Writers</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: ENG 111					Prerequisites: One course required: ENG 112, ENG 113 or ENG 114				
Corequisites: One course required: ENG 112, ENG 113, or ENG 114					Corequisites: None				
Component: None					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.					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 134 Introduction to Poetry</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>ENG 234 Modern American Poets</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: ENG 111					Prerequisites: One course required: ENG 112, ENG 113 or ENG 114				
Corequisites: One course required: ENG 112, ENG 113, or ENG 114					Corequisites: None				
Component: None					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.					This course covers the works of selected major modern American poets. Topics include each poet's theory and practice of poetry and 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.				
<b>ENG 135 Introduction to Short Fiction</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>ENG 241 British Literature I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: ENG 111					Prerequisites: One course required: ENG 112, ENG 113 or ENG 114				
Corequisites: One course required: ENG 112, ENG 113, or ENG 114					Corequisites: None				
Component: None					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.					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).				
<b>ENG 231 American Literature I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>ENG 242 British Literature II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</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.					This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background,				



	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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).				

**ENG 243 Major British Writers                    03    00    00    03**

Prerequisites: One course required: ENG 112, ENG 113 or ENG 114  
Corequisites: None  
Component: None

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.

**ENG 251 Western World Literature I    03    00    00    03**

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 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.

**ENG 252 Western World Literature II    03    00    00    03**

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.

**ENG 253 The Bible as Literature            03    00    00    03**

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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ENG 261 World Literature I</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 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ENG 262 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 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. This course is also available through the Virtual Learning Community (VLC).

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ENG 271 Contemporary Literature</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 includes a study of contemporary literature. Emphasis is placed on literary and cultural trends of selected texts. Upon completion, 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ENG 272 Southern Literature</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 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ENG 273 African-American Literature</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 the development of African-American literature from its beginnings to the present. Emphasis is placed on historical and cultural context, themes, literary traditions, and

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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>EPT 130 Mitigation &amp; Preparedness</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
					Prerequisites: None				
					Corequisites: None				
					Component: None				
					This course introduces the mitigation and preparation techniques and methods necessary to minimize the impact of natural, technological, and man-made disasters. Topics include hazard identification and mapping, design and construction applications, financial incentives, insurance, structural controls, preparation, planning, assessment, implementation, and exercises. Upon completion students should be able to develop a mitigation and preparedness plan.				
<b>ENG 274 Literature by Women</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>EPT 150 EMS Incident Management</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites: One course required: ENG 112, ENG 113 or ENG 114					Prerequisites: None				
Corequisites: None					Corequisites: None				
Component: 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.					This course covers the fully integrated incident management system for EMS response to high impact incidents. Topics include mass casualty incidents, terrorists events, communications, training, triage, law and fire incident command. Upon completion, students should be able to implement and operate within the National Incident Management System.				
<b>ENG 275 Science Fiction</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>EPT 210 Response &amp; Recovery</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: One course required: ENG 112, ENG 113 or ENG 114					Prerequisites: None				
Corequisites: None					Corequisites: None				
Component: 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.					This course introduces the basic concepts, operational procedures, and authorities involved in response and recovery efforts to major disasters. Topics include federal, state, and local roles and responsibilities in major disaster response and recovery work, with an emphasis on governmental coordination. Upon completion, students should be able to implement a disaster response plan and assess the needs of those involved in a major disaster.				
<b>EPT 120 Sociology of Disaster</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>EPT 220 Terrorism and Emer. Mgt.</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 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 covers preparing for, responding to, and safely mitigating terrorism incidents. Topic include the history of terrorism, scene hazards, evidence preservation, risk assessment, roles and responsibilities, explosive recognition, and terrorism planning. Upon completion, students should be able to recognize the threat of terrorism and operate within the emergency management framework at a terrorism incident.				
<b>EPT 124 EM Services Law &amp; Ethics</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>EPT 275 Emergency OPS Center Mgt</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 covers federal and state laws that affect emergency service personnel in the event of a natural disaster or terrorist incident. Topics include initial response and long-term management strategies, with an emphasis on legal and ethical considerations and coordination between local, state, and federal agencies. Upon completion, students should have an understanding of the role of private industry, government agencies, public policies, and federal/state declarations of disasters in emergency situations.					This course provides students with the knowledge and skills to effectively manage and operate an EOC during crisis situations. Topics include properly locating and designing an EOC, staffing, training and briefing EOC personnel, and how to operate an EOC. Upon completion, students should be able to demonstrate how to set up and operate an effective emergency operations center.				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS	
<b>ETR 220 Innovation and Creativity</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>		<b>FIP 132 Building Construction</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: None Corequisites: None Component: None This course provides a study of developing and enhancing individual and organizational creativity and innovation. Topics include that innovation needs to be applied to products, services, and processes to increase competitive advantages and add value to businesses. Upon completion, students should be able to apply innovation and creativity principles in the work place.						Prerequisites: None Corequisites: None Component: None This course covers the principles and practices related to various types of building construction, including residential and commercial, as impacted by fire conditions. Topics include types of construction and related elements, fire resistive aspects of construction materials, building codes, collapse, and other related topics. Upon completion, students should be able to understand and recognize various types of construction as related to fire conditions meeting NFPA 1021.				
<b>ETR 240 Funding for Entrepreneurs</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>		<b>FIP 136 Inspections &amp; Codes</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: ACC 120 Corequisites: None Component: None This course provides a focus on the financial issues and needs confronting entrepreneurs attempting to grow their businesses by attracting startup and growth capital. Topics include sources of funding including: angel investors, venture capital, IPO's, private placement, banks, suppliers, buyers, partners, and the government. Upon completion, students should be able to demonstrate an understanding of how to effectively finance a business venture.						Prerequisites: None Corequisites: None Component: None This course covers the fundamentals of fire and building codes and procedures to conduct an inspection. Topics include review of fire and building codes, writing inspection reports, identifying hazards, plan reviews, site sketches, and other related topics. Upon completion, students should be able to conduct a fire code compliance inspection and produce a written report, meeting NFPA 1021.				
<b>FIP 120 Intro to Fire Protection</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>		<b>FIP 140 Industrial Fire Protect</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 history, development, methods, systems, and regulations as they apply to the fire protection field. Topics include history, evolution, statistics, suppression, organizations, careers, curriculum, and other related topics. Upon completion, students should be able to demonstrate a broad understanding of the fire protection field.						Prerequisites: None Corequisites: None Component: None This course covers fire protection systems in industrial facilities. Topics include applicable health and safety standards, insurance carrier regulations, other regulatory agencies, hazards of local industries, fire brigade operation, and loss prevention programs. Upon completion, students should be able to plan, organize, and evaluate an industrial facility's fire protection, which meet elements of NFPA 1021 for Fire Officer I and II.				
<b>FIP 124 Fire Prevention &amp; Public Ed</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>		<b>FIP 152 Fire Protection Law</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: None Corequisites: None Component: None This course introduces fire prevention concepts as they relate to community and industrial operations. Topics include the development and maintenance of fire prevention programs, educational programs, and inspection programs. Upon completion, students should be able to research, develop, and present a fire safety program to a citizens or industrial group, meeting NFPA 1021. This course is also available through the Virtual Learning Community (VLC).						Prerequisites: None Corequisites: None Component: None This course covers fire protection law. Topics include torts, legal terms, contracts, liability, review of case histories, and other related topics. Upon completion, students should be able to discuss laws, codes, and ordinances as they relate to fire protection. This course is also available through the Virtual Learning Community (VLC).				
<b>FIP 128 Detection &amp; Investigation</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>		<b>FIP 164 OSHA Standards</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: None Corequisites: None Component: None This course covers procedures for determining the origin and cause of accidental and incendiary fires. Topics include collection and preservation of evidence, detection and determination of accelerants, courtroom procedure and testimony, and documentation of the fire scene. Upon completion, students should be able to conduct a competent fire investigation and present those findings to appropriate officials or equivalent, meeting NFPA 1021. This course is also available through the Virtual Learning Community (VLC).						Prerequisites: None Corequisites: None Component: None This course covers public and private sector OSHA work site requirements. Emphasis is placed on accident prevention and reporting, personal safety, machine operation, and hazardous material handling. Upon completion, students should be able to analyze and interpret specific OSHA regulations and write workplace policies designed to achieve compliance.				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>FIP 180 Wildland Fire Behavior</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>FIP 228 Local Govt Finance</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 wildland fire behavior and meteorology. Emphasis is placed on fire calculations, fuels, and related weather effects. Upon completion, students should be able to demonstrate and apply fire behavior theories through written and performance evaluations.					Prerequisites: None Corequisites: None Component: None This course introduces local governmental financial principles and practices. Topics include budget preparation and justification, revenue policies, statutory requirements, taxation, audits, and the economic climate. Upon completion, students should be able to comprehend the importance of finance as it applies to the operation of a department.				
<b>FIP 184 Wildland Fire Safety</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>FIP 229 Fire Dynamics and Combust</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: None Corequisites: None Component: None This course covers safety principles used when working in the wildland fire environment. Emphasis is placed on personal safety and working with equipment, aircraft, and fire-ground operations. Upon completion, students should be able to demonstrate wildland fire safety procedures through written and performance evaluations.					Prerequisites: None Corequisites: None Component: None This course covers the theories and fundamentals of how and why fires start and spread, and how they are safely controlled. Topics include components of fire, fire sources, fire behavior, properties of combustible solids, classification of hazards, and the use of fire extinguishing agents. Upon completion, students should be able to describe the properties of matter and dynamics of fire, identify fuel sources, and compare suppressants and extinguishment techniques.				
<b>FIP 220 Fire Fighting Strategies</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>FIP 230 Chem of Hazardous Mat I</b>	<b>05</b>	<b>00</b>	<b>00</b>	<b>05</b>
Prerequisites: None Corequisites: None Component: None This course provides preparation for command of initial incident operations involving emergencies within both the public and private sector. Topics include incident management, fire-ground tactics and strategies, incident safety, and command/control of emergency operations. Upon completion, students should be able to describe the initial incident system related to operations involving various emergencies in fire/non-fire situations, meeting NFPA 1021.					Prerequisites: None Corequisites: None Component: None This course covers the evaluation of hazardous materials. Topics include use of the periodic table, hydrocarbon derivatives, placards and labels, parameters of combustion, and spill and leak mitigation. Upon completion, students should be able to demonstrate knowledge of the chemical behavior of hazardous materials.				
<b>FIP 221 Adv Fire Fighting Strat</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>FIP 232 Hydraulics &amp; Water Dist</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites: FIP 220 Corequisites: None Component: None This course covers command-level operations for multi-company/agency operations involving fire and non-fire emergencies. Topics include advanced ICS, advanced incident analysis, command-level fire operations, and control of both man made and natural major disasters. Upon completion, students should be able to describe proper and accepted systems for the mitigation of emergencies at the level of overall scene command.					Prerequisites: MAT 115, MAT 120, MAT 121, MAT 140, MAT 151, MAT 161, MAT 171, or MAT 175 Corequisites: None Component: None This course covers the flow of fluids through fire hoses, nozzles, appliances, pumps, standpipes, water mains, and other devices. Emphasis is placed on supply and delivery systems, fire flow testing, hydraulic calculations, and other related topics. Upon completion, students should be able to perform hydraulic calculations, conduct water availability tests, and demonstrate knowledge of water distribution systems.				
<b>FIP 224 Instructional Methodology</b>	<b>04</b>	<b>00</b>	<b>00</b>	<b>04</b>	<b>FIP 236 Emergency Management</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: None Corequisites: None Component: None This course covers the knowledge, skills, and abilities needed to train others in fire service operations. Topics include planning, presenting, and evaluating lesson plans, learning styles, use of media, communication, and other related topics. Upon completion, students should be able to meet all requirements of NFPA 1041 and NFPA 1021.					Prerequisites: None Corequisites: None Component: None This course covers the four phases of emergency management: mitigation, preparedness, response, and recovery. Topics include organizing for emergency management, coordinating for community resources, public sector liability, and the roles of government agencies at all levels. Upon completion, students should be able to demonstrate a knowledge of comprehensive emergency management and the integrated emergency management system.				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS	
<b>FIP 240 Fire Service Supervision</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>		<b>FLO 189 Basic Floral Design</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites: None Corequisites: None Component: None This course covers supervisory skills and practices in the fire protection field. Topics include the supervisor's job, supervision skills, the changing work environment, managing change, organizing for results, discipline and grievances, and safety. Upon completion, students should be able to demonstrate an understanding of the roles and responsibilities of the effective fire service supervisor, meeting elements of NFPA 1021.						Prerequisites: None Corequisites: 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.				
<b>FIP 248 Fire Svc Personnel Adm</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>		<b>FRE 111 Elementary French I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: None Corequisites: None Component: None This course covers the basics of setting up and administering the personnel functions of fire protection organizations. Emphasis is placed on human resource planning, classification and job analysis, equal opportunity employment, affirmative action, recruitment, retention, development, performance evaluation, and assessment centers. Upon completion, students should be able to demonstrate knowledge of the personnel function as it relates to managing fire protection.						Prerequisites: None Corequisites: None Component: None 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>FIP 256 Munic Public Relations</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>		<b>FRE 112 Elementary French II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: None Corequisites: None Component: None This course is a general survey of municipal public relations and their effect on the governmental process. Topics include principles of public relations, press releases, press conferences, public information officers, image surveys, and the effects of perceived service on fire protection delivery. Upon completion, students should be able to manage the public relations functions of a fire service organization, which meet elements of NFPA 1021 for Fire Officer I and II.						Prerequisites: FRE 111 Corequisites: None Component: None 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>FIP 276 Managing Fire Services</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>		<b>FRE 181 French 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 overview of fire department operative services. Topics include finance, staffing, equipment, code enforcement, management information, specialized services, legal issues, planning, and other related topics. Upon completion, students should be able to understand concepts and apply fire department management and operations principles, meeting NFPA 1021.						Prerequisites: None Corequisites: None Component: None 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>FIP 277 Fire and Social Behavior</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>		<b>FRE 182 French Lab 2</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: None Corequisites: None Component: None This course covers fire-related aspects of human behavior, with an emphasis on research and a systems approach to human-behavior analysis. Topics include identification of populations and structures at high risk, evaluation of systems models, and use of computer models to predict human behavior during fires. Upon completion, students should be able to identify and anticipate human behavior in response to various residential, commercial, board-and-care facility, and wildland/rural fire events.						Prerequisites: FRE 181 Corequisites: None Component: None This course provides an opportunity to enhance acquisition of the fundamental elements of the French language. Emphasis is placed on				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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>FRE 282 French Lab 4</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
					Prerequisites: FRE 281 Corequisites: None Component: None This course provides an opportunity to enhance the review and expansion of the essential skills of the French language. Emphasis is placed on the continuing study of authentic and representative literary 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.				
<b>FRE 211 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>FSE 112 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 demonstrate an understanding of religious and cultural traditions and how various funeral services are conducted.				
<b>FRE 212 Intermediate French II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: FRE 211 Corequisites: None Component: None This course is a continuation of FRE 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>FSE 114 Embalming Chemistry</b>	<b>04</b>	<b>00</b>	<b>00</b>	<b>04</b>
					Prerequisites: Take one course: CHM 081, CHM 090, CHM 092, CHM 094, CHM 135, or CHM 151 Corequisites: None Component: None This course covers the fundamentals of organic chemistry and biochemistry as related to the funeral service profession. Emphasis is placed on chemical changes in the human body during life, after death, and during chemical preservation. Upon completion, students should be able to use various embalming chemicals and mix embalming solutions for laboratory use.				
<b>FRE 221 French Conversation</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: FRE 212 Corequisites: None Component: None This course provides an opportunity for intensive communication in spoken French. 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>FSE 116 Funeral Law and Ethics</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
					Prerequisites: None Corequisites: None Component: None This course covers fundamentals of mortuary law and ethical considerations relevant to the funeral profession. Emphasis is placed on North Carolina Mortuary Law, OSHA requirements, anatomical donations, vital statistics, and general law relative to mortuary law. Upon completion, students should be able to demonstrate an understanding of the legal and ethical aspects of funeral service.				
<b>FRE 281 French Lab 3</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>					
Prerequisites: FRE 182 Corequisites: None Component: None This course provides an opportunity to enhance the 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 through the use of 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.					<b>FSE 118 Embalming Anatomy</b>	<b>04</b>	<b>00</b>	<b>00</b>	<b>04</b>
					Prerequisites: Take one course: BIO 090, BIO 092, BIO 094, or BIO 111 Corequisites: None Component: None This course covers the general anatomy needed in funeral service. Emphasis is placed on medical terminology and the normal structure and function of the human body with special consideration of the circulatory system. Upon completion, students should be able to understand the				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
normal structure and function of the human body and how it relates to the embalming process.									
<b>FSE 120 Embalming Microbiology</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: FSE 118 Corequisites: None Component: None									
This course is a survey of the basic principles of microbiology and related funeral service considerations. Emphasis is placed on sanitation, disinfection, public health, and embalming practices as it relates to various microorganisms. Upon completion, students should be able to characterize various microbial agents and discuss topical, chemical, and biological methods of control.									
<b>FSE 210 Embalming Theory I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: FSE 118 Corequisites: FSE 211 or COE 112F Component: None									
This course introduces various embalming procedures and the purpose, history, and need for embalming. Emphasis is placed on laboratory equipment, post mortem changes, and the proper use of embalming chemicals. Upon completion, students should be able to identify various instruments and relate theoretical case analysis to embalming procedures used in the funeral home.									
<b>FSE 211 Embalming Lab I</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>					
Prerequisites: None Corequisites: FSE 210 Component: None									
This course provides hands-on experience with general embalming techniques. Emphasis is placed on preparation of human remains in the embalming laboratory. Upon completion, students should be able to utilize sanitation and disinfection procedures correctly and properly prepare human remains for burial.									
<b>FSE 212 Embalming Theory II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: A course from each set: FSE 210 and FSE 211 or COE112F Corequisites: FSE 213 or COE 122F Component: None									
This course is a continuation of FSE 210 and covers more detailed embalming procedures. Topics include anatomical consideration for 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.									
<b>FSE 213 Embalming Lab II</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>					
Prerequisites: FSE 210 and FSE 211 or COE 111 Corequisites: FSE 212 Component: None									
This course provides hands-on experience in more advanced embalming skills. Emphasis is placed on preparation of human remains in the embalming laboratory. Upon completion, students should be able to determine the proper techniques to be utilized in each particular embalming situation.									
<b>FSE 214 Pathology</b>									
Prerequisites: None Corequisites: None Component: None									
This course is a general survey of the disease process. Topics include pathological terminology, basic body functions, trauma, disease process, and etiology. Upon completion, students should be able to recognize medical terminology used in completing death certificates and understand the disease process.									
<b>FSE 215 Funeral Home Operations</b>						<b>04</b>	<b>00</b>	<b>00</b>	<b>04</b>
Prerequisites: None Corequisites: None Component: None									
This course covers funeral home operations, including business techniques and effective counseling skills. Topics include establishing a funeral home, choosing and financing a location, building, merchandising, caskets, vaults, planning, and counseling techniques and philosophies. Upon completion, students should be able to understand the proper procedures for operating a funeral home and relate more effectively to those experiencing grief.									
<b>FSE 216 Restorative Arts</b>						<b>02</b>	<b>04</b>	<b>00</b>	<b>04</b>
Prerequisites: FSE 118 Corequisites: None Component: None									
This course covers the terminology used and pathological conditions observed during the restoration process. Topics include basic restoration, anatomical modeling, expression, use of photographs, legal aspects, pathological discoloration, cosmetics, and solvents. Upon completion, students should be able to utilize materials and techniques in the restoration of human remains.									
<b>FSE 217 Funeral Service Projects</b>						<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites: FSE 212, FSE 216 and Department Chairperson approval Corequisites: None Component: None									
This course provides an overview of funeral service practices and procedures, including computer software used in the funeral service 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.									
<b>GEL 111 Introductory Geology</b>						<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test Credit Equivalent Corequisites: None Component: None									
This course introduces basic landforms and geological processes. Topics include rocks, minerals, volcanoes, fluvial processes, geological history, plate tectonics, glaciers, and coastal dynamics. Upon completion, students should be able to describe basic geological processes that shape the earth. 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>GEL 113 Historical Geology</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>	the impact of humans on the environment. Upon completion, students should be able to demonstrate an ability to read a map and describe physical and cultural features of different regions. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement				
Prerequisites: GEL 111 or GEL 120									
Corequisites: None									
Component: None									
This course covers the geological history of the earth and its life forms. Emphasis is placed on the study of rock strata, fossil groups, and geological time. Upon completion, students should be able to identify major fossil groups and associated rock strata and approximate ages of geological formations. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.									
<b>GEL 120 Physical Geology</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>					
Prerequisites: None									
Corequisites: None									
Component: None									
This course provides a study of the structure and composition of the earth's crust. Emphasis is placed on weathering, erosional and depositional processes, mountain building forces, rocks and minerals, and structural changes. Upon completion, students should be able to explain the structure, composition, and formation of the earth's crust. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.									
<b>GEL 220 Marine Geology</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>					
Prerequisites: GEL 120									
Corequisites: None									
Component: None									
This course presents a detailed examination of coastal and sea floor geology. Emphasis is placed on coastal and sea floor landforms and processes that shape these features. Upon completion, students should be able to describe the origin and evolution of both coastal and sea floor landforms. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.									
<b>GEL 230 Environmental Geology</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>					
Prerequisites: GEL 111, GEL 120 or PHS 130									
Corequisites: None									
Component: None									
This course provides insights into geologic forces that cause environmental changes influencing man's activities. Emphasis is placed on natural hazards and disasters caused by geologic forces. Upon completion, students should be able to relate major hazards and disasters to the geologic forces responsible for their occurrence. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.									
<b>GEO 110 Introduction to Geography</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: None									
Corequisites: None									
Component: None									
This course introduces map reading skills and the physical and cultural features of different areas of the earth. Topics include spatial association, the importance of location, physical characteristics of the earth, and									
<b>GEO 111 World Regional Geography</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: ENG 090, ENG 090A, and RED-090 or Placement Test									
Credit Equivalent									
Corequisites: None									
Component: None									
This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course is also available through the Virtual Learning Community (VLC).									
<b>GEO 112 Cultural Geography</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: ENG 090, ENG 090A, and RED 090 or Placement Test									
Credit Equivalent									
Corequisites: None									
Component: None									
This course is designed to explore the diversity of human cultures and to describe their shared characteristics. Emphasis is placed on the characteristics, distribution, and complexity of earth's cultural patterns. Upon completion, students should be able to demonstrate an understanding of the differences and similarities in human cultural groups. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.									
<b>GEO 113 Economic Geography</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: None									
Corequisites: None									
Component: None									
This course covers the patterns and networks of economic interdependence and how they affect human populations. Emphasis is placed on the economic aspects of the production and distribution of goods and services and their impact on the quality of human life. Upon completion, students should be able to describe different economic systems and demonstrate an understanding of the variables that influence economic development. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.									
<b>GEO 121 North Carolina Geography</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: None									
Corequisites: None									
Component: None									
This course is a survey of the physical and cultural landscapes of North Carolina. Topics include physical characteristics of North									



	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
Carolina, settlement patterns, resource use, and cultural variations. Upon completion, students should be able to demonstrate knowledge of the distinct physical and cultural features of North Carolina. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					<b>GER 112 Elementary German II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
					Prerequisites: GER 111 Corequisites: None Component: None This course is a continuation of GER 111 focusing on the fundamental elements of the German 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 German 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>GEO 130 General Physical Geography</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>GER 181 German Lab 1</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: ENG 090, ENG 090A, and RED 090 or Placement Test Credit Equivalent Corequisites: None Component: None This course introduces both the basic physical components that help shape the earth and the study of minerals, rocks, and evolution of landforms. Emphasis is placed on the geographic grid, cartography, weather, climate, mineral composition, fluvial processes, and erosion and deposition. Upon completion, students should be able to identify these components and processes and explain how they interact. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.					Prerequisites: None Corequisites: None Component: None This course provides an opportunity to enhance acquisition of the fundamental elements of the German 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 German and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.				
<b>GEO 131 Physical Geography I</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>	<b>GER 182 German Lab 2</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: None Corequisites: None Component: None This course introduces the basic physical components that help shape the earth. Emphasis is placed on the geographic grid, cartography, weather, climate, biogeography, and soils. Upon completion, students should be able to identify these components and explain how they interact. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					Prerequisites: GER 181 Corequisites: None Component: None This course provides an opportunity to enhance acquisition of the fundamental elements of the German 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 German and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.				
<b>GEO 132 Physical Geography II</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>	<b>GER 211 Intermediate German I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: None Corequisites: None Component: None This course introduces the study of minerals, rocks, evolution of landforms, and consequences of landscape change. Emphasis is placed on mineral composition, fluvial processes, erosion and deposition, glaciers, and coastal processes. Upon completion, students should be able to identify these components and processes and to explain how they interact. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					Prerequisites: GER 112 Corequisites: None Component: None This course provides a review and expansion of the essential skills of the German 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>GER 111 Elementary German 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 German 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 German and demonstrate cultural awareness. 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>GER 212 Intermediate German II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<p>This course introduces the hardware and software components of a Geographic Information System and reviews GIS applications. Topics include data structures and basic functions, methods of data capture and sources of data, and the nature and characteristics of spatial data and objects. Upon completion, students should be able to identify GIS hardware components, typical operations, products/applications, and differences between database models and between raster and vector systems. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.</p>				
Prerequisites: GER 211									
Corequisites: None									
Component: None									
<p>This course provides a continuation of GER 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.</p>									
<b>GER 221 German Conversation</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>GIS 112 Introduction to GPS</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites: GER 212					Prerequisites: None				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
<p>This course provides an opportunity for intensive communication in spoken German. 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.</p>					<p>This course provides an overview of Global Positioning Systems (GPS). Topics include the theory, implementation, and operations of GPS, as well as alternate data source remote sensing. Upon completion, students should be able to demonstrate an understanding of the fundamentals of GPS.</p>				
<b>GER 281 German Lab 3</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	<b>GIS 161 Intro to Comp/BASIC &amp; C++</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>
Prerequisites: GER 182					Prerequisites: None				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
<p>This course provides an opportunity to enhance the review and expansion of the essential skills of the German language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of 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.</p>					<p>This course introduces the electronic computer and includes a general description of computer design and operation, associated vocabulary, and most widely used applications. Emphasis is placed on hands-on experience with software. Upon completion, students should be able to utilize and depict calculations, decision-making and branching and looping functions processing, and top-down programming methodology.</p>				
<b>GER 282 German Lab 4</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	<b>GRD 110 Typography I</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites: GER 281					Prerequisites: None				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
<p>This course provides an opportunity to enhance the review and expansion of the essential skills of the German language. Emphasis is placed on the continuing study of authentic and representative literary 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.</p>					<p>This course introduces the history and mechanics of type and its application to layout and design. Topics include typographic fundamentals, anatomy, measurements, composition, identification, and terminology. Upon completion, students should be able to demonstrate proficiency in design application, analysis, specification, and creation of typographic elements.</p>				
<b>GIS 111 Introduction to GIS</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>	<b>GRD 117 Design Career Exploration</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites: None					Prerequisites: None				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
<p>This course provides an opportunity to enhance the review and expansion of the essential skills of the German language. Emphasis is placed on the continuing study of authentic and representative literary 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.</p>					<p>This course covers opportunities in the graphic design field and employment requirements. Topics include evaluation of career choices, operations, structure of advertising and graphic design businesses, and related business issues. Upon completion, students should be able to demonstrate an understanding of the graphic design field and consider an appropriate personal direction of career specialization.</p>				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS	
<b>GRD 121 Drawing Fundamentals I</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>	Prerequisites: None Corequisites: None Component: None This course increases observation skills using basic drawing techniques and media in graphic design. Emphasis is placed on developing the use of graphic design principles, media applications, spatial considerations, drawing styles, and approaches. Upon completion, students should be able to show competence and proficiency in finished works.					software applications for advertising and graphic design. Emphasis is placed on creative and imaginative use of space, shapes, value, texture, color, and typography to provide effective solutions to advertising and graphic design problems. Upon completion, students should be able to use the computer as a creative tool.
<b>GRD 131 Illustration I</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>	Prerequisites: ART 131, DES 125, or GRD 121 Corequisites: None Component: None This course introduces the application of rendering techniques to create illustrations. Emphasis is placed on controlling various media, methods, surfaces, design problems, and the appropriate media selection process. Upon completion, students should be able to produce quality illustrations from conception through finished artwork.	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>	<b>GRD 152 Computer Design Tech I</b> Prerequisites: GRD 151 Corequisites: None Component: None This course covers complex design problems utilizing various design and drawing software applications. Topics include the expressive use of typography, image, and organization to communicate a message. Upon completion, students should be able to use appropriate computer software to professionally present their work.
<b>GRD 132 Illustration II</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>	Prerequisites: GRD 131 Corequisites: None Component: None This course is a continuation of GRD 131. Topics include editorial, product, fashion, and advertising illustrations. Upon completion, students should be able to demonstrate increased proficiency in creating quality illustrations from conceptualization through finished artwork.	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>	<b>GRD 153 Computer Design Tech II</b> Prerequisites: GRD 152 Corequisites: None Component: None This course covers advanced theories and practices in the field of computer design. Emphasis is placed on advanced use of color palettes, layers, and paths. Upon completion, students should be able to creatively produce designs and articulate their rationale.
<b>GRD 141 Graphic Design I</b>	<b>02</b>	<b>04</b>	<b>00</b>	<b>04</b>	Prerequisites: None Corequisites: None Component: None This course introduces the conceptualization process used in visual problem solving. Emphasis is placed on learning the principles of design and on the manipulation and organization of elements. Upon completion, students should be able to apply design principles and visual elements to projects.	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>	<b>GRD 167 Photographic Imaging I</b> Prerequisites: None Corequisites: None Component: None This course introduces basic camera operations and photographic production. Topics include subject composition, depth of field, shutter control, light control, color, photo-finishing, and digital imaging, correction and output. Upon completion, students should be able to produce traditional and/or digital photographic prints with acceptable technical and compositional quality.
<b>GRD 142 Graphic Design II</b>	<b>02</b>	<b>04</b>	<b>00</b>	<b>04</b>	Prerequisites: ART 121 or GRD 141, and GRD 110, GRD 151 Corequisites: None Component: None This course covers the application of visual elements and design principles in advertising and graphic design. Topics include creation of various designs, such as logos, advertisements, posters, outdoor advertising, and publication design. Upon completion, students should be able to effectively apply design principles and visual elements to projects.	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>	<b>GRD 168 Photographic Imaging II</b> Prerequisites: GRD 167 Corequisites: None Component: None This course introduces advanced camera operations and photographic production. Topics include lighting, specialized equipment, digital image correction and output, and other methods and materials. Upon completion, students should be able to demonstrate proficiency in producing high quality photographic prints.
<b>GRD 151 Computer Design Basics</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>	Prerequisites: None Corequisites: None Component: None This course covers designing and drawing with various types of	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	<b>GRD 220 Calligraphy</b> Prerequisites: None Corequisites: None Component: None This course covers calligraphy as a design element. Emphasis is placed on the history, methods, materials, tools, and techniques of hand lettering. Upon completion, students should be able to use a variety of pens, brushes, inks, paint, and surfaces to produce several finished calligraphic works.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>GRD 241 Graphic Design III</b>	<b>02</b>	<b>04</b>	<b>00</b>	<b>04</b>	production for computer-related presentations. Topics include interface design, typography, storyboarding, scripting, simple animation, graphics, digital audiovideo, and copyright issues. Upon completion, students should be able to design and produce multimedia presentations.				
Prerequisites: GRD 142 and GRD 152 Corequisites: None Component: None This course is an advanced exploration of various techniques and media for advertising and graphic design. Emphasis is placed on advanced concepts and solutions to complex and challenging graphic design problems. Upon completion, students should be able to demonstrate competence and professionalism in visual problem solving.									
<b>GRD 242 Graphic Design IV</b>	<b>02</b>	<b>04</b>	<b>00</b>	<b>04</b>	<b>GRD 272 Multimedia Design II</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites: GRD 241 and GRD 153 Corequisites: None Component: None This course is a continuation of GRD 241. Emphasis is placed on using advanced media techniques, concepts, strategies, and professionalism in all aspects of design. Upon completion, students should be able to conceptualize, create, and produce designs for reproduction.					Prerequisites: GRD 271 Corequisites: None Component: None This course is a continuation of GRD 271. Emphasis is placed on advanced animation, specialized software, quality control, and cross-platform delivery, as well as problems associated with delivery media and interactivity. Upon completion, students should be able to produce multimedia presentations and determine and adapt to technical specifications for delivery.				
<b>GRD 247 Design Applications IV</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>	<b>GRD 280 Portfolio Design</b>	<b>02</b>	<b>04</b>	<b>00</b>	<b>04</b>
Prerequisites: None Corequisites: GRD 242 Component: None This course is designed to provide additional hands-on training in graphic design. Emphasis is placed on producing sophisticated design projects utilizing concepts and techniques covered in GRD 242. Upon completion, students should be able to solve complex design problems by producing projects to meet client specifications for reproduction.					Prerequisites: COM 231 or ENG 115, and GRD 142, GRD 153, GRD 241, and GRD 152 or GRA 152 Corequisites: None Component: None This course covers the organization and presentation of a design/advertising or graphic art portfolio and appropriate related materials. Emphasis is placed on development and evaluation of the portfolio, design and production of a resume and self-promotional materials, and interview techniques. Upon completion, students should be able to prepare and professionally present an effective portfolio and related self-promotional materials.				
<b>GRD 263 Illustrative Imaging</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>	<b>GRD 282 Advertising Copywriting</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites: GRD 151 and GRD 152 Corequisites: None Component: None This course covers the creative manipulation of images utilizing digital techniques of masking, layering, airbrushing, and painting. Topics include the aesthetic analysis of visual imagery as well as the legalities of manipulating images. Upon completion, students should be able to utilize software applications to creatively manipulate and illustratively build digital images which accomplish design objectives.					Prerequisites: ENG 111 Corequisites: None Component: None This course covers copywriting for print, electronic, and broadcast advertising and promotion. Topics include advertising strategies, proposals, headlines, slogans, and text copy for various types of advertising. Upon completion, students should be able to write and articulate advertising proposals and understand the ethical and regulatory environment for advertising.				
<b>GRD 265 Digital Print Production</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>	<b>GRD 285 Client/Media Relations</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites: GRD 151 or GRA 151 Corequisites: None Component: None This course covers preparation of digital files for output and reproduction. Emphasis is placed on output options, separations, color proofing, and cost and design considerations. Upon completion, students should be able to prepare files and select appropriate output methods for design solutions.					Prerequisites: ENG 111, GRD 142, and GRA 121 or GRA 152 or GRD 152 Corequisites: None Component: None This course introduces media pricing, scheduling, and business ethics. Emphasis is placed on communication with clients and determination of clients' advertising needs. Upon completion, students should be able to use professional communication skills to effectively orchestrate client/media relationships.				
<b>GRD 271 Multimedia Design I</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>	<b>HEA 110 Personal Health/Wellness</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: GRD 151 and GRD 152 Corequisites: None Component: None This course introduces the fundamentals of multimedia design and					Prerequisites: None Corequisites: None Component: None				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					Component: None				
<b>HEA 112 First Aid &amp; CPR</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>	<b>HET 231 Med/Heavy Duty Brake Sys</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites: None					Prerequisites: None				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					This course covers the theory and repair of braking systems used in medium and heavy duty vehicles. Topics include air, hydraulic, and ABS system diagnosis and repair. Upon completion, students should be able to troubleshoot, adjust, and repair braking systems on medium and heavy duty vehicles.				
<b>HEA 120 Community Health</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>HET 232 Med/Hvy Duty Brake Sys Lab</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>
Prerequisites: None					Prerequisites: None				
Corequisites: None					Corequisites: None				
Component: None					Component: HET 231				
This course provides information about contemporary community health and school hygiene issues. Topics include health education and current information about health trends. Upon completion, students should be able to recognize and devise strategies to prevent today's community health problems. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					This course provides a laboratory setting to enhance the skills for troubleshooting, adjusting, and repairing brake systems on medium and heavy duty vehicles. Emphasis is placed on practical experiences that enhance the topics presented in HET 231. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in HET 231.				
<b>HET 115 Electronic Engines</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>	<b>HET 233 Suspension and Steering</b>	<b>02</b>	<b>04</b>	<b>00</b>	<b>04</b>
Prerequisites: None					Prerequisites: None				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
This course introduces the principles of electronically controlled diesel engines. Emphasis is placed on testing and adjusting diesel engines in accordance with manufacturers' specifications. Upon completion, students should be able to diagnose, test, and calibrate electronically controlled diesel engines.					This course introduces the theory and principles of medium and heavy duty steering and suspension systems. Topics include wheel and tire problems, frame members, fifth wheel, bearings, and coupling systems. Upon completion, students should be able to troubleshoot, adjust, and repair suspension and steering components on medium and heavy duty vehicles.				
<b>HET 125 Preventive Maintenance</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>	<b>HIS 111 World Civilizations I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: None					Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test				
Corequisites: None					Credit Equivalent				
Component: None					Corequisites: None				
This course introduces preventive maintenance practices used on medium and heavy duty vehicles and rolling assemblies. Topics include preventive maintenance schedules, services, DOT rules and regulations, and roadability. Upon completion, students should be able to set up and follow a preventive maintenance schedule as directed by manufacturers.					Component: None				
<b>HET 126 Prevent Maintenance Lab</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>	This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.				
Prerequisites: None									
Corequisites: HET 125									

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>HIS 112 World Civilizations II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test Credit Equivalent Corequisites: None Component: None This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.	03	00	00	03
<b>HIS 114 Comparative World History</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test Credit Equivalent Corequisites: None Component: None This course provides a comparison of western and non-western cultures. Emphasis is placed on historical developments and their impact on the modern world through religion, politics, economics, and social developments. Upon completion, students should be able to compare and contrast western and non-western cultures. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.	03	00	00	03
<b>HIS 115 Introduction to Global History</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test Credit Equivalent Corequisites: None Component: None This course introduces the study of global history. Emphasis is placed on topics such as colonialism, industrialism, and nationalism. Upon completion, students should be able to analyze significant global historical issues. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.	03	00	00	03
<b>HIS 116 Current World Problems</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test Credit Equivalent Corequisites: None Component: None This course covers current world events from an historical perspective. Topics include regional problems as well as international concerns. Upon completion, students should be able to analyze significant current world problems from an historical perspective. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.	03	00	00	03
<b>HIS 121 Western Civilization I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test Credit Equivalent Corequisites: None Component: None This course introduces western civilization from pre-history to the	03	00	00	03
<b>HIS 112 Western Civilization II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test Credit Equivalent Corequisites: None Component: None This course introduces western civilization from the modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.	03	00	00	03
<b>HIS 131 American History I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test Credit Equivalent Corequisites: None Component: None This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.	03	00	00	03
<b>HIS 132 American History II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test Credit Equivalent Corequisites: None Component: None This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.	03	00	00	03
<b>HIS 141 Genealogy &amp; Local History</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test Credit Equivalent Corequisites: None Component: None This course explores the role of the local or family historian. Emphasis is placed on historical or genealogical research techniques including a	03	00	00	03

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
survey of local, state, and national archival resources. Upon completion, students should be able to conduct genealogical research and do a major research project on local or family history. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.									
<b>HIS 162 Women and History</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test Credit Equivalent Corequisites: None Component: None This course surveys the experience of women in historical perspective. Topics include the experiences and contributions of women in culture, politics, economics, science, and religion. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural contributions of women in history. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.									
<b>HIS 167 The Vietnam War</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test Credit Equivalent Corequisites: None Component: None This course covers the American political and military involvement in Vietnam from 1944 to 1975. Topics include the French colonial policy, Vietnamese nationalism, the war with France, American involvement, and resolution of the conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments that influenced the Vietnam War. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.									
<b>HIS 211 Ancient History</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: None Corequisites: None Component: None This course traces the development of the cultural, intellectual, and political foundations of western civilization. Topics include the civilizations of the Near East, the classical Greek and Hellenistic eras, the Roman world, Judaism, and Christianity. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the ancient world. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.									
<b>HIS 212 Medieval History</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: ENG-111 Corequisites: None Component: None This course traces the cultural, political, economic, social, religious, and intellectual history of Europe during the Middle Ages. Topics include the decline of the Roman Empire, the Frankish Kingdoms, the medieval church, feudalism, the rise of national monarchies, urbanization, and the rise of universities. Upon completion, students should be able to									
analyze significant political, socioeconomic, and cultural developments in medieval Europe. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.									
<b>HIS 221 African-American History</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: ENG-111 Corequisites: None Component: None This course covers African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of African Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of African Americans. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.									
<b>HIS 222 African-American History I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: ENG-111 Corequisites: None Component: None This course covers African American history through the Civil War period. Topics include African origins, the nature of slavery, African-American participation in the American Revolution, abolitionism, and the emergence of a distinct African-American culture. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early African-American history. 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>HIS 223 African-American History II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: ENG-111 Corequisites: None Component: None This course covers African American history from the Civil War to the present. Topics include Reconstruction, the Jim Crow era, urbanization, the Harlem Renaissance, the Civil Rights movement, and the philosophies of major African-American leaders. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in African-American history since the Civil War. 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>HIS 224 US Diplomatic History</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: ENG-111 Corequisites: None Component: None This course examines American diplomacy from the Colonial period to the present. Topics include the Monroe Doctrine, expansionism and imperialism, the world wars, the Cold War, and America's role in a changing world. Upon completion, students should be able to									

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
analyze significant developments and trends in the diplomatic history of the United States. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					<b>HIS 271 The French Revolution Era</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
					Prerequisites: ENG-111				
					Corequisites: None				
					Component: None				
					This course traces the causes and effects of the French Revolution. Topics include the Enlightenment; Jacobins; Reign of Terror; Napoleon's republic, empire, and wars; and the French Revolution's impact upon world history. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments during the French revolutionary era. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.				
<b>HIS 226 The Civil War</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>HIT 211 ICD Coding</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>
Prerequisites: ENG-111					Prerequisites: MED 116				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
This course examines the social, political, economic, and ideological forces that led to the Civil War and Reconstruction. Topics include regional conflicts and sectionalism, dissolution of the Union, military campaigns, and the War's socioeconomic impact, aftermath, and consequences. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the United States during the era of the Civil War. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					This course covers ICD diagnostics and procedural coding conventions and guidelines for inpatient, outpatient and ambulatory care. Emphasis is placed on a comprehensive application of anatomy, physiology and interrelationships among organ systems. Upon completion, students should be able to accurately assign and sequence diagnostic and procedural codes for patient outcomes, statistical and reimbursement purposes.				
<b>HIS 227 Native American History</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>HIT 212 ICD-9-CM Coding</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
Prerequisites: ENG-111					Prerequisites: MED 116				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
This course surveys the history and cultures of Native Americans from pre-history to the present. Topics include Native American civilizations, relations with Europeans, and the continuing evolution of Native American cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments among Native Americans. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.					This course covers ICD-9-CM diagnostic and procedural coding according to the guidelines of the Cooperating Parties. Emphasis is placed on coding conventions and rules, methodology and sequencing, data sets, documentation requirements, data retrieval, quality control, and use of coding resources. Upon completion, students should be able to apply coding principles to correctly assign ICD-9-CM diagnostic and surgical codes.				
<b>HIS 236 North Carolina History</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>HIT 214 CPT/Other Coding Systems</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites: ENG-111					Prerequisites: HIT 211				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
This course is a study of geographical, political, economic, and social conditions existing in North Carolina from America's discovery to the present. Topics include native and immigrant backgrounds; colonial, antebellum, and Reconstruction periods; party politics; race relations; and the transition from an agrarian to an industrial economy. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in North Carolina. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					This course covers application of principles and guidelines of CPT/HPCPS coding. Topics include clinical classification/nomenclature systems such as SNOMED, DSM, ICD-O and the use of encoders. Upon completion, students should be able to apply coding principles to correctly assign CPT/HPCPS codes. This course will concentrate more specifically in the are of inpatient coding.				
<b>HIS 260 History of Africa</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>HIT 215 Reimbursement Methodology</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites: ENG-111					Prerequisites: HIT 211				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
This course surveys the history of Africa from pre-history to the present. Emphasis is placed on the evolution of social, political, economic, and governmental structures in Africa. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in Africa. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.					This course covers reimbursement methodologies used in all healthcare settings as they relate to national billing, compliance, and reporting requirements. Topics include prospective payment systems, billing process and procedures, chargemaster maintenance, regulatory				



	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
guidelines, reimbursement monitoring, and compliance strategies and reporting. Upon completion, students should be able to perform data quality reviews to validate code assignment and comply with reimbursement and reporting requirements. In addition, a review of the hospital coding exam will be administered in preparation to sit for the AAPC CPC-H certification exam.									
<b>HMT 110 Intro to Healthcare Mgt</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: ENG 070 and RED 070, or Placement Test Credit Equivalent									
Corequisites: None									
Component: None									
This course introduces the functions, practices, organizational structures, and professional issues in healthcare management. Emphasis is placed on planning, controlling, directing, and communicating within health and human services organizations. Upon completion, students should be able to apply the concepts of management within a healthcare service environment.									
<b>HMT 210 Medical Insurance</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: OST 142									
Corequisites: None									
Component: None									
This course introduces the concepts of medical insurance. Topics include types and characteristics of third-party payers, coding concepts, payment systems, and manual/electronic claims form preparation. Upon completion, students should be able to process third-party claims forms.									
<b>HMT 211 Long-Term Care Admin</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: HMT 110									
Corequisites: None									
Component: None									
This course introduces the administration of long-term care facilities and services. Emphasis is placed on nursing home care, home health care, hospice, skilled nursing facilities, and other long-term care services. Upon completion, students should be able to administer state and national standards and regulations as they apply to long-term care. None									
<b>HMT 212 Mgt of Healthcare Org</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: HMT 110									
Corequisites: None									
Component: None									
This course examines current issues affecting the management of healthcare delivery systems. Topics include current problems, changes, and challenges in the healthcare environment. Upon completion, students should be able to identify current health care issues and their impact on healthcare management.									
<b>HMT 220 Healthcare Financial Mgmt</b>	<b>04</b>	<b>00</b>	<b>00</b>	<b>04</b>					
Prerequisites: HMT 110 and ACC 121									
Corequisites: None									
Component: None									
This course covers the methods and techniques utilized in the financial management of healthcare programs. Topics include cost determination, pricing of services, financial statement analysis, forecasting/projections,									
third-party billing, reimbursement, Medicare, Medicaid, and budgeting. Upon completion, students should be able to interpret and apply the principles of financial management in a healthcare environment.									
<b>HOR 110 Introduction to Landscaping</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>					
Prerequisites: None									
Corequisites: None									
Component: None									
This course introduces the basic skills and concepts of drafting and surveying necessary to complete landscape site analysis and topographical drawings. Emphasis is placed on proper use of drafting and survey equipment. Upon completion, students should be able to draw a site analysis drawing with topographical lines.									
<b>HOR 112 Landscape Design I</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>					
Prerequisites: HOR 170									
Corequisites: None									
Component: None									
This course covers landscape principles and practices for residential and commercial sites. Emphasis is placed on drafting, site analysis, and common elements of good design, plant material selection, and proper plant utilization. Upon completion, students should be able to read, plan, and draft a landscape design.									
<b>HOR 114 Landscape Construction</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>					
Prerequisites: None									
Corequisites: None									
Component: None									
This course introduces the design and fabrication of landscape structures/features. Emphasis is placed on safety, tool identification and use, material selection, construction techniques, and fabrication. Upon completion, students should be able to design and construct common landscape structures/features.									
<b>HOR 116 Landscape Management I</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>					
Prerequisites: None									
Corequisites: None									
Component: None									
This course covers information and skills necessary to analyze a property and develop a management schedule. Emphasis is placed on property measurement, plant condition, analysis of client needs, and plant culture needs. Upon completion, students should be able to analyze a property, develop management schedules, and implement practices based on client needs.									
<b>HOR 118 Equipment Operation &amp; Maintenance</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>					
Prerequisites: None									
Corequisites: None									
Component: None									
This course covers the proper operation and maintenance of selected equipment used in horticulture. Emphasis is placed on the maintenance, minor repairs, safety devices, and actual operation of selected equipment. Upon completion, students should be able to design a maintenance schedule, service equipment, and demonstrate safe operation of selected equipment.									

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS	
<b>HOR 134 Greenhouse Operations</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>		<b>HOR 162 Applied Plant Science</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites: None Corequisites: None Component: None This course covers the principles and procedures involved in the operation and maintenance of greenhouse facilities. Emphasis is placed on the operation of greenhouse systems, including the environmental control, record keeping, scheduling, and production practices. Upon completion, students should be able to demonstrate the ability to operate greenhouse systems and facilities to produce greenhouse crops.						Prerequisites: None Corequisites: None Component: None This course introduces the basic concepts of botany as they apply to horticulture. Topics include nomenclature, physiology, morphology, and anatomy as they apply to plant culture. Upon completion, students should be able to apply the basic principles of botany to horticulture.				
<b>HOR 142 Fruit &amp; Vegetable Production</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>		<b>HOR 164 Horticultural Pest Management</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites: None Corequisites: None Component: None This course introduces the principles and techniques of growing fruits and field-grown vegetables. Topics include site selection, proper varietal selection, nutritional values, cultural techniques, harvesting and marketing, and insect and disease control. Upon completion, students should be able to demonstrate an understanding of the principles related to the production of selected fruits and vegetables.						Prerequisites: None Corequisites: None Component: None This course covers the identification and control of plant pests including insects, diseases, and weeds. Topics include pest identification and chemical regulations, safety, and pesticide application. Upon completion, students should be able to meet the requirements for North Carolina Commercial Pesticide Ground Applicators license.				
<b>HOR 150 Introduction to Horticulture</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>		<b>HOR 166 Soils &amp; Fertilizers</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites: None Corequisites: None Component: None This course covers the history, development, and basic techniques of horticulture. Topics include propagation techniques, planting procedures, watering and fertility, plant growth, pest and disease control, and garden design and history. Upon completion, students should be able to demonstrate an understanding of the basic principles of horticulture.						Prerequisites: None Corequisites: None Component: None This course covers the physical and chemical properties of soils and soil fertility and management. Topics include soil formation, classification, physical and chemical properties, testing, fertilizer application, and other amendments. Upon completion, students should be able to analyze, evaluate, and properly amend soils/media.				
<b>HOR 152 Horticultural Practices</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>		<b>HOR 168 Plant Propagation</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites: None Corequisites: None Component: None This course covers the maintenance of ornamental plantings and production areas. Topics include maintenance of flower beds, vegetable gardens, greenhouses, and container and field nursery stock using sound horticultural practices. Upon completion, students should be able to apply the principles and practices of maintaining ornamental landscape plantings.						Prerequisites: None Corequisites: None Component: None This course is a study of sexual and asexual reproduction of plants. Emphasis is placed on seed propagation, grafting, stem and root propagation, micro-propagation, and other propagation techniques. Upon completion, students should be able to successfully propagate ornamental plants.				
<b>HOR 160 Plant Materials I</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>		<b>HOR 170 Horticultural Computer Apps</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites: None Corequisites: None Component: None This course covers identification, culture, characteristics, and use of plants. Emphasis is placed on nomenclature, identification, growth requirements, cultural requirements, soil preferences, and landscape applications. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials. This course is also available through the Virtual Learning Community (VLC).						Prerequisites: None Corequisites: None Component: None This course introduces computer programs as they apply to the horticulture industry. Emphasis is placed on applications of software for plant identification, design, and irrigation. Upon completion, students should be able to use computer programs in horticultural situations.				
						<b>HOR 213 Landscape Design II</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
						Prerequisites: HOR-112 Corequisites: None Component: None This course covers residential and commercial landscape design, cost analysis, and installation. Emphasis is placed on job cost estimates, installation of the landscape design, and maintenance techniques. Upon completion, students should be able to read landscape design blueprints, develop cost estimates, and implement the design.				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS	
<b>HOR 215 Landscape Irrigation</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>		<b>HOR 260 Plant Materials II</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites: None Corequisites: None Component: None This course introduces basic irrigation design, layout, and installation. Topics include site analysis, components of irrigation systems, safety, types of irrigation systems, and installation techniques. Upon completion, students should be able to design and install basic landscape irrigation systems.						Prerequisites: HOR 160 Corequisites: None Component: None This course is a continuation of HOR 160 and covers additional plants. Emphasis is placed on reinforcement of skills and the introduction of additional plants. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials.				
<b>HOR 251 Insects &amp; Diseases</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>		<b>HOR 275 Horticulture Production Management</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites: None Corequisites: None Component: None This course introduces insects and diseases of economic importance to horticultural crops. Topics include insect life cycles and identifying characteristics; plant diseases, including their signs and symptoms; control methods; and insect scouting for IPM. Upon completion, students should be able to demonstrate an understanding of insect and disease identification, collection, and control.						Prerequisites: None Corequisites: None Component: None This course introduces starting and/or managing a horticulture production operation. Emphasis is placed on types of horticulture production businesses, production management practices and skills, and appropriate safety measures for equipment, personnel, and facilities. Upon completion, students should be able to identify various types of production businesses, prepare appropriate schedules and inventories, and manage personnel/facilities for safe crop production.				
<b>HOR 253 Horticulture Turfgrass</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>		<b>HOR 277 Horticulture Sales &amp; Services</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: HOR 162 or HOR 166 Corequisites: None Component: None This course covers information and skill development necessary to establish and manage landscape turfgrasses. Topics include grass identification, establishment, cultural requirements, application of control products, fertilization, and overseeding techniques. Upon completion, students should be able to analyze a landscape site and determine those cultural and physical activities needed to establish or manage a quality turf.						Prerequisites: None Corequisites: None Component: None This course introduces various strategies for marketing horticulture products and services. Topics include wholesale, retail, and consignment sales; advertising media; costing products and services; preparing estimates, bids, and proposals; and consumer relations. Upon completion, students should be able to develop a marketing strategy for various horticulture products and services.				
<b>HOR 255 Interiorscapes</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>		<b>HOR 278 Horticulture Business Entrepreneurship</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: None Corequisites: None Component: None This course covers plant selection, design, and management for interior settings. Topics include tropical plant identification, cultural requirements, insect and disease identification and control, and design and management requirements for interior plants. Upon completion, students should be able to design, install, and manage plants in interior settings.						Prerequisites: None Corequisites: None Component: None This course introduces starting and/or managing a horticulture business operation. Emphasis is placed on types of business ownership, legal aspects of licenses, worker safety and facility criteria, and creating inventories, schedules, and financial statements. Upon completion, students should be able to prepare appropriate schedules and financial statements and demonstrate knowledge of legal standards for equipment and personnel.				
<b>HOR 257 Arboriculture Practices</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>		<b>HRM 110 Intro to Hosp &amp; Tourism</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: HOR 160 or LSG 111 Corequisites: None Component: None This course covers the culture and maintenance of trees and shrubs. Topics include fertilization, pruning, approved climbing techniques, pest control, and equipment use and safety. Upon completion, students should be able to properly prune trees and shrubs and perform arboricultural practices.						Prerequisites: RED 070 or Placement Test Credit Equivalent Corequisites: None Component: None This course covers the growth and progress of the hospitality industry. Topics include tourism, lodging, resorts, gaming, restaurants, foodservice and clubs. Upon completion, students should be able to demonstrate an understanding of the background, context, and career opportunities that exist within the hospitality industry.				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS	
<b>HRM 120 Front Office Procedures</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	Prerequisites: MAT 050 and RED 070, or Placement Test Credit Equivalent Corequisites: None Component: None This course introduces a systematic approach to lodging front office procedures. Topics include reservations, registration, guest satisfaction, occupancy and revenue management, security, interdepartmental communications, and related guest services. Upon completion, students should be able to demonstrate a basic understanding of current front office operating systems, including efficient and courteous guest services.					to the hospitality and service industry. supervisory skills unique to the hospitality and service industry.
<b>HRM 124 Guest Service Management</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>	Prerequisites: RED 070 or Placement Test Credit Equivalent Corequisites: None Component: None This course is designed to provide an introduction to the culture of dining room service management. Emphasis is placed on the dignity and psychology of service work, dining room organization/infrastructure, service delivery, and modeling management roles in a dining room environment. Upon completion, students should be able to demonstrate an understanding of the guest/server dynamic and apply these principles in a dining room setting.					
<b>HRM 125 Etiquette for Hospitality</b>	<b>01</b>	<b>00</b>	<b>00</b>	<b>01</b>	Prerequisites: None Corequisites: None Component: None This course covers social skills needed to effectively interact within organizational and customer situations. Topics include general social manners, personal appearance, table manners, restaurant and meeting etiquette, and business interaction. Upon completion, students should be able to function with confidence in various social, cultural, and professional situations.					
<b>HRM 140 Legal Issues-Hospitality</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	Prerequisites: RED 080 or Placement Test Credit Equivalent Corequisites: None Component: None This course covers the rights and responsibilities that the law grants to or imposes upon the hospitality industry. Topics include federal and state regulations, historical and current practices, safety and security, risk management, loss prevention, relevant torts, and contracts. Upon completion, students should be able to demonstrate an understanding of the legal system and the concepts necessary to prevent or minimize organizational liability.					
<b>HRM 145 Hospitality Supervision</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	Prerequisites: RED 070 or Placement Test Credit Equivalent Corequisites: None Component: None This course covers principles of supervision as they apply to the hospitality industry. Topics include recruitment, selection, orientation, training, evaluation, and leadership skills. Upon completion, students should be able to understand and apply basic supervisory skills unique					
<b>HRM 210 Meetings &amp; Event Planning</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	Prerequisites: RED 070 or Placement Test Credit Equivalent Corequisites: None Component: None This course introduces concepts related to the planning and operation of conventions, trade shows, professional meetings, and foodservice events. Emphasis is placed on methods of marketing, selling, organizing, and producing conventions, events, and trade shows that will increase financial and environmental value. Upon completion, students should be able to demonstrate an understanding of management principles for multi-function, multi-day conferences and events.					
<b>HRM 215 Restaurant Management</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	Prerequisites: Take CUL-135 and CUL-135A or HRM-124. Take ENG 070, MAT 050, RED 070, or Placement Test Credit Equivalent Corequisites: None Component: None This course provides an overview of the responsibilities and activities encountered in managing a food and beverage operation. Topics include planning, organization, accounting, marketing, trends, and human resources from an integrated managerial viewpoint. Upon completion, students should be able to demonstrate an understanding of the operation of a restaurant.					
<b>HRM 220 Cost Control-Food &amp; Bev</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	Prerequisites: Take MAT-115, MAT-140, OR MAT-161 AND CIS-110 OR CIS-111 Corequisites: None Component: None This course introduces controls and accounting procedures as applied to costs in the hospitality industry. Topics include reports, cost control, planning and forecasting, control systems, financial statements, operational efficiencies, labor controls and scheduling. Upon completion, students should be able to demonstrate an understanding of food, beverage, and labor cost control systems for operational troubleshooting and problem solving.					
<b>HRM 220A Food &amp; Beverage Controls Lab</b>		<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	Prerequisites: Take MAT-115, MAT-140, OR MAT-161 AND CIS-110 OR CIS-111 Corequisites: HRM 220 Component: None This course is a laboratory to accompany HRM 220. Emphasis is placed on practical computer applications of food and beverage control procedures. Upon completion, students should be able to demonstrate proficiency in computer-based control applications.				
<b>HRM 230 Club &amp; Resort Management</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	Prerequisites: ENG-070, MAT-060, and RED-070 or Placement Test Credit Equivalent Corequisites: None					

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
Component: None									
This course introduces specific principles of managing a hospitality operation in a resort or club setting. Topics include operational efficiencies, resort and club marketing, recreational and sport activity management, and retail management. Upon completion, students should be able to demonstrate an understanding of the specialized skills involved in resort and club management.									
<b>HRM 240 Marketing for Hospitality</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: RED 070 or Placement Test Credit Equivalent									
Corequisites: None									
Component: None									
This course covers planning, organizing, directing, and analyzing the results of marketing programs for the hospitality industry. Emphasis is placed on target marketing, marketing mix, analysis, product and image development, use of current media, sales planning, advertising, public relations, and collateral materials. Upon completion, students should be able to apply the marketing process as it relates to the hospitality industry.									
<b>HRM 245 Human Resource Mgmt-Hosp</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: Take CUL 135 and CUL 135A or HRM 124. Take ENG-070, MAT-050, and RED-070 or Placement Test Credit Equivalent.									
Corequisites: None									
Component: None									
This course introduces a systematic approach to human resource management in the hospitality industry. Topics include training/development, staffing, selection, hiring, recruitment, evaluation, benefit administration, employee relations, labor regulations/laws, discipline, motivation, productivity, shift management, contract employees and organizational culture. Upon completion, students should be able to apply human resource management skills for the hospitality industry.									
<b>HRM 280 Mgmt Problems-Hospitality</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: HRM 110, ENG 080, or Placement Test Credit Equivalent, and BUS 137 or HRM 215									
Corequisites: None									
Component: None									
This course is designed to introduce students to timely issues within the hospitality industry and is intended to move students into a managerial mindset. Emphasis is placed on problem-solving skills using currently available resources. Upon completion, students should be able to demonstrate knowledge of how hospitality management principles may be applied to real challenges facing industry managers.									
<b>HUM 110 Technology and Society</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: ENG 090, ENG 090A, and RED 090 or Placement Test Credit Equivalent									
Corequisites: None									
Component: None									
This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.									
<b>HUM 115 Critical Thinking</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: RED 090 and ENG 090 or ENG 111 or Placement Test Credit Equivalent									
Corequisites: None									
Component: None									
This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities requirement for AAS degree programs. This course is also available through the Virtual Learning Community (VLC).									
<b>HUM 120 Cultural Studies</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: ENG 090, ENG 090A, and RED 090 or Placement Test Credit Equivalent									
Corequisites: None									
Component: None									
This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.									
<b>HUM 121 The Nature of America</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: ENG 090, ENG 090A, and RED 090 or Placement Test Credit Equivalent									
Corequisites: None									
Component: None									
This course provides an interdisciplinary survey of the American cultural, social, and political experience. Emphasis is placed on the multicultural character of American society, distinctive qualities of various regions, and the American political system. Upon completion, students should be able to analyze significant cultural, social, and political aspects of American life. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.									
<b>HUM 122 Southern Culture</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: ENG 090, ENG 090A, and RED 090 or Placement Test Credit Equivalent									
Corequisites: None									
Component: None									
This course explores the major qualities that make the South a distinct region. Topics include music, politics, literature, art, religion, race relations, and the role of social class in historical and contemporary contexts. Upon completion, students should be able to identify the characteristics that distinguish Southern culture. 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).									

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>HUM 130 Myth in Human Culture</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>HUM 170 The Holocaust</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: ENG 090, ENG 090A, and RED 090 or Placement Test Credit Equivalent Corequisites: None Component: None This course provides an in-depth study of myths and legends. Topics include the varied sources of myths and their influence on the individual and society within diverse cultural contexts. Upon completion, students should be able to demonstrate a general familiarity with myths and a broad-based understanding of the influence of myths and legends on modern culture. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.					Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test Credit Equivalent Corequisites: None Component: None This course provides a survey of the destruction of European Jewry by the Nazis during World War II. Topics include the anti-Semitic ideology, bureaucratic structures, and varying conditions of European occupation and domination under the Third Reich. Upon completion, students should be able to demonstrate an understanding of the historical, social, religious, political, and economic factors which cumulatively resulted in the Holocaust. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.				
<b>HUM 150 American Women's Studies</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>HUM 211 Humanities I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test Credit Equivalent Corequisites: None Component: None This course provides an inter-disciplinary study of the history, literature, and social roles of American women from Colonial times to the present. Emphasis is placed on women's roles as reflected in American language usage, education, law, the workplace, and mainstream culture. Upon completion, students should be able to identify and analyze the roles of women as reflected in various cultural forms. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.					Prerequisites: ENG 111 Corequisites: None Component: None This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from ancient through early modern times. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.				
<b>HUM 160 Introduction to Film</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>	<b>HUM 212 Humanities II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test Credit Equivalent Corequisites: None Component: None This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. 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).					Prerequisites: ENG 111 Corequisites: None Component: None This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from early modern times to the present. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.				
<b>HUM 161 Advanced Film Studies</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>	<b>HUM 220 Human Values and Meaning</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: HUM 160 Corequisites: None Component: None This course provides an advanced study of film art and production, building on skills learned in HUM 160. Topics include film production techniques, film genres, examination of master directors' styles, and the relation of film to culture. Upon completion, students should be able to recognize and critically analyze advanced elements of film production. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.					Prerequisites: ENG 111 Corequisites: None Component: None This course presents some major dimensions of human experience as reflected in art, music, literature, philosophy, and history. Topics include the search for identity, the quest for knowledge, the need for love, the individual and society, and the meaning of life. Upon completion, students should be able to recognize interdisciplinary connections and distinguish between open and closed questions and between narrative and scientific models of understanding. 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>HUM 230 Leadership Development</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>		<b>ISC 121 Envir Health &amp; Safety</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: ENG 111						Prerequisites: RED 070 or Placement Test Credit Equivalent				
Corequisites: None						Corequisites: None				
Component: None						Component: None				
This course explores the theories and techniques of leadership and group process. Emphasis is placed on leadership styles, theories of group dynamics, and the moral and ethical responsibilities of leadership. Upon completion, students should be able to identify and analyze a personal philosophy and style of leadership and integrate these concepts in various practical situations. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. (TAC 11/16/05)						This course covers workplace environmental, health, and safety issues. Emphasis is placed on managing the implementation and enforcement of environmental health and safety regulations and on preventing accidents, injuries, and illnesses. Upon completion, students should be able to demonstrate an understanding of basic concepts of environmental, health, and safety issues.				
<b>HYD 110 Hydraulics/Pneumatics I</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>		<b>ISC 131 Quality Management</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: None						Prerequisites: RED 070 or Placement Test Credit Equivalent				
Corequisites: None						Corequisites: None				
Component: None						Component: None				
This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.						This course provides a study and analysis of the aspects and implications of quality management that lead to customer satisfaction through continuous quality improvement. Topics include Total Quality Management, ISO 9000, organizing for quality, supplier/vendor relationships, and the role of leadership in quality management. Upon completion, students should be able to demonstrate an understanding of quality management concepts and techniques.				
<b>INT 110 International Business</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>		<b>ISC 210 Oper &amp; Prod Planning</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: RED 080 or Placement Test Credit Equivalent						Prerequisites: MAT 070 RED 080 or Placement Test Credit Equivalent				
Corequisites: None						Corequisites: None				
Component: None						Component: None				
This course provides an overview of the environment, concepts, and basic differences involved in international business. Topics include forms of foreign involvement, international trade theory, governmental influences on trade and strategies, international organizations, multinational corporations, personnel management, and international marketing. Upon completion, students should be able to describe the foundation of international business.						This course includes the fundamentals of operations and production planning, forecasting, and scheduling. Topics include demand management, production planning and control, scheduling, and budgeting. Upon completion, students should be able to demonstrate an understanding of the concepts and techniques involved in operations and production planning.				
<b>ISC 112 Industrial Safety</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>		<b>ITA 111 Elementary Italian I</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 principles of industrial safety. Emphasis is placed on industrial safety, OSHA, and environmental regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance. This course is also available through the Virtual Learning Community (VLC).						This course introduces the fundamental elements of the Italian 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 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>ISC 115 Construction Safety</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>		<b>ITA 112 Elementary Italian II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: None						Prerequisites: ITA 111				
Corequisites: None						Corequisites: None				
Component: None						Component: None				
This course introduces the basic concepts of construction site safety. Topics include ladders, lifting, lock-out/tag-out, personal protective devices, scaffolds, and above/below ground work based on OSHA regulations. Upon completion, students should be able to demonstrate knowledge of applicable safety regulations and safely participate in construction projects.						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				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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 221 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 181 Italian Lab 1</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	<b>ITA 281 Italian Lab 3</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.					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.				
<b>ITA 182 Italian Lab 2</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	<b>ITA 282 Italian Lab 4</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 media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Italian and demonstrate cultural awareness. This course as been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					Prerequisites: ITA 281 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 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>ITA 211 Intermediate Italian I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>ITN 150 Internet Protocols</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites: ITA 112 Corequisites: None Component: None This course provides a 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. 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.					Prerequisites: None Corequisites: 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).				
<b>ITA 212 Intermediate Italian II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>JPN 111 Elementary Japanese I</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.					Prerequisites: None Corequisites: None Component: None This course introduces the basic fundamentals of the Japanese language				



	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
within a cultural context of the Japanese people and its history. Emphasis is placed on the basic skills in speaking, reading, writing, and comprehension of spoken language. Upon completion, students should be able to have a communicative competence in speaking, listening comprehension, reading, and writing at a beginning level with attention to cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.					<b>LAT 111 Elementary Latin 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 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>JPN 112 Elementary Japanese II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>LAT 112 Elementary Latin II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: JPN 111 Corequisites: None Component: None					Prerequisites: None Corequisites: None Component: None				
This course continues the basic fundamentals of the Japanese language within a cultural context of the Japanese people and its history. Emphasis is placed on the basic skills in speaking, reading, writing, and comprehension of spoken language. Upon completion, students should be able to have a communicative competence in speaking, listening comprehension, reading, and writing at a beginning level with attention to cultural awareness. 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>JPN 211 Intermediate Japanese I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>LAT 141 Culture and Civilization</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites: JPN 112 Corequisites: None Component: None					Prerequisites: LAT 212 and LAT 282 Corequisites: None Component: None				
This course includes communicative competence in speaking, listening comprehension, reading, and writing at an intermediate level with attention to cultural awareness. Emphasis is placed on intermediate skills in speaking, reading, writing, and comprehension of spoken language. Upon completion, students should be able to carry on simple daily conversations, read and write 'Katakana' and 'Hiragana', and to comprehend simple written sentences with some 'Kanji' (Chinese characters) included. 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 explore issues related to the Roman World. Emphasis is placed on a critical appreciation of the Pro Caelio as a rhetorical speech by demonstrating the ability to translate literally, to analyze and interpret, and to understand the figures of speech in Cicero's prose composition. Upon completion, students should be able to demonstrate an increased proficiency in reading and writing Latin and demonstrate cultural awareness of Late Republican political history, institutions, and laws. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.				
<b>JPN 212 Intermediate Japanese II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>LAT 142 Lit. &amp; the Roman Republic</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites: JPN 211 Corequisites: None Component: None					Prerequisites: LAT 141 Corequisites: None Component: None				
This course provides continuation of communicative competence in speaking, listening comprehension, reading, and writing at an intermediate level with attention to cultural awareness. Emphasis is placed on intermediate skills in speaking, reading, writing, and comprehension of spoken language. Upon completion, students should be able to carry on simple daily conversations, read and write 'Katakana' and 'Hiragana', and to comprehend simple written sentences with some 'Kanji' (Chinese characters) included. 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 refine and expand skills in Latin with emphasis on original authors and texts as well as the history of the late Roman Republic. Topics include original works of selected poems from Catullus and selected Odes from Horace. Upon completion, students should be able to demonstrate an increased proficiency in reading and writing Latin and demonstrate an understanding of Roman social structures and thoughts. 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>LAT 181 Latin Lab I</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	depth understanding of the reading. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.				
Prerequisites: None Corequisites: None Component: None									
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 182 Latin Lab II</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	<b>LAT 232 Imperial Literature</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites: LAT 181 Corequisites: None Component: None					Prerequisites: LAT 231 Corequisites: None Component: None				
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 course provides an opportunity to refine and expand additional skills in Latin with emphasis on the study of selected books from the Aeneid by Vergil. Emphasis is placed on a critical appreciation of the Aeneid as poetry by demonstrating the ability to translate literally, to analyze and interpret, and to understand dactylic hexameter, scansion and figures of speech in Vergil's verse. Upon completion, students should be able to demonstrate an increased proficiency in reading and writing Latin and demonstrate an understanding of Imperial religious beliefs, history, institutions and laws. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.				
<b>LAT 211 Intermediate Latin I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>LAT 281 Latin Lab 3</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: LAT 112 Corequisites: None Component: None					Prerequisites: LAT 182 Corequisites: 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 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.				
<b>LAT 212 Intermediate Latin II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>LAT 282 Latin Lab 4</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: LAT 211 Corequisites: None Component: None					Prerequisites: LAT 281 Corequisites: 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 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.				
<b>LAT 231 Reading and Composition</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>	<b>LEX 110 Introduction to Paralegal Study</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites: LAT 142 Corequisites: None Component: None					Prerequisites: ENG 090 ENG 090A RED 090 or Placement Test Credit Equivalent Corequisites: None Component: None				
This course provides an opportunity for intensive reading and composition in Latin with emphasis on original authors to enhance and expand Latin reading and writing skills. Topics include original works such as selected Eclogues and Georgics from Vergil. Upon completion, students should be able to demonstrate in writing an in-					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).				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>LEX 120 Legal Research/Writing I</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>	<b>LEX 150 Commercial Law I</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites: ENG 090 ENG 090A RED 090 or Placement Test Credit Equivalent					Prerequisites: ENG 090 ENG 090A RED 090 or Placement Test Credit Equivalent				
Corequisites: None					Corequisites: None				
Component: None					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).					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. This course is also available through the Virtual Learning Community (VLC).				
<b>LEX 121 Legal Research/Writing II</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>	<b>LEX 160 Criminal Law &amp; Procedure</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites: LEX 120					Prerequisites: ENG 090 ENG 090A RED 090 or Placement Test Credit Equivalent				
Corequisites: None					Corequisites: None				
Component: 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.					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.				
<b>LEX 130 Civil Injuries</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>LEX 180 Case Analysis &amp; Reasoning</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites: ENG 090 ENG 090A RED 090 or Placement Test Credit Equivalent					Prerequisites: ENG 090 ENG 090A RED 090 or Placement Test Credit Equivalent				
Corequisites: None					Corequisites: LEX 120				
Component: 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).					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.				
<b>LEX 140 Civil Litigation I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>LEX 210 Real Property I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: ENG 090 ENG 090A RED 090 or Placement Test Credit Equivalent					Prerequisites: ENG 090 ENG 090A RED 090 or Placement Test Credit Equivalent				
Corequisites: None					Corequisites: None				
Component: None					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. This course is also available through the Virtual Learning Community (VLC).					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 141 Civil Litigation II</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>	<b>LEX 211 Real Property II</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>
Prerequisites: LEX 140					Prerequisites: LEX 210 MAT 060 or Placement Test Credit Equivalent				
Corequisites: None					Corequisites: None				
Component: 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.					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				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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.					<b>LEX 283 Investigation</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
					Prerequisites: ENG 090 ENG 090A RED 090 or Placement Test Credit Equivalent				
					Corequisites: None				
					Component: None				
					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 240 Family Law</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>LEX 285 Workers' Comp Law</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites: ENG 090 ENG 090A MAT 060 RED 090 or Placement Test Credit Equivalent					Prerequisites: ENG 090 ENG 090A MAT 060 RED 090 or Placement Test Credit Equivalent				
Corequisites: None					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 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.				
<b>LEX 250 Wills, Estates, &amp; Trusts</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>	<b>LOG 110 Introduction to Logistics</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: ENG 090 ENG 090A MAT 060 RED 090 or Placement Test Credit Equivalent					Prerequisites: MAT 070 RED 080 or Placement Test Credit Equivalent				
Corequisites: None					Corequisites: None				
Component: None					Component: 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. This course is also available through the Virtual Learning Community (VLC).					This course provides an overview of logistics. Topics include traffic management, warehousing, inventory control, material handling, global logistics, and the movement and storage of goods from raw materials sources to end consumers. Upon completion, students should be able to identify the different segments of logistics and use the terminology of the industry. This course is also available through the Virtual Learning Community (VLC).				
<b>LEX 260 Bankruptcy &amp; Collections</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>LSG 111 Basic Landscape Technology</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites: ENG 090 ENG 090A MAT 060 RED 090 or Placement Test Credit Equivalent					Prerequisites: None				
Corequisites: None					Corequisites: None				
Component: None					Component: 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 collection procedure. Upon completion, students should be able to prepare and file bankruptcy forms, collection letters, statutory liens, and collection of judgments.					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.				
<b>LEX 270 Law Office Management/Technology</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>	<b>LSG 121 Fall Gardening Lab</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>02</b>
Prerequisites: ENG 090 ENG 090A RED 090 or Placement Test Credit Equivalent					Prerequisites: None				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
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.					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. Upon completion, students should be able to perform various techniques essential to maintaining the fall landscape.				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS	
<b>LSG 122 Spring Gardening Lab</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>02</b>		<b>MAC 112 Machining Technology II</b>	<b>02</b>	<b>12</b>	<b>00</b>	<b>06</b>
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.						Prerequisites: None 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.				
<b>LSG 123 Summer Gardening Lab</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>02</b>		<b>MAC 113 Machining Technology III</b>	<b>02</b>	<b>12</b>	<b>00</b>	<b>06</b>
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.						Prerequisites: None 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.				
<b>LSG 231 Landscape Supervision</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>		<b>MAC 114 Introduction to Metrology</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
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.						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.				
<b>LSG 232 Garden Management</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>		<b>MAC 121 Introduction to CNC</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
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.						Prerequisites: MAC 111, MAC 112, MAC 132, MAC 152 AND CIS 110 OR CIS 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.				
<b>MAC 111 Machining Technology I</b>	<b>02</b>	<b>12</b>	<b>00</b>	<b>06</b>		<b>MAC 122 CNC Turning</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
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.						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.				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>MAC 124 CNC Milling</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>	control functions, program editing, production of parts, and inspection. Upon completion, students should be able to manufacture simple parts using CNC electrical discharge machines.				
Prerequisites: MAC 121 Corequisites: None Component: None This course introduces the manual programming, setup, and operation of CNC machining 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 machining centers.									
<b>MAC 131 Blueprint Reading/Mach I</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>					
Prerequisites: None Corequisites: None Component: None This course covers the basic principles of blueprint reading and sketching. Topics include multi-view drawings; interpretation of conventional lines; and dimensions, notes, and thread notations. Upon completion, students should be able to interpret basic drawings, visualize parts, and make pictorial sketches.									
<b>MAC 132 Blueprint Reading/Mach II</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>					
Prerequisites: None Corequisites: None Component: None This course introduces more complex industrial blueprints. Emphasis is placed on auxiliary views, section views, violations of true project, special views, applications of GD & T, and interpretation of complex parts. Upon completion, students should be able to read and interpret complex industrial blueprints.									
<b>MAC 151 Machining Calculations</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>					
Prerequisites: None Corequisites: None Component: None 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.									
<b>MAC 152 Adv Machining Calc</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>					
Prerequisites: MAC 151 Corequisites: None Component: None 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.									
<b>MAC 226 CNC EDM Machining</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>					
Prerequisites: MAC 121 Corequisites: None Component: None This course introduces the programming, setup, and operation of CNC electrical discharge machines. Topics include programming formats,									
<b>MAC 233 Appl in CNC Machining</b>						<b>02</b>	<b>12</b>	<b>00</b>	<b>06</b>
Prerequisites: MAC 121 Corequisites: None Component: None This capstone course provides students the opportunity to apply skills learned throughout the curriculum. Emphasis is placed on production of parts and assemblies using modern CNC machine tools. Upon completion, students should be able to manufacture complex parts using a variety of CNC machine tools.									
<b>MAC 241 Jigs &amp; Fixtures I</b>						<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>
Prerequisites: None Corequisites: None Component: None 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.									
<b>MAC 243 Die Making I</b>						<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>
Prerequisites: None Corequisites: None Component: None 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.									
<b>MAT 050 Basic Math Skills</b>						<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites: Placement Corequisites: None Component: None 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.									
<b>MAT 060 Essential Mathematics</b>						<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites: MAT 050 or Placement Test Credit Equivalent. 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.									

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS	
<b>MAT 070 Introductory Algebra</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>		<b>MAT 115 Mathematical Models</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites: MAT 060 or Placement Test Credit Equivalent. Corequisites: RED 080 or Placement Test Credit Equivalent. Component: 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).						Prerequisites: One Course Required: MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175 or Placement Test Credit Equivalent. Corequisites: None 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 080 Intermediate Algebra</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>		<b>MAT 120 Geometry and Trigonometry</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites: MAT070 or Placement Test Credit Equivalent. Corequisites: RED 080 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.						Prerequisites: One Course Required: Mat 070, MAT 080, MAT 090, MAT 095, MAT 121, MAT 161, MAT 171, OR MAT 175 or Placement Test Credit Equivalent. Corequisites: None Component: None This course introduces the concepts of plane trigonometry and geometry with emphasis on applications to problem solving. Topics include the basic definitions and properties of plane and solid geometry, area and volume, right triangle trigonometry, and oblique triangles. Upon completion, students should be able to solve applied problems both independently and collaboratively using technology.				
<b>MAT 090 Accelerated Algebra</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>		<b>MAT 121 Algebra/Trigonometry I</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites: HS Alg I and Alg II or Placement Test Credit Equivalent. Corequisites: RED 080 or Placement Test Credit Equivalent. Component: 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.						Prerequisites: One course required: MAT 070, MAT 080, MAT 090, OR MAT 095 or Placement Test Credit Equivalent. Corequisites: None Component: None This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include simplification, evaluation, and solving of algebraic and radical functions; complex numbers; right triangle trigonometry; systems of equations; and the use of technology. Upon completion, students should be able to demonstrate an understanding of the use of mathematics and technology to solve problems and analyze and communicate results				
<b>MAT 095 Algebraic Concepts</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>		<b>MAT 122 Algebra/Trigonometry II</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites: None Corequisites: None Component: None This course covers algebraic concepts with an emphasis on applications. Topics include linear, quadratic, absolute value, rational and 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.						Prerequisites: One Course Required: MAT121, MAT 161, MAT 171 OR MAT 175 Corequisites: None Component: None This course extends the concepts covered in MAT 121 to include additional topics in algebra, function analysis, and trigonometry. Topics include exponential and logarithmic functions, translation and scaling of functions, Sine Law, Cosine Law, vectors and statistics. Upon completion, students should be able to demonstrate an understanding of the use of technology to solve problems and to analyze and communicate results.				
<b>MAT 101 Applied Mathematics I</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>						
Prerequisites: MAT 060, MAT 070, MAT 080, MAT 090, or MAT 095 Corequisites: None Component: None 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 diploma programs.										

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>MAT 140 Survey of Mathematics</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: One Course Required: MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, OR MAT 175 or Placement Test Credit Equivalent.					describe important characteristics of a set of data and draw inferences about a population from sample data. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics (Quantitative Option).				
Corequisites: None									
Component: None									
This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics may include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.									
<b>MAT 141 Mathematical Concepts I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>MAT 151A Statistics I Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175					Prerequisites: One Course Required: MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 140, MAT 161, MAT 171, OR MAT 175 or Placement Test Equivalent.				
Corequisites: None					Corequisites: MAT 151				
Component: None					Component: None				
This course is the first of a two-course sequence that develops a deeper understanding and appreciation of the basic concepts of mathematics. Emphasis is placed on sets, logic, number bases, elementary number theory, introductory algebra, measurement including metrics, and problem solving. Upon completion, students should be able to communicate orally and in writing these basic mathematical concepts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.					This course is a laboratory for MAT 151. 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 142 Mathematical Concepts II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>MAT 155 Statistical Analysis</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: MAT-141					Prerequisites: One course required: MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, OR MAT 175 or Placement Test Credit Equivalent.				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
This course is the second of a two-course sequence that develops a deeper understanding and appreciation of the basic concepts of mathematics. Emphasis is placed on probability, statistics, functions, introductory geometry, and mathematics of finance. Upon completion, students should be able to communicate orally and in writing these basic mathematical concepts and utilize technology as a mathematical tool. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.					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 (Quantitative Option).				
<b>MAT 151 Statistics I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>MAT 155A Statistics Analysis Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: One course required: MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 140, MAT 161, MAT 171, or MAT 175 or Placement Test Equivalent.					Prerequisites: MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175 or Placement Test Credit Equivalent.				
Corequisites: None					Corequisites: MAT 155				
Component: None					Component: None				
This course provides a project-based approach to the study of basic probability, descriptive and inferential statistics, and decision making. Emphasis is placed on measures of central tendency and dispersion, correlation, regression, discrete and continuous probability distributions, quality control, population parameter estimation, and hypothesis testing. Upon completion, students should be able to					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 for transferability as a premajor and/or elective course requirement.				
<b>MAT 161 College Algebra</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>MAT 151A Statistics I Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: One course required: MAT 080, MAT 090, or MAT 095 or Placement Test Credit Equivalent.					Prerequisites: One course required: MAT 080, MAT 090, or MAT 095 or Placement Test Credit Equivalent.				
Corequisites: None					Corequisites: MAT 161A				
Component: None					Component: None				
This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on applications involving equations and inequalities; polynomial, 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									



	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics for the Associate in Arts Degree. This course is also available through the Virtual Learning Community (VLC).									
<b>MAT 161A College Algebra Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>					
Prerequisites: One course required: MAT 080, MAT 090, or MAT 095 or Placement Test Credit Equivalent. 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 for transferability as a premajor and/or elective course requirement.									
<b>MAT 162 College Trigonometry</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: MAT 161 Corequisites: None Component: None This course provides an integrated technological approach to trigonometric 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 for the Associate in Arts Degree.									
<b>MAT 162A College Trig Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>					
Prerequisites: MAT 161 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 for transferability as a premajor and/or elective course requirement.									
<b>MAT 165 Finite Mathematics</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: One course required: MAT 161, MAT 171, or MAT 175 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.									
<b>MAT 165A Finite Math Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>					
Prerequisites: One course required: MAT 161, MAT 171, or MAT 175 Corequisites: MAT 165 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 for transferability as a premajor and/or elective course requirement.									
<b>MAT 167 Discrete Mathematics</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: MAT 121 Corequisites: 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 for transferability as a premajor and/or elective course requirement.									
<b>MAT 167A Discrete Mathematics Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>					
Prerequisites: MAT 121 Corequisites: MAT 167 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 for transferability as a premajor and/or elective course requirement.									
<b>MAT 171 Precalculus Algebra</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: One course required: MAT 080, MAT 090, MAT 095, or MAT 161 or Placement Test Credit Equivalent. Corequisites: MAT 171A 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.									
<b>MAT 171A Precalculus Algebra Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>					
Prerequisites: One course required: MAT 080, MAT 090, MAT 095, or MAT 161 or Placement Test Credit Equivalent. Corequisites: MAT 171 Component: None This course is a laboratory for MAT 171. Emphasis is placed on experiences that enhance the materials presented in the class. Upon									

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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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 172 Precalculus Trigonometry</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
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Prerequisites: MAT 171  
Corequisites: MAT 172A  
Component: None

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 172A Precalculus Trig Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
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Prerequisites: MAT 171  
Corequisites: MAT 172  
Component: None

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 for transferability as a premajor and/or elective course requirement.

<b>MAT 175 Precalculus</b>	<b>04</b>	<b>00</b>	<b>00</b>	<b>04</b>
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Prerequisites: Placement Test Credit  
Corequisites: MAT 175A  
Component: None

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. This course is also available through the Virtual Learning Community (VLC).

<b>MAT 175A Precalculus Lab</b>	<b>00</b>	<b>00</b>	<b>02</b>	<b>01</b>
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Prerequisites: None  
Corequisites: MAT 175  
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 for transferability as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).

<b>MAT 210 Logic</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
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Prerequisites: One course required: MAT 161, MAT 171, or MAT 175  
Corequisites: MAT 210A  
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 for transferability as a premajor and/or elective course requirement.

<b>MAT 210A Logic Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
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Prerequisites: One course required: MAT 161, MAT 171, or MAT 175  
Corequisites: MAT 210  
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 for transferability as a premajor and/or elective course requirement.

<b>MAT 223 Applied Calculus</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
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Prerequisites: MAT 122  
Corequisites: None  
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.

<b>MAT 252 Statistics II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
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Prerequisites: A set of courses required: MAT 151 and either 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 inferences on multiple sample data taken from business and health, and social, natural, and applied sciences. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

<b>MAT 252A Statistics II Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
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Prerequisites: A set of courses required: MAT 151 and either MAT 121 or MAT 161  
Corequisites: MAT 252  
Component: None

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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 for transferability as a premajor and/or elective course requirement.									
<b>MAT 263 Brief Calculus</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: One course required: MAT 161, MAT 171, or MAT 175 Corequisites: None Component: None									
This course is designed for students needing only 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 263A Brief Calculus Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>					
Prerequisites: One course required: MAT 161, MAT 171, or MAT 175 Corequisites: MAT 263 Component: None									
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 271 Calculus I</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>					
Prerequisites: One course required: MAT 172, MAT 175 or Placement Test Credit Equivalent. Corequisites: None Component: None									
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 272 Calculus II</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>					
Prerequisites: MAT 271 Corequisites: 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.									
<b>MAT 273 Calculus III</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>					
Prerequisites: MAT 272 Corequisites: 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.									
<b>MAT 280 Linear Algebra</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: MAT 271 Corequisites: 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.									
<b>MAT 285 Differential Equations</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: MAT 272 Corequisites: 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.									
<b>MEC 142 Physical Metallurgy</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>					
Prerequisites: None Corequisites: MAC 112 Component: None									
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.									

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS	
<b>MED 116 Introduction to A &amp; P</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>	Component: None					
Prerequisites: 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.					
Corequisites: None										
Component: None										
This course introduces basic anatomy and physiology. Emphasis is placed on the relationship between body structure and function and the procedures common to health care. Upon completion, students should be able to identify body system components and functions relating this knowledge to the delivery of health care.										
<b>MKT 120 Principles of Marketing</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>MKT 221 Consumer Behavior</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	
Prerequisites: RED 070 or Placement Test Credit Equivalent					Prerequisites: RED 070 or Placement Test Credit Equivalent					
Corequisites: None					Corequisites: None					
Component: 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.					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.					
<b>MKT 121 Retailing</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>MKT 223 Customer Service</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	
Prerequisites: RED 070 or Placement Test Credit Equivalent					Prerequisites: RED 070 or Placement Test Credit Equivalent					
Corequisites: None					Corequisites: None					
Component: 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.					This course stresses the importance of customer relations in the business world. Emphasis is placed on learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to handle customer relations. This course is also available through the Virtual Learning Community (VLC).					
<b>MKT 122 Visual Merchandising</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>MKT 225 Marketing Research</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	
Prerequisites: RED 070 or Placement Test Credit Equivalent					Prerequisites: MKT 120 ENG 090 ENG 090A MAT 060 or Placement Test Credit Equivalent					
Corequisites: None					Corequisites: None					
Component: 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.					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 123 Fundamentals of Selling</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>MKT 227 Marketing Applications</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	
Prerequisites: RED 070 or Placement Test Credit Equivalent					Prerequisites: ENG 090 ENG 090A MAT 060 RED 070 or Placement Test Credit Equivalent					
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 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 220 Advertising and Sales Promotion</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>						
Prerequisites: RED 070 or Placement Test Credit Equivalent										
Corequisites: None										

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>MKT 230 Public Relations</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: RED 070 or Placement Test Credit Equivalent									
Corequisites: None									
Component: None									
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>MUS 110 Music Appreciation</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: None									
Corequisites: None									
Component: None									
This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.									
<b>MUS 112 Introduction to Jazz</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: None									
Corequisites: None									
Component: None									
This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.									
<b>MUS 113 American Music</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: None									
Corequisites: None									
Component: None									
This course introduces various musical styles, influences, and composers of the United States from pre-Colonial times to the present. Emphasis is placed on the broad variety of music particular to American culture. Upon completion, students should be able to demonstrate skills in basic listening and understanding of American music. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.									
<b>MUS 114 Non-Western Music</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: None									
Corequisites: None									
Component: None									
This course provides a basic survey of the music of the non-Western world. Emphasis is placed on non-traditional instruments, sources, and performing practices. Upon completion, students should be									
					able to demonstrate skills in basic listening and understanding of the art of non-Western music. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.				
<b>MUS 115 Orchestral Music</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: None									
Corequisites: None									
Component: None									
This course covers representational orchestral and chamber works from the Baroque period to the present. Emphasis is placed on the characteristics of important orchestral forms and styles. Upon completion, students should be able to demonstrate skills in listening to and analyzing orchestral music. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.									
					(TAC – 11/16/05)				
<b>MUS 121 Music Theory I</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>					
Prerequisites: None									
Corequisites: None									
Component: None									
This course provides an in-depth introduction to melody, rhythm, and harmony. Emphasis is placed on fundamental melodic, rhythmic, and harmonic analysis, introduction to part writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.									
<b>MUS 122 Music Theory II</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>					
Prerequisites: MUS 121									
Corequisites: None									
Component: None									
This course is a continuation of studies begun in MUS 121. Emphasis is placed on advanced melodic, rhythmic, and harmonic analysis and continued studies in part-writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.									
<b>MUS 131 Chorus I</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 gain experience singing in a chorus. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.									

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>MUS 132 Chorus II</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	Component: None				
Prerequisites: MUS-131					This course is a continuation of MUS 135. Emphasis is placed on jazz ensemble techniques and the study and performance of a variety of styles and periods of jazz literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.				
Corequisites: None									
Component: None									
This course provides a continuation of studies begun in MUS 131. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.									
<b>MUS 133 Band I</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	<b>MUS 137 Orchestra I</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: None					Prerequisites: None				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
This course provides an opportunity for those who play a band instrument to gain experience playing in an ensemble. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.					This course provides an opportunity for those who play an orchestral instrument to gain experience playing in an ensemble. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.				
<b>MUS 134 Band II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>MUS 138 Orchestra II</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: MUS 133					Prerequisites: MUS 137				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
This course is a continuation of MUS 133. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.					This course is a continuation of MUS 137. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.				
<b>MUS 135 Jazz Ensemble I</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	<b>MUS 141 Ensemble I</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: None					Prerequisites: None				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
This course provides an opportunity for those who play an appropriate instrument to gain experience playing in a jazz ensemble. Emphasis is placed on jazz ensemble techniques and the study and performance of a variety of styles of jazz literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.					This course provides an opportunity to perform in any combination of instrumental, vocal, or keyboard groups of two or more. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.				
<b>MUS 136 Jazz Ensemble II</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	<b>MUS 142 Ensemble II</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: MUS 135					Prerequisites: MUS-141				
Corequisites: None					Corequisites: None				
					Component: None				
					This course is a continuation of MUS 141. Emphasis is placed on the development of performance skills and the study of a variety of styles				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.									
<b>MUS 151 Class Music I</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>					
Prerequisites: None Corequisites: None Component: None This course provides group instruction in skills and techniques of the particular instrument or voice for those with little or no previous experience. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.									
<b>MUS 152 Class Music II</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>					
Prerequisites: MUS 151 Corequisites: None Component: None This course is a continuation of MUS 151. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.									
<b>MUS 161 Applied Music I</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>02</b>					
Prerequisites: None Corequisites: None Component: None This course provides individual instruction in the skills and techniques of the particular instrument or voice. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.									
<b>MUS 162 Applied Music II</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>					
Prerequisites: MUS 161 Corequisites: None Component: None This course is a continuation of MUS 161. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. This course has been approved for transfer under the CAA as a pThis course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.									
<b>MUS 181 Show Choir I</b>						<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
Prerequisites: None Corequisites: None Component: None This course provides students the initial training in basic competencies of dance/voice-based performances and to the nuances of preparation for such pop/jazz/theatre performances. Emphasis is placed on the introduction to, and subsequent development of, basic performance skills necessary for choreographed performance. Upon completion, students should be able to demonstrate the foundation competencies necessary to perform the assigned literature in various venues and under various professional conditions. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.									
<b>MUS 182 Show Choir II</b>						<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
Prerequisites: MUS-181 Corequisites: None Component: None This course provides intermediate training in dance/voice-based performances and in the nuances of preparation for such pop/jazz/theatre performances. Emphasis is placed on continued development of skills necessary for professional group choral preparation and performance, as well as effective social interaction with a performance troupe. Upon completion, students should be able to demonstrate the intermediate competencies necessary to perform the assigned literature in various venues and under various professional conditions. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.									
<b>MUS 210 History of Rock Music</b>						<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: None Corequisites: None Component: None This course is a survey of Rock music from the early 1950's to the present. Emphasis is placed on musical groups, soloists, and styles related to the evolution of this idiom and on related historical and social events. Upon completion, students should be able to identify specific styles and to explain the influence of selected performers within their respective eras. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. (TAC – 11/16/05)									
<b>MUS 211 History of Country Music</b>						<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: None Corequisites: None Component: None This course introduces the varied origins of country music and the commercialization of this art form. Emphasis is placed on historical, sociocultural, and stylistic factors related to country music and musicians. Upon completion, students should be able to identify specific styles and explain the influence of pop culture on the development of country music. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. (TAC – 11/16/05)									

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>MUS 212 American Musical Theatre</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<p>This course is a continuation of MUS 132. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.</p>				
Prerequisites: None									
Corequisites: None									
Component: None									
<p>This course covers the origins and development of the musical from Show Boat to the present. Emphasis is placed on the investigation of the structure of the musical and its components through listening and analysis. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. (TAC – 11/16/05)</p>									
<b>MUS 213 Opera and Musical Theatre</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<p>This course is a continuation of MUS 231. Emphasis is placed on vocal techniques and the study of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.</p>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: None									
Corequisites: None									
Component: None									
<p>This course covers the origins and development of opera and musical theater from the works of Claudio Monteverdi to the present. Emphasis is placed on how the structure and components of opera and musicals effect dramaturgy through listening examples and analysis. Upon completion, students should be able to demonstrate analytical and listening skills in understanding both opera and the musical. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</p>									
<b>MUS 221 Music Theory III</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>	<p>This course is a continuation of MUS 134. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.</p>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: MUS 122									
Corequisites: None									
Component: None									
<p>This course is a continuation of MUS 122. Emphasis is placed on altered and chromatic harmony, common practice era compositional techniques and forms, and continued studies in part-writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.</p>									
<b>MUS 222 Music Theory IV</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<p>This course is a continuation of MUS 233. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.</p>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: MUS 221									
Corequisites: None									
Component: None									
<p>This course is a continuation of studies begun in MUS 221. Emphasis is placed on continued study of common practice era compositional techniques and forms, 20th century practices, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.</p>									
<b>MUS 231 Chorus III</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	<p>This course is a continuation of MUS 136. Emphasis is placed on jazz ensemble techniques and the study and performance of a variety of styles and periods of jazz literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved for transfer</p>				
Prerequisites: MUS 132									
Corequisites: None									
Component: None									
<b>MUS 232 Chorus IV</b>					<p>This course is a continuation of MUS 231. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.</p>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: MUS 231									
Corequisites: None									
Component: None									
<b>MUS 233 Band III</b>					<p>This course is a continuation of MUS 134. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.</p>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: MUS 134									
Corequisites: None									
Component: None									
<b>MUS 234 Band IV</b>					<p>This course is a continuation of MUS 233. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.</p>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: MUS 233									
Corequisites: None									
Component: None									
<b>MUS 235 Jazz Ensemble III</b>					<p>This course is a continuation of MUS 136. Emphasis is placed on jazz ensemble techniques and the study and performance of a variety of styles and periods of jazz literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved for transfer</p>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: MUS 136									
Corequisites: None									
Component: None									



	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
under the CAA as a pThis course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.									
<b>MUS 236 Jazz Ensemble IV</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>					
Prerequisites: MUS 235 Corequisites: None Component: None This course is a continuation of MUS 235. Emphasis is placed on jazz ensemble techniques and the study and performance of a variety of styles and periods of jazz literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement									
<b>MUS 237 Orchestra III</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>					
Prerequisites: MUS 138 Corequisites: None Component: None This course is a continuation of MUS 138. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.									
<b>MUS 238 Orchestra IV</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>					
Prerequisites: MUS 237 Corequisites: None Component: None This course is a continuation of MUS 237. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.									
<b>MUS 241 Ensemble III</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>					
Prerequisites: MUS 142 Corequisites: None Component: None This course is a continuation of MUS 142. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement									
<b>MUS 242 Ensemble IV</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>					
Prerequisites: MUS 241 Corequisites: None Component: None This course is a continuation of MUS 241. Emphasis is placed on the development of performance skills and the study of styles of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.									
<b>MUS 253 Big Band</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>					
Prerequisites: None Corequisites: None Component: None This course includes the Big Band instrumentation of five saxes, four trumpets, four trombones, and four-piece rhythm section (bass, piano, drums, and guitar). Emphasis is placed on learning the repertoire specifically written for Big Band instrumentation. Upon completion, students should be able to demonstrate skills needed to participate in performance of Big Band music. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.									
<b>MUS 261 Applied Music III</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>					
Prerequisites: MUS 162 Corequisites: None Component: None This course is a continuation of MUS 162. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.									
<b>MUS 262 Applied Music IV</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>					
Prerequisites: MUS 261 Corequisites: None Component: None This course is a continuation of MUS 261. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.									

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>NAS 101 Nursing Assistant I</b>	<b>03</b>	<b>04</b>	<b>03</b>	<b>06</b>	<b>NET 126 Routing Basics</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>
Prerequisites: None Corequisites: None Component: None This course introduces basic nursing skills required to provide personal care for patients, residents, or clients in a health care setting. Topics include communications, safety, patients' rights, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation, and mental health. Upon completion, students should be able to demonstrate skills necessary to qualify as Nursing Assistant I with the North Carolina Nurse Aide I Registry.					Prerequisites: NET 125 Corequisites: None Component: None This course focuses on initial router configuration, router software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Emphasis will be placed on the fundamentals of router configuration, managing router software, routing protocol, and access lists. Upon completion, students should have an understanding of routers and their role in WANs, router configuration, routing protocols, TCP/IP, troubleshooting, and ACLs.				
<b>NAS 102 Nursing Assistant II</b>	<b>03</b>	<b>02</b>	<b>06</b>	<b>06</b>	<b>NET 175 Wireless Technology</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites: NAS 101 Corequisites: None Component: None This course provides training in selected advanced nursing assistant procedures. Emphasis is placed on sterile techniques, respiratory procedures, catheterizations, wound and trach care, irrigations, and ostomy care. Upon completion, students should be able to demonstrate skills necessary to qualify as a Nursing Assistant II with the North Carolina Board of Nursing.					Prerequisites: NET 110 or NET 125 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.				
<b>NAS 103 Home Health Care</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>	<b>NET 225 Routing &amp; Switching I</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>
Prerequisites: None Corequisites: None Component: None This course covers basic health issues that affect clients in the home setting. Emphasis is placed on home safety, recognizing significant changes in the client's condition, family dynamics, and use of home health care equipment. Upon completion, students should be able to identify care for clients at home.					Prerequisites: NET 126 Corequisites: None Component: None This course focuses on advanced IP addressing techniques, intermediate routing protocols, command-line interface configuration of switches, Ethernet switching, VLANs, STP, and VTP. Emphasis will be placed on application and demonstration of skills acquired in pre-requisite courses. Upon completion, students should be able to perform tasks related to VLSM, routing protocols, switching concepts and configuration, STP, VLANs, and VTP.				
<b>NET 110 Networking Concepts</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>	<b>NET 226 Routing &amp; Switching II</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>
Prerequisites: RED 070 or Placement Test Credit Equivalent Corequisites: None Component: None This course introduces students to the networking field. Topics include network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols. This course is also available through the Virtual Learning Community (VLC).					Prerequisites: NET 225 Corequisites: None Component: None This course introduces WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, and additional case studies. Topics include network congestion problems, TCP/IP transport and network layer protocols, advanced routing and switching configuration, ISDN protocols, PPP encapsulation operations on a router. Upon completion, students should be able to provide solutions for network routing problems, identify ISDN protocols, and describe the Spanning Tree protocol.				
<b>NET 125 Networking Basics</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>	<b>NET 260 Internet Dev &amp; Support</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: RED 070 or Placement Test Credit Equivalent Corequisites: None Component: None This course introduces the networking field. Emphasis is placed on network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.					Prerequisites: NET 110 Corequisites: None Component: None This course covers issues relating to the development and implementation of Internet related tools and services. Topics include Internet organization, site registration, e-mail servers, Web servers, Web page development, legal issues, firewalls, multimedia, TCP/IP, service				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
providers, FTP, list servers, and gateways. Upon completion, students should be able to develop and support the Internet services needed within an organization.									
<b>NET 289 Networking Project</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>					
Prerequisites: None Corequisites: NET 226 Component: None This course provides an opportunity to complete a significant networking project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete a project from the definition phase through implementation.									
<b>NMT 110 Intro to Nuclear Medicine</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>					
Prerequisites: Departmental Approval Corequisites: None Component: None This course provides a comprehensive introduction to the field of nuclear medicine. Topics include overview of school, program, and profession; medical terminology and ethics; medical legal issues; general patient care and radiation safety practices; and departmental organization. Upon completion, students should be able to utilize various learning resources and demonstrate understanding of radiation safety standards and ethical, professional conduct.									
<b>NMT 126 Nuclear Physics</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>					
Prerequisites: NMT 110 Corequisites: None Component: None This course introduces the fundamental principles of the physics that underlie nuclear medicine. Topics include atomic structure, electromagnetic and particulate radiation, decay schemes, production of radionuclides with emphasis on radionuclide generators, and decay calculations. Upon completion, students should be able to demonstrate an understanding of the physical concepts covered in the course.									
<b>NMT 132 Overview-Clinical Nuc Med</b>	<b>02</b>	<b>00</b>	<b>06</b>	<b>04</b>					
Prerequisites: NMT 110 Corequisites: NMT 212 Component: None This course is designed to familiarize students with the clinical practice of nuclear medicine. Emphasis is placed on the routine clinical procedures, radiopharmaceuticals and dosage, equipment manipulation, and basic patient care. Upon completion, students should be able to demonstrate integration of the principles covered in the classroom with the clinical experience.									
<b>NMT 134 Nuclear Pharmacy</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>					
Prerequisites: NMT 110 Corequisites: None Component: None This course covers the formulation and application of radiopharmaceuticals. Topics include the preparation, handling,									
disposition, and quality control of clinically useful radiopharmaceuticals. Upon completion, students should be able to discuss the appropriate use and disposition of radiopharmaceuticals currently used in clinical nuclear medicine.									
<b>NMT 211 NMT Clinical Practice I</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 radionuclide. Upon completion, students should be able to demonstrate performance of the procedures covered in the course.									
<b>NMT 212 Proc for Nuclear Med I</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>					
Prerequisites: None Corequisites: NMT 132 Component: None This course begins the in-depth study of clinical procedures performed by nuclear medicine technologists. Emphasis is placed on dose administration, use of instrumentation, computer applications, and normal and abnormal presentation. Upon completion, students should be able to demonstrate an understanding of the principles related to the procedures presented in the course.									
<b>NMT 215 Non-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 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 217 Radiobiology and Protection</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>					
Prerequisites: NMT 132 Corequisites: None Component: None This course covers the principles of radiation biology. Emphasis is placed on the effects of ionizing radiation on body tissue, uses of radiation in medicine, and protective measures. Upon completion, students should be able to demonstrate an understanding of the effects and uses of radiation in nuclear medicine.									
<b>NMT 221 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-									

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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 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 289 Nuc Med Tech Topics</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>					
Prerequisites: NMT 211 Corequisites: NMT 222 Component: None This course covers professional practice in nuclear medicine. Emphasis is placed on the procedures vital to a clinical nuclear medicine staff technologist. Upon completion, students should be able to demonstrate a comprehensive knowledge of nuclear medicine and be prepared for the comprehensive examination.									
<b>NOS 110 Operating System Concepts</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>					
Prerequisites: RED 070 or Placement Test Credit Equivalent Corequisites: None Component: None This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is place on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems.									
<b>NOS 120 Linux/UNIX Single User</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>					
Prerequisites: NOS 110 or CET-211 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, students should be able to customize and use Linux systems for command line requirements and desktop productivity roles.									
<b>NOS 130 Windows Single User</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>					
Prerequisites: NOS 110 or CET-211 Corequisites: None Component: None This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems									
					functions at the support level in a single-user environment.				
					<b>NOS 220 Linux/UNIX Admin I</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
					Prerequisites: NOS 120 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.				
					<b>NOS 230 Windows Admin I</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
					Prerequisites: NOS 130 Corequisites: None Component: None This course covers the installation and administration of a Windows Server network operating system. Topics include managing and maintaining physical and logical devices, access to resources, the server environment, managing users, computers, and groups, and Managing/Implementing Disaster Recovery. Upon completion, students should be able to manage and maintain a Windows Server environment.				
					<b>NOS 240 Novell Admin I</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
					Prerequisites: NOS 110 Corequisites: None Component: None This course will introduce students to the Novel network operating system. Topics include installing and using NetWare, managing printing, storage space, implementing internet services, and managing security. Upon completion, students should have basic knowledge about implementing NetWare and using its management tools.				
					<b>NPO 110 Intro to Nonprofit Mgmt</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
					Prerequisites: RED-080 Corequisites: None Component: None This course provides an overview of the nonprofit sector and its role in society. Topics include growth and development, organizational structure, and working with diverse communities. Upon completion, students should be able to demonstrate an understanding of the nonprofit sector and its impact on communities.				
					<b>NPO 111 Governance &amp; Leadership</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
					Prerequisites: NPO 110 Corequisites: None Component: None This course introduces leadership roles and their relation to governance issues in nonprofit organizations. Topics include board interactions with staff, shared governance, and stewardship. Upon completion, students should be able to identify and assess the leader's role in bringing about significant organizational and societal changes through non-profit organizations.				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS	
<b>NPO 120 Fundraising/Stewardship</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>		<b>NUR 103AA Practical Nursing III</b>	<b>02</b>	<b>00</b>	<b>03</b>	<b>03</b>
Prerequisites: RED 080						Prerequisites: NUR 101 and NUR 102AA				
Corequisites: None						Corequisites: CIS 113, NUR 102BB and PSY 110				
Component: None						Component: None				
This course introduces the principles, strategies, and practice of fundraising and stewardship in nonprofit organizations. Topics include private/public donor cultivation and research, donor database management, special events, planned giving, annual and capital campaigns and software and tracking mechanisms. Upon completion, students should be able to assist in the development of relationship-building strategies and funding plans.						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 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 101 Practical Nursing I</b>	<b>07</b>	<b>06</b>	<b>06</b>	<b>11</b>		<b>NUR 103BB Practical Nursing III</b>	<b>04</b>	<b>00</b>	<b>09</b>	<b>07</b>
Prerequisites: Departmental Approval						Prerequisites: NUR 102BB and NUR 103AA				
Corequisites: BIO 163 and NUR 102AA						Corequisites: ENG 111				
Component: None						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 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.				
This course is intended for certificate and diploma programs.										
<b>NUR 102AA Practical Nursing II</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>		<b>NUR 110 Nursing I</b>	<b>05</b>	<b>03</b>	<b>06</b>	<b>08</b>
Prerequisites: Departmental Approval						Prerequisites: Departmental Approval				
Corequisites: BIO 163 and NUR 101						Corequisites: BIO 168, PSY 150 and ACA 111				
Component: None						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.						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 102BB Practical Nursing II</b>	<b>06</b>	<b>00</b>	<b>12</b>	<b>10</b>		<b>NUR 111 Intro to Health Concepts</b>	<b>04</b>	<b>06</b>	<b>06</b>	<b>08</b>
Prerequisites: NUR 101 and NUR 102AA						Prerequisites: None				
Corequisites: CIS 113, NUR 103AA and PSY 110						Corequisites: BIO 168, ENG 111, PSY 150 & ACA 111 or ACA 115				
Component: None						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.						This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including medication administration, assessment, nutrition, ethics, interdisciplinary teams, informatics, evidence-based practice, individual-centered care, and quality improvement. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>NUR 112 Health-Illness Concepts</b>	<b>03</b>	<b>00</b>	<b>06</b>	<b>05</b>	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.				
Prerequisites: NUR 111									
Corequisites: BIO-169 and PSY-241									
Component: None									
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of acid-base, metabolism, cellular regulation, oxygenation, infection, stress/coping, health-wellness-illness, communication, caring interventions, managing care, safety, quality improvement, and informatics. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.									
<b>NUR 113 Family Health Concepts</b>	<b>03</b>	<b>00</b>	<b>06</b>	<b>05</b>					
Prerequisites: NUR 111, NUR-112, & NUR-114									
Corequisites: CIS 110 or CIS 113									
Component: None									
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, behaviors, development, family, health-wellness-illness, communication, caring interventions, managing care, safety, and advocacy. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.									
<b>NUR 114 Holistic Health Concepts</b>	<b>03</b>	<b>00</b>	<b>06</b>	<b>05</b>					
Prerequisites: NUR 111									
Corequisites: BIO-169 and PSY-241									
Component: None									
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, inflammation, sensory perception, stress/coping, mood/affect, cognition, self, violence, health-wellness-illness, professional behaviors, caring interventions, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.									
<b>NUR 120 Nursing II</b>	<b>05</b>	<b>03</b>	<b>06</b>	<b>08</b>					
Prerequisites: NUR 110									
Corequisites: BIO 169 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 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									
<b>NUR 189 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 210 Nursing IV</b>						<b>05</b>	<b>03</b>	<b>12</b>	<b>10</b>
Prerequisites: NUR 130									
Corequisites: BIO 275 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 211 Health Care Concepts</b>						<b>03</b>	<b>00</b>	<b>06</b>	<b>05</b>
Prerequisites: NUR-111, NUR-112, NUR-113 and NUR-114									
Corequisites: None									
Component: None									
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, infection, immunity, mobility, comfort, behaviors, health-wellness-illness, clinical decision-making, caring interventions, managing care, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.									
<b>NUR 212 Health System Concepts</b>						<b>03</b>	<b>00</b>	<b>06</b>	<b>05</b>
Prerequisites: NUR-111									
Corequisites: NUR-211									
Component: None									
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of grief/loss, violence, health-wellness-illness, collaboration, managing care, safety, advocacy, legal issues, policy, healthcare systems, ethics, accountability, and evidence-based practice. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.									
<b>NUR 213 Complex Health Concepts</b>						<b>04</b>	<b>03</b>	<b>15</b>	<b>10</b>
Prerequisites: NUR 111, NUR 112, NUR 113, NUR 114, NUR 211, and NUR 212									
Corequisites: COM-231 or ENG-115									

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
Component: None This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, perfusion, mobility, stress/coping, violence, health-wellness-illness, professional behaviors, caring interventions, managing care, healthcare systems, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry level nursing care.									
<b>NUR 214 Nsg Transition Concepts</b>	<b>03</b>	<b>00</b>	<b>03</b>	<b>04</b>					
Prerequisites: None Corequisites: None Component: None This course is designed to introduce concepts within the three domains of the individual, healthcare, and nursing as the LPN transitions to the ADN role. Emphasis is placed on the concepts within each domain including evidenced-based practice, quality improvement, communication, safety, interdisciplinary team, clinical decision-making, informatics, assessment, caring, and health-wellness-illness. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.									
<b>NUR 220 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>NUR 221 LPN to ADN Concepts I</b>	<b>06</b>	<b>00</b>	<b>09</b>	<b>09</b>					
Prerequisites: None Corequisites: None Component: None This course is designed for the LPN to ADN student to explore the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of safety, perfusion, inflammation, oxygenation, mood/affect, behavior, development, family, health-wellness-illness, sensory perception, stress/coping, cognition, self, violence, and professional behaviors. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.									
<b>NUR 223 LPN to ADN Concepts II</b>	<b>06</b>	<b>00</b>	<b>09</b>	<b>09</b>					
Prerequisites: Take NUR 221 Corequisites: None Component: None This course is designed for the LPN to ADN student to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes,									
metabolism, thermoregulation, oxygenation, tissue integrity, infection, perfusion, mobility, reproduction, sexuality, health-wellness-illness, professional behaviors, accountability, advocacy, and collaboration. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry-level nursing care.									
<b>NUT 110 Nutrition</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: ENG 080 RED 080 or Placement Test Credit Equivalent 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 Introduction to Operations Management</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: MAT 070 RED 080 or Placement Test Credit Equivalent Corequisites: None Component: None This course provides an overview of the operations management field. Topics include production and operations planning, materials management, environmental health and safety, and quality management. Upon completion, students should be able to demonstrate an understanding of the operations management functions.									
<b>OMT 112 Materials Management</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: MAT-070 RED 080 or Placement Test Credit Equivalent. Corequisites: None Component: None This course covers the basic principles of materials management. Emphasis is placed on the planning, procurement, movement, and storage of materials. Upon completion, students should be able to demonstrate an understanding of the concepts and techniques related to materials management.									
<b>OMT 153 Motivation and Evaluation</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>					
Prerequisites: None Corequisites: None Component: None This course provides skills for motivation and evaluation of individuals in a workplace setting. Topics include establishing performance expectations, developing techniques for the development of job skills, coaching for optimal performance, and taking corrective actions. Upon completion, students should be able to demonstrate the skills necessary for successful job performance.									
<b>OMT 156 Problem-Solving Skills</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: RED 070 or Placement Test Credit Equivalent Corequisites: None Component: None									

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
This course provides a foundation for creating constructive relationships and presents the processes behind problem solving for groups and individuals. Emphasis is placed on building constructive relationships, confronting issues, winning support, and the basic processes of problem solving. Upon completion, students should be able to enhance relationships with others and apply a systematic approach to problem solving.									
<b>OMT 222 Project Management</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: None Corequisites: None Component: None This course covers fundamental concepts associated with multi-task management and coordination. Topics include flow diagrams, process and operations charts, network scheduling, Gantt charts, and PERT and Critical Path Methods as tools in project management. Upon completion, students should be able to understand and apply project management tools and methods.									
<b>OMT 260 Issues in Operations Mgt.</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: ISC 121, ISC 210, OMT 112 and ISC 130 OR ISC 131 OR ISC 132 OR ISC 221 Corequisites: None Component: None This course presents a variety of topics that highlight contemporary problems and issues related to operations management. Emphasis is placed on production and operations planning, environmental health and safety, materials management, and quality systems. Upon completion, students should be able to demonstrate the ability to make decisions and resolve problems in an operations management environment.									
<b>OST 080 Keyboarding Literacy</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>					
Prerequisites: None Corequisites: None Component: None This course is designed to develop elementary keyboarding skills. Emphasis is placed on mastery of the keyboard. Upon completion, students should be able to demonstrate basic proficiency in keyboarding.									
<b>OST 122 Office Computations</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>					
Prerequisites: MAT 070 or Placement Test Credit Equivalent. Corequisites: None Component: None This course introduces the keypad and the touch method using the electronic calculator. Topics include mathematical functions in business applications. Upon completion, students should be able to use the electronic calculator to solve a wide variety of problems commonly encountered in business.									
<b>OST 130 Comprehensive Keyboarding</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>					
Prerequisites: None Corequisites: None Component: None This course is designed to develop keyboarding skills and introductory document formatting. Emphasis is placed on keyboarding techniques									
and formatting basic business documents. Upon completion, students should be able to create documents in an ever-changing workplace.									
<b>OST 131 Keyboarding</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>					
Prerequisites: None Corequisites: None Component: None This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system.									
<b>OST 132 Keyboard Skill Building</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>					
Prerequisites: OST 130 Corequisites: None Component: None This course is designed to increase speed and improve accuracy in keyboarding. 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.									
<b>OST 133 Advanced Keyboard Skill Building</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>					
Prerequisites: OST 132 and OST 134 Corequisites: 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.									
<b>OST 134 Text Entry &amp; Formatting</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>					
Prerequisites: OST 132 and OST 136 Corequisites: None Component: None This course is designed to provide 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 documents and key timed writings at speeds commensurate with employability. This course is also available through the Virtual Learning Community (VLC).									
<b>OST 135 Advanced Text Entry &amp; Formatting</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>					
Prerequisites: All courses required: OST 133, OST 134, OST 164 and OST 236 Corequisites: None Component: None This course is designed to incorporate computer application skills in the generation of office documents. Emphasis is placed on advanced document production. Upon completion, students should be able to make independent decisions regarding planning, style, and method of presentation.									



	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>OST 136 Word Processing</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>	<b>OST 143 Dental Office Terminology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: OST 130					Prerequisites: RED 070 or Placement Test Credit Equivalent				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
This course is designed to introduce 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 is also available through the Virtual Learning Community (VLC).					This course introduces prefixes, suffixes, and word roots used in the dental office. Topics include dental anatomy and oral structures, tooth origin and formation, examination and prevention, tooth restorations, radiography, pain management and pharmacology. Upon completion, students should be able to pronounce, spell, and define dental terms as related to a dental practice.				
<b>OST 137 Office Software Applications</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>	<b>OST 147 Dental Billing and Coding</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: None					Prerequisites: OST 143				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
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. This course is also available through the Virtual Learning Community (VLC).					This course introduces Current Procedural Terminology, International Classification of Diseases, and Healthcare Common Procedural Coding System coding as they apply to dental insurance and billing. Topics include Current Dental Terminology-2 Dental Codes, office collections, American Dental Association Dental Claim Form, and insurance coverage. Upon completion, students should be able to describe the steps of the total billing/collections cycle for a dental office.				
<b>OST 138 Advanced Software Appl</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>	<b>OST 148 Medical Coding Billing &amp; Insurance</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: OST 137 or CIS 111 or CIS 110					Prerequisites: OST 141				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
This course is designed to improve the proficiency in the utilization of software applications used in business offices through a hands-on approach. Emphasis is placed on in-depth usage of software to create a variety of documents applicable to current business environments. Upon completion, students should be able to master the skills required to design documents that can be customized using the latest software applications. This course is also available through the Virtual Learning Community (VLC).					This course introduces fundamentals of medical coding, billing, and insurance. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim. This course is also available through the Virtual Learning Community (VLC).				
<b>OST 141 Medical Terms I-Medical Office</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>OST 149 Medical Legal Issues</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: RED 070 or Placement Test Credit Equivalent					Prerequisites: RED 070 or Placement Test Credit Equivalent				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
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.					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 demonstrate a working knowledge of current medical law and accepted ethical behavior. This course is also available through the Virtual Learning Community (VLC).				
<b>OST 142 Medical Terms II-Medical Office</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>OST 153 Office Finance Solutions</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites: OST 141					Prerequisites: OST 122				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
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.					This course introduces basic bookkeeping concepts. Topics include entering data in accounts payable and receivable, keeping petty cash records, maintaining inventory, reconciling bank statements, running payroll, and generating simple financial reports. Upon completion, students should be able to demonstrate competence in the entry and manipulation of data to provide financial solutions for the office.				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>OST 162 Executive Terminology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	Prerequisites: None Corequisites: 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.				
<b>OST 164 Text Editing Applications</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	Prerequisites: ENG 111 Corequisites: 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).				
<b>OST 165 Adv Text Editing Apps</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>	Prerequisites: OST 134 and OST 164 Corequisites: None Component: None This course is designed to develop proficiency in advanced editing skills needed in the office environment. Emphasis is placed on the application of creating effective electronic office documents. Upon completion, students should be able to apply advanced editing skills to compose text. This course emphasizes the development of skills in composing and editing business communications that will exemplify the students ability to communicate effectively in an office environment.				
<b>OST 181 Introduction to Office Systems</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>	Prerequisites: OST 130 Corequisites: 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.				
<b>OST 184 Records Management</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>	Prerequisites: None Corequisites: 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).				
<b>OST 223 Admin Office Transcript I</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>	Prerequisites: OST 164 and OST 134 or OST 136				
<b>OST 162 Executive Terminology</b>					Corequisites: None Component: None This course provides experience in transcribing documents. Emphasis is placed on appropriate formatting, advanced text editing skills, and transcription techniques. Upon completion, students should be able to transcribe office documents.				
<b>OST 224 Admin. Ofc Transcript II</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>	Prerequisites: OST 223 Corequisites: None Component: None This course provides instruction and practice in advanced transcription skills. Emphasis is placed on specialized transcription features. Upon completion, students should be able to transcribe complex business documents.				
<b>OST 233 Office Publications Design</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>	Prerequisites: OST 134, OST 136, and OST 137 Corequisites: None Component: None 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 236 Advanced Word/Information Processing</b>	<b>00</b>	<b>03</b>	<b>02</b>	<b>0 2</b>	Prerequisites: OST 136 Corequisites: None Component: None This course develops proficiency in the utilization of advanced word/information processing functions. Emphasis is placed on advanced word processing features. 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 241 Medical Office Transcription I</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>	Prerequisites: OST 142, OST 164 and MED 121 or OST 141 Corequisites: None Component: None 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.				
<b>OST 242 Medical Office Transcription II</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>	Prerequisites: OST 241 Corequisites: None Component: None This course continues building transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription and text editing , efficient use of reference materials, increasing				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
transcription speed and accuracy, and improving understanding of medical terminology. Upon completion, students should be able to display competency in accurately transcribing medical documents.					<b>OST 248 Diagnostic Coding</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
					Prerequisites: OST 141 AND OST 148 OR HMT 210				
					Corequisites: None				
					Component: None				
					This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding system. Upon completion, students should be able to properly code diagnoses in a medical facility.				
<b>OST 243 Medical Office Simulation</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>	<b>OST 249 CPC Certification</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites: OST 142 and OST 148					Prerequisites: OST 247 and OST 248				
Corequisites: OST 285					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 provides instruction that will prepare students to sit for the American Association of Professional Coders (AAPC) CPC Exam. Topics include diagnostic and procedural coding. Upon completion, students should be able to sit for the AAPC CPC Exam.				
<b>OST 244 Medical Document Production</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>	<b>OST 281 Emerg Issues in Med Ofc</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: OST 134 OST 142 OST 164					Prerequisites: OST 130, OST 142, and OST 148				
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 comprehensive discussion of topics familiar to the health care setting. Topics include emerging issues in the health care setting. Upon completion, students should be able to demonstrate an understanding of current medical office procedures and treatments.				
<b>OST 245 Dental Office Management</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>	<b>OST 284 Emerging Technologies</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites: OST 147					Prerequisites: OST 134, OST 137, and OST 164				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
This course introduces the organizational structures, professional issues, and major functions of management in a dental office. Topics include communication skills, telephone techniques, patient relations, clinical records, bookkeeping procedures, office equipment, and inventory management. Upon completion, students should be able to apply the concepts of management within a dental office.					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 246 Dental Office Simulation</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>	<b>OST 285 Adv Emerg Issu in Med Ofc</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: OST 147					Prerequisites: OST 281				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
This course introduces dental software systems used to process information in the dental office. Topics include electronic information entering, storing, and retrieving in the dental office billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections in a dental office software system.					This course provides an advanced comprehensive discussion of topics familiar to the health care setting. Topics include advanced emerging issues in the health care setting. Upon completion, students should be able to demonstrate an understanding of advanced medical office procedures and treatments.				
<b>OST 247 Procedure Coding</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>	<b>OST 286 Professional Development</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: OST 141 AND OST 148 OR HMT 210					Prerequisites: OST 134				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS coding systems. Upon completion, students should be able to properly code procedures and services performed in a medical facility.					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.				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>OST 289 Office Systems Management</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>	Component: None				
Prerequisites: OST 134, OST 136, OST 137, and OST 164					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.				
Corequisites: None									
Component: None									
This course is designed to be a capstone course for the office professional and provides a working knowledge of modern office procedures. Emphasis is placed on scheduling, telephone procedures, travel arrangements, event planning, office design, and ergonomics. Upon completion, students should be able to adapt in an office environment.									
<b>PAD 151 Introduction to Public Administration</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>PAD 253 Introduction to Urban Planning</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: RED 080 or Placement Test Credit Equivalent					Prerequisites: PAD 251				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
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.					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.				
<b>PAD 152 Ethics in Government</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>PED 110 Fit and Well for Life</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites: RED 080 or Placement Test Credit Equivalent					Prerequisites: None				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
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.					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.				
<b>PAD 251 Public Finance &amp; Budgeting</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>PED 111 Physical Fitness I</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>
Prerequisites: MAT 070 RED 090 or Placement Test Credit Equivalent					Prerequisites: None				
Corequisites: None					Corequisites: None				
Component: 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.					This course provides an individualized approach to physical fitness utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.				
<b>PAD 252 Public Policy Analysis</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>PED 112 Physical Fitness II</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>
Prerequisites: RED 090 or Placement Test Credit Equivalent					Prerequisites: PED 111				
Corequisites: None					Corequisites: None				
Component: 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.					This course is an intermediate-level fitness class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems. Upon completion, students should be able to implement and evaluate an individualized physical fitness program. 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 113 Aerobics I</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>	<b>PED 118 Weight Training II</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>
Prerequisites: None Corequisites: None Component: None This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					Prerequisites: PED 117 Corequisites: None Component: None This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight training program. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.				
<b>PED 114 Aerobics II</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>	<b>PED 119 Circuit Training</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>
Prerequisites: PED 113 Corequisites: None Component: None This course provides a continuation of a program of cardiovascular fitness involving rhythmic exercise. Emphasis is placed on a wide variety of aerobic activities which include cardiovascular efficiency, strength, and flexibility. Upon completion, students should be able to participate in and design a rhythmic aerobic exercise routine. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					Prerequisites: None Corequisites: None Component: None This course covers the skills necessary to participate in a developmental fitness program. Emphasis is placed on the circuit training method which involves a series of conditioning timed stations arranged for maximum benefit and variety. Upon completion, students should be able to understand and appreciate the role of circuit training as a means to develop fitness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.				
<b>PED 115 Step Aerobics I</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>	<b>PED 120 Walking for Fitness</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>
Prerequisites: None Corequisites: None Component: None This course introduces the fundamentals of step aerobics. Emphasis is placed on basic stepping up and down on an adjustable platform; cardiovascular fitness; and upper body, floor, and abdominal exercises. Upon completion, students should be able to participate in basic step aerobics. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					Prerequisites: None Corequisites: None Component: None This course introduces fitness through walking. Emphasis is placed on stretching, conditioning exercises, proper clothing, fluid needs, and injury prevention. Upon completion, students should be able to participate in a recreational walking program. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.				
<b>PED 116 Step Aerobics II</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>	<b>PED 121 Walk, Jog, Run</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>
Prerequisites: PED 115 Corequisites: None Component: None This course provides a continuation of step aerobics. Emphasis is placed on a wide variety of choreographed step patterns; cardiovascular fitness; and upper body, abdominal, and floor exercises. Upon completion, students should be able to participate in and design a step aerobics routine. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					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.				
<b>PED 117 Weight Training I</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>	<b>PED 122 Yoga I</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 weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					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.				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>PED 123 Yoga II</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	<b>PED 129 Golf-Intermediate</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: PED 122					Prerequisites: PED 128				
Corequisites: None					Corequisites: None				
Component: 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.					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 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.				
<b>PED 124 Run, Swim, Cycle</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>	<b>PED 130 Tennis-Beginning</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: None					Prerequisites: None				
Corequisites: None					Corequisites: None				
Component: 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.					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 125 Self-Defense-Beginning</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	<b>PED 131 Tennis-Intermediate</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: None					Prerequisites: PED 130				
Corequisites: None					Corequisites: None				
Component: 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.					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 126 Self-Defense-Intermediate</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	<b>PED 132 Racquetball-Beginning</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: PED 125					Prerequisites: None				
Corequisites: None					Corequisites: None				
Component: 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.					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 128 Golf-Beginning</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	<b>PED 133 Racquetball-Intermediate</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: None					Prerequisites: PED 132				
Corequisites: None					Corequisites: None				
Component: 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.					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.				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>PED 135 Fencing-Beginning</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	<b>PED 140 Bowling-Intermediate</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.					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.				
<b>PED 136 Fencing-Intermediate</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	<b>PED 141 Tumbling and Gymnastics</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.					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 137 Badminton</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	<b>PED 142 Lifetime Sports</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.					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 138 Archery</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	<b>PED 143 Volleyball-Beginning</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.					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 139 Bowling-Beginning</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	<b>PED 144 Volleyball-Intermediate</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.					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.				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>PED 145 Basketball-Beginning</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	<b>PED 150 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 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.					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.				
<b>PED 146 Basketball-Intermediate</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	<b>PED 151 Baseball/Intermediate</b>	<b>00</b>	<b>03</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.					Prerequisites: PED 150 Corequisites: 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.				
<b>PED 147 Soccer</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	<b>PED 152 Swimming-Beginning</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.					Prerequisites: None Corequisites: 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.				
<b>PED 148 Softball</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	<b>PED 153 Swimming-Intermediate</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.					Prerequisites: PED 152 Corequisites: 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.				
<b>PED 149 Flag Football</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	<b>PED 154 Swimming for Fitness</b>	<b>00</b>	<b>03</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.					Prerequisites: PED 152 Corequisites: 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.				



	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>PED 155 Water Aerobics</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>	<b>PED 163 Kayaking-Basic</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: None Corequisites: 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.					Prerequisites: PED 152 Corequisites: None Component: None 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.				
<b>PED 156 Scuba Diving</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	<b>PED 164 Kayaking-Whitewater</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: PED 153 Corequisites: None Component: None 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.					Prerequisites: PED 163 Corequisites: None Component: None 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.				
<b>PED 158 Whitewater Rafting</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	<b>PED 165 Sport Science as a Career</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: PED 152 Corequisites: None Component: None 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.					Prerequisites: ENG 090 and RED 090 Corequisites: None Component: None This course provides students will foundational knowledge about the study of physical activity and career opportunities within the discipline. Emphasis will be placed on the role of physical activity, the subdisciplines of the field, and possible career choices. Upon completion, students should have an understanding of the subdisciplines and employment opportunities within an Exercise and Sport Science Program. This course has been approved by the Transfer Advisory Committee to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.				
<b>PED 160 Canoeing-Basic</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	<b>PED 169 Orienteering</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: PED 152 Corequisites: None Component: None 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.					Prerequisites: None Corequisites: None Component: None 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.				
<b>PED 161 Canoeing-Rivers</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	<b>PED 170 Backpacking</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: PED 160 Corequisites: None Component: None 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.					Prerequisites: None Corequisites: None Component: None This course covers the proper techniques for establishing a campsite,				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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.					<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 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.				
<b>PED 171 Nature Hiking</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	<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 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.					Prerequisites: None Corequisites: None Component: None 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.				
<b>PED 172 Outdoor Living</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>	<b>PED 182 Snow Skiing Intermediate</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: None Corequisites: None Component: None This course is designed to acquaint the beginning camper with outdoor skills. Topics include camping techniques such as cooking and 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 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 173 Rock Climbing</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	<b>PED 183 Folk Dancing</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: None Corequisites: None Component: None 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.					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 175 Horseback Riding I</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	<b>PED 184 Square Dancing I</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: None Corequisites: None Component: None 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.					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				

CLASS HRS LAB HRS CLINIC HRS CREDIT HRS  
 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.

**PED 185 Square Dancing II**                    00    02    00    01  
 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.

**PED 186 Dancing for Fitness**                00    02    00    01  
 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 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.

**PED 187 Social Dance-Beginning**            00    02    00    01  
 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.

**PED 188 Social Dance-Intermediate**        00    02    00    01  
 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.

**PED 210 Team Sports**                        00    03    00    01  
 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.

**PED 211 New Games**                            00    02    00    01  
 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.

**PED 217 Pilates I**                                00    02    00    01  
 Prerequisites: None  
 Corequisites: None  
 Component: None  
 This course provides an introduction to the pilates method of body conditioning exercise. Topics include instruction in beginning and intermediate pilates exercises using a mat or equipment, history of the pilates method, and relevant anatomy and physiology. Upon completion, students should be able to perform beginning and intermediate exercises, and possess an understanding of the benefits of conditioning the body's core muscles. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

**PED 218 Pilates II**                                00    02    00    01  
 Prerequisites: PED 217  
 Corequisites: None  
 Component: None  
 This course provides continued instruction in the pilates method of body conditioning exercise. Topics include instruction in intermediate and advanced pilates exercises using a mat or equipment, relevant anatomy and physiology, and further discussion of related concepts. Upon completion, students should be able to perform intermediate and advanced exercises, and possess the autonomy to maintain their own personal pilates practice. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

**PED 220 Exercise for Physically Challenged**                        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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS	
<b>PED 240 Advanced PE Skills</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					
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 Officiating/Basketball/Volleyball</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>						
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 Officiating/Football/Soccer</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>						
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.										
<b>PED 252 Officiating/Baseball/Softball</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>						
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 Coaching Basketball</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>						
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										
<b>PED 255 Coaching Football</b>						<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>	
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 Coaching Baseball</b>						<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>	
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 Coaching Soccer</b>						<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>	
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.										
<b>PED 259 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 Lifeguard Training</b>						<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>	
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										

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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 220 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>PET 110 Introduction to PET</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>	<b>PHI 221 Western Philosophy II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: Departmental Approval					Prerequisites: ENG 111				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
This course introduces the students to the Positron Emission Tomography profession. Topics include the history of the profession and the role of the PET technologist, medical ethics and legal issues, and department organizations. Upon completion, students should be able to demonstrate a basic understanding of the PET profession through computerized exams and projects.					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>PET 112 PET Procedures</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>PHI 230 Introduction to Logic</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: Departmental Approval					Prerequisites: ENG 111				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
This course covers the procedures of Positron Emission Tomography. Topics include all relevant procedures related to PET imaging with an emphasis placed on oncology, neurology and cardiology. Upon completion, students should be able to demonstrate competence in PET procedures through computerized exams and projects.					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 210 History of Philosophy</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>PHI 240 Introduction to Ethics</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: ENG 111					Prerequisites: ENG 111				
Corequisites: None					Corequisites: None				
Component: 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.					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.				
<b>PHI 215 Philosophical Issues</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
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		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>					
Prerequisites: Departmental Approval									
Corequisites:									
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 and PHM 115									
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:									
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:									
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 and PHM 115									
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;									
					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.				
<b>PHM 120 Pharmacology I</b>						<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:									
Corequisites:									
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:									
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 136 Pharmacy Clinical</b>						<b>00</b>	<b>00</b>	<b>18</b>	<b>06</b>
Prerequisites: PHM 110, PHM 111 and PHM 115									
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.									
<b>PHM 138 Pharmacy Clinical</b>						<b>00</b>	<b>00</b>	<b>24</b>	<b>08</b>
Prerequisites: None									
Corequisites: None									
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.									

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS	
<b>PHM 140 Trends in Pharmacy</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>		<b>PHS 110 Survey of Phys Science</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites: PHM 136 Corequisites: PHM 125 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.						Prerequisites: None Corequisites: 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.				
<b>PHM 150 Hospital Pharmacy</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>		<b>PHS 121 Applied Physical Science I</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites: None Corequisites: PHM-118 Component: None This course provides an in-depth study of hospital pharmacy practice. Topics include hospital organizational structure, committee functions, utilization of reference works, purchasing and inventory control, drug delivery systems, and intravenous admixture preparation. Upon completion, students should be able to explain hospital organization/committee functions, interpret and enter patient orders, fill unit-dose cassettes, and prepare intravenous admixtures.						Prerequisites: None Corequisites: None Component: None 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 Community Pharmacy</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>		<b>PHS 122 Applied Physical Science II</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites: PHM 110, PHM 111 and PHM 115 Corequisites: PHM 118, PHM 120, and PHM 136 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.						Prerequisites: None Corequisites: None Component: None 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>PHM 160 Pharm Dosage Forms</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>		<b>PHS 130 Earth Science</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites: None Corequisites: None Component: None This course is a study of pharmaceutical dosage forms and considerations in their manufacture. Topics include bioavailability, routes of administration, tablets, capsules, solutions, syrups, suspensions, elixirs, aerosols, transdermals, topicals, ophthalmics, otics, and other dosage forms. Upon completion, students should be able to describe the characteristics of the major dosage forms and explain how these characteristics affect the action of the drug.						Prerequisites: None Corequisites: None Component: None 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>PHM 165 Pharmacy Prof Practice</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>		<b>PHS 140 Weather and Climate</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: None Corequisites: None Component: None This course provides a general overview of all aspects of pharmacy technician practice. Emphasis is placed on pharmacy law, calculations, compounding, pharmacology, and pharmacy operations. Upon completion, students should be able to demonstrate competence in the areas required for the Pharmacy Technician Certification Examination.						Prerequisites: None Corequisites: None Component: None This course introduces the nature, origin, processes, and dynamics of				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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>PHY 125 Health Sciences Physics</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
					Prerequisites: None Corequisites: None Component: None This course introduces fundamental physical principles as they apply to health technologies. Topics include motion, force, work, power, simple machines, and other topics as required by the students' area of study. Upon completion, students should be able to demonstrate an understanding of the fundamental principles covered as they relate to practical applications in the health sciences.				
<b>PHY 110 Conceptual Physics</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: None Corequisites: None Component: None This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.					<b>PHY 131 Physics-Mechanics</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
					Prerequisites: MAT 121, MAT 161, MAT 171 OR MAT 175 Corequisites: None Component: None This algebra/trigonometry-based course introduces fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.				
<b>PHY 110A Conceptual Physics Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>					
Prerequisites: None Corequisites: PHY 110 Component: None This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.					<b>PHY 132 Physics-Electricity &amp; Magnetism</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
					Prerequisites: PHY 131 Corequisites: None Component: None This algebra/trigonometry-based course is a study of fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, waves, electricity, magnetism, circuits, transformers, motors, and generators. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.				
<b>PHY 121 Applied Physics I</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>					
Prerequisites: None Corequisites: None Component: None This algebra-based course introduces fundamental physical concepts as applied to industrial and service technology fields. Topics include systems of units, problem-solving methods, graphical analyses, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to demonstrate an understanding of the principles studied as applied in industrial and service fields.					<b>PHY 151 College Physics I</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
					Prerequisites: MAT 161, MAT 171 OR MAT 175 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 units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, 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 122 Applied Physics II</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>					
Prerequisites: None Corequisites: None Component: None This algebra-based course introduces fundamental physical concepts as applied to industrial and service technology fields. Emphasis is placed on systems of units, problem-solving methods, graphical analysis, static electricity, AC and DC circuits, magnetism, transformers, AC and DC motors, and generators. Upon completion, students should be able to demonstrate an understanding of the principles studied as applied in industrial and service fields.					<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: None 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				



	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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>
					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>PHY 153 Modern Topics in Physics</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>					
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>
					Prerequisites: MAT 271 Corequisites: MAT 272 Component: None 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 251 General Physics I</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>					
Prerequisites: MAT 271 Corequisites: MAT 272 Component: None 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>
					Prerequisites: MAT 272 and 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 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 252 General Physics II</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>					
Prerequisites: MAT 272 and 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 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>
					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>PHY 153 Modern Topics in Physics</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>					
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>PLU 110 Modern Plumbing</b>	<b>04</b>	<b>15</b>	<b>00</b>	<b>09</b>
					Prerequisites: None Corequisites: None Component: PLU 110AA, PLU 110BB 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>PHY 251 General Physics I</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>					
Prerequisites: MAT 271 Corequisites: MAT 272 Component: None 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>PLU 120 Plumbing Applications</b>	<b>04</b>	<b>15</b>	<b>00</b>	<b>09</b>
					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>PHY 252 General Physics II</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>					
Prerequisites: MAT 272 and 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 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>PLU 130 Plumbing Systems</b>	<b>03</b>	<b>09</b>	<b>00</b>	<b>06</b>
					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.				
<b>PHY 253 Modern Physics</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>					
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 140 Introduction to Plumbing Codes</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
					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.				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>PLU 150 Plumbing Diagrams</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>	Corequisites: None				
Prerequisites: PLU 110					Component: None				
Corequisites: 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.				
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.									
<b>POL 110 Introduction to Political Science</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test					<b>POL 220 International Relations</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Credit Equivalent					Prerequisites: ENG-111				
Corequisites: None					Corequisites: None				
Component: 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.					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.				
<b>POL 120 American Government</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>POR 111 Elementary Portuguese I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test					Prerequisites: None				
Credit Equivalent					Corequisites: None				
Corequisites: None					Component: None				
Component: None					This course introduces the fundamental elements of the Portuguese 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 Portuguese and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.				
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.					<b>POR 112 Elementary Portuguese II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
<b>POL 130 State &amp; Local Government</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	Prerequisites: POR 111				
Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test					Corequisites: None				
Credit Equivalent					Component: None				
Corequisites: None					This course is a continuation of POR 111 focusing on the fundamental elements of the Portuguese 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 Portuguese and demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.				
Component: None					<b>POR 211 Intermediate Portuguese I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
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.					Prerequisites: POR 112				
<b>POL 210 Comparative Government</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	Corequisites: None				
Prerequisites: ENG-111					Component: None				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
Component: None This course provides a review and expansion of the essential skills of the Portuguese 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>POR 212 Intermediate Portuguese II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	Corequisites: None Component: None This course provides a continuation of POR 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.				
Prerequisites: POR 211 Corequisites: None Component: None									
<b>POS 110 POS History &amp; Organization</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	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.				
Prerequisites: None Corequisites: None Component: None									
<b>POS 115 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.				
Prerequisites: None Corequisites: None Component: None									
<b>POS 120 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.				
Prerequisites: None Corequisites: None Component: None									
<b>POS 125 Postal Delivery/Collection</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	Prerequisites: None				
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 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.				
Prerequisites: None Corequisites: None Component: None									
<b>POS 135 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 explain effective customer relations, retailing postal products, professional window service operations, and the duties of customer service representatives.				
Prerequisites: None Corequisites: None Component: None									
<b>PSY 101 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.				
Prerequisites: None Corequisites: None Component: None									
<b>PSY 110 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.				
Prerequisites: None Corequisites: None Component: None									

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>PSY 118 Interpersonal Psychology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	and the legal system. Topics include defining competency, insanity, involuntary commitment, as well as introducing forensic assessment techniques, such as interviewing process, specialized assessments, and collecting collateral information. Upon completion, students should be able to demonstrate knowledge in areas of forensic psychology: risk assessment, criminal competencies, insanity, psychopathology, and mentally disordered offenders. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.				
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 Psychology of Death and Dying</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>PSY 237 Social Psychology</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.					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.				
<b>PSY 150 General Psychology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>PSY 239 Psychology of Personality</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: ENG 090, ENG 090A, and RED 090 or Placement Test Credit Equivalent. Corequisites: None Component: None This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, 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.					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.				
<b>PSY 211 Psychology of Adjustment</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>PSY 241 Developmental Psychology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
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, sociocultural 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.					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.				
<b>PSY 231 Forensic Psychology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>PSY 243 Child Psychology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: PSY 150 Corequisites: None Component: None This course introduces students to concepts which unite psychology					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				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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.									
<b>PSY 246 Adolescent Psychology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: PSY 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.									
<b>PSY 247 Psychology of Adulthood</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
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.									
<b>PSY 249 Psychology of Aging</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
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 understanding of the psychological factors related to the aging process. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.									
<b>PSY 255 Introduction to Exceptionality</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: PSY 150 Corequisites: None Component: None This course introduces the psychology of the exceptional person. Topics include theoretical perspectives, terminology, and interventions pertaining to various handicapping conditions as well as the resulting									
psychosocial adjustments. Upon completion, students should be able to demonstrate a basic understanding of the potentials and limitations of the exceptional person.									
<b>PSY 259 Human Sexuality</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: PSY 150 Corequisites: None Component: None This course provides the biological, psychological, and sociocultural aspects of human sexuality and related research. Topics include reproductive biology, sexual and psychosexual development, sexual orientation, contraception, sexually transmitted diseases, sexual disorders, theories of sexuality, and related issues. Upon completion, students should be able to demonstrate an overall knowledge and understanding of human sexuality. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.									
<b>PSY 263 Educational Psychology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: PSY 150 Corequisites: None Component: None This course examines the application of psychological theories and principles to the educational process and setting. Topics include learning and cognitive theories, achievement motivation, teaching and learning styles, teacher and learner roles, assessment, and developmental issues. Upon completion, students should be able to demonstrate an understanding of the application of psychological theory to educational practice. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.									
<b>PSY 265 Behavioral Modification</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: PSY 150 Corequisites: None Component: None This course is an applied study of factors influencing human behavior and strategies for behavioral change. Emphasis is placed on cognitive-behavioral theory, behavioral assessment, practical applications of conditioning techniques, and maintenance of adaptive behavior patterns. Upon completion, students should be able to implement basic learning principles to effect behavioral changes in self and others.									
<b>PSY 271 Sports Psychology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: PSY 150 Corequisites: None Component: None This course provides an overview of the field of sports and exercise psychology. Topics include concentration, goal setting, arousal level, exercise psychology, mental imagery, confidence, and other issues related to sport and exercise performance. Upon completion, students should be able to demonstrate a knowledge of psychological factors involved in sport and exercise. 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>PSY 275 Health Psychology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	This course includes concepts of injury and repair and documentation methods. Emphasis is placed on physiological effects, indications, contraindications, and skilled applications of selected therapeutic modalities. Upon completion, students should be able to safely, correctly, and effectively apply the emphasized techniques and procedures with understanding of correct documentation.				
Prerequisites: PSY 150 Corequisites: None Component: None									
This course covers the biopsychosocial dynamics of stress and the maintenance of good health. Topics include enhancing health and well-being, stress management, lifestyle choices and attitudes, the mind-body relationship, nutrition, exercise, and fitness. Upon completion, students should be able to demonstrate an understanding of the psychological factors related to health and well-being. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.									
<b>PSY 281 Abnormal Psychology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: PSY 150 Corequisites: None Component: None									
This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.									
<b>PTA 110 Introduction to Physical Therapy</b>	<b>02</b>	<b>03</b>	<b>03</b>	<b>0 0 03</b>					
Prerequisites: Departmental Approval Corequisites: PHY 125 and PTA 130 Component: None									
This course introduces the field of physical therapy including the history and standards of practice for the physical therapist assistant and basic treatment techniques. Emphasis is placed on ethical and legal considerations, universal precautions, vital signs, documentation, basic patient preparation and treatment skills, and architectural barrier screening. Upon completion, students should be able to explain the role of the physical therapist assistant and demonstrate competence in basic techniques of patient care.									
<b>PTA 120 Functional Anatomy</b>	<b>01</b>	<b>06</b>	<b>00</b>	<b>03</b>					
Prerequisites: PTA 110 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 Physical Therapy Procedures I</b>	<b>01</b>	<b>06</b>	<b>00</b>	<b>03</b>					
Prerequisites: None Corequisites: PHY 125 and PTA 110 Component: None									
<b>PTA 140 Therapeutic Exercise</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>					
Prerequisites: PTA 110 Corequisites: PTA 120 and PTA 150 Component: None									
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.									
<b>PTA 150 Physical Therapy Procedures II</b>	<b>01</b>	<b>06</b>	<b>00</b>	<b>03</b>					
Prerequisites: PTA 130 Corequisites: PTA 120 and PTA 140 Component: None									
This course is designed to include the theory and practice of additional therapeutic interventions. Topics include but are not limited to electrotherapy, burn and wound care, biofeedback, and selected data collection methods. Upon completion, students should be able to apply these modalities and treatment techniques effectively and safely and demonstrate knowledge of physiological principles involved.									
<b>PTA 160 Physical Therapy Procedures III</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>					
Prerequisites: PTA 150 Corequisites: PTA 170 and PTA 180AA Component: None									
This course introduces treatment and measurement techniques and discusses treatment programs for selected neuromusculoskeletal dysfunction and injuries. Topics include soft tissue and joint dysfunction, selected assessment techniques, and various exercise programs. Upon completion, students should be able to demonstrate the application of selected data collection methods and functional interventions.									
<b>PTA 170 Pathophysiology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: None Corequisites: PTA 160 and PTA 180AA Component: None									
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 180 PTA Clinical Education Introduction</b>	<b>00</b>	<b>00</b>	<b>09</b>	<b>03</b>					
Prerequisites: Departmental Approval Corequisites: None									

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
Component: PTA 180AA, PTA 180BB 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 212 Health Care/Resources</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>					
Prerequisites: PTA 222 Corequisites: PTA 260 Component: None 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 222 Professional Interactions</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>					
Prerequisites: PTA 160 Corequisites: None Component: None 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.									
<b>PTA 240 Physical Therapy Procedures IV</b>	<b>03</b>	<b>06</b>	<b>00</b>	<b>05</b>					
Prerequisites: PTA 160 Corequisites: 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.									
<b>PTA 260 Advanced PTA Clinical Education</b>	<b>00</b>	<b>00</b>	<b>30</b>	<b>10</b>					
Prerequisites: PTA 180AA and PTA 180BB Corequisites: PTA 212 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.									
					<b>RAD 110 RAD Introduction &amp; Patient Care</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
					Prerequisites: Departmental Approval Corequisites: RAD 111 and RAD 151 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.				
					<b>RAD 111 RAD Procedures I</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
					Prerequisites: Departmental Approval Corequisites: All courses required: RAD 110 and RAD 151 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.				
					<b>RAD 112 RAD Procedures II</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
					Prerequisites: All courses required: RAD 110, RAD 111 and RAD 151 Corequisites: RAD 121 and RAD 161 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.				
					<b>RAD 121 Radiographic Imaging I</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
					Prerequisites: All courses required: RAD 110, RAD 111 and RAD 151 Corequisites: Component: None This course provides the principles of conventional film-screen radiography. Emphasis is placed on the factors that impact density, contrast, recorded detail, and distortion. Upon completion, students should be able to demonstrate an understanding of conventional film-screen radiographic imaging.				
					<b>RAD 122 Radiographic Imaging II</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
					Prerequisites: All courses required: RAD 112, RAD 121 and RAD 161 Corequisites: RAD 131 and RAD 171 Component: None This course provides advanced principles of imaging including digital radiography. Emphasis is placed on the factors that impact brightness, contrast, recorded detail, and distortion. Upon completion, students should be able to demonstrate an understanding of advanced principles of imaging.				
					<b>RAD 131 Radiographic Physics I</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
					Prerequisites: None Corequisites: None Component: None This course introduces the principles of radiation characteristics				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
and production. Emphasis is placed on imaging equipment. Upon completion, students should be able to demonstrate a basic understanding of radiation characteristics and production.					<b>RAD 241 Radiation Protection</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
					Prerequisites: All courses required: RAD 122, RAD 131 and RAD 171 Corequisites: All courses required: RAD 211, RAD 231 and RAD 251 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.				
<b>RAD 151 RAD Clinical Ed I</b>	<b>00</b>	<b>00</b>	<b>06</b>	<b>02</b>	<b>RAD 245 Radiographic Analysis</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites: Departmental Approval Corequisites: All courses required: RAD 110 and RAD 111 Component: None 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.					Prerequisites: RAD 211, RAD 231, RAD 241, and RAD 251 Corequisites: RAD 261 Component: None This course provides an overview of image analysis and introduces methods of quality management. Topics include image evaluation, pathology, quality control, and quality assurance. Upon completion, students should be able to demonstrate a basic knowledge of image analysis and quality management.				
<b>RAD 161 RAD Clinical Ed II</b>	<b>00</b>	<b>00</b>	<b>15</b>	<b>05</b>	<b>RAD 251 RAD Clinical Ed IV</b>	<b>00</b>	<b>00</b>	<b>21</b>	<b>07</b>
Prerequisites: All courses required: RAD 110, RAD 111 and RAD 151 Corequisites: RAD 112 and RAD 121 Component: None 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.					Prerequisites: All courses required: AD 122, RAD 131, RAD 171 Corequisites: All courses required: RAD 211, RAD 231, RAD 241 Component: None 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 171 RAD Clinical Ed III</b>	<b>00</b>	<b>00</b>	<b>12</b>	<b>04</b>	<b>RAD 261 RAD Clinical Ed V</b>	<b>00</b>	<b>00</b>	<b>21</b>	<b>07</b>
Prerequisites: All courses required: RAD 112, RAD 121 and RAD 161 Corequisites: RAD 122 and RAD 131 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.					Prerequisites: RAD 251 Corequisites: All courses required: RAD 245, RAD 281 Component: None 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 211 RAD Procedures III</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>	<b>RAD 271 Radiography Capstone</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>
Prerequisites: RAD 122 Corequisites: All courses required: RAD 231, RAD 241 and RAD 251 Component: None This course provides the knowledge and skills necessary to perform standard and specialty radiographic procedures. Emphasis is placed on radiographic specialty procedures, sectional anatomy, and advanced imaging. Upon completion, students should be able to demonstrate an understanding of these areas.					Prerequisites: RAD 211, RAD 231, RAD 241, RAD 251 Corequisites: RAD 245, RAD 261 Component: None This course provides an opportunity to exhibit problem-solving skills required for certification. Emphasis is placed on critical thinking and integration of didactic and clinical components. Upon completion, students should be able to demonstrate the knowledge required of any entry-level radiographer.				
<b>RAD 231 Radiographic Physics II</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>					
Prerequisites: RAD 171 or RAD 131 Corequisites: None Component: None This course provides advanced principles of radiation characteristics and production including digital imaging and Computed Tomography (CT). Emphasis is placed on imaging equipment. Upon completion, students should be able to demonstrate an understanding of radiation characteristics and production.									



	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>RAD 281 RAD Clinical Elective</b>	00	00	03	01	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.				
Prerequisites: Department Approval									
Corequisites: All courses required: RAD 245, RAD 261									
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.									
<b>RCP 110 Introduction to Respiratory Care</b>	03	03	00	04	<b>RCP 132 RCP Clinical Practice I</b>	00	00	06	02
Prerequisites: Departmental Approval					Prerequisites: None				
Corequisites: None					Corequisites: RCP 110				
Component: None					Component: None				
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.					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 111 Therapeutics/Diagnostics</b>	04	03	00	05	<b>RCP 143 RCP Clinical Practice II</b>	00	00	09	03
Prerequisites: RCP 110					Prerequisites: RCP 110				
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 RCP Pharmacology</b>	02	00	00	02	<b>RCP 152 RCP Clinical Practice III</b>	00	00	06	02
Prerequisites: None					Prerequisites: RCP-111				
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 C-P Anatomy &amp; Physiology</b>	03	00	00	03	<b>RCP 153 RCP Clinical Practice III</b>	00	00	09	03
Prerequisites: None					Prerequisites: RCP 111				
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 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 115 C-P Pathophysiology</b>	02	00	00	02	<b>RCP 210 Critical Care Concepts</b>	03	03	00	04
Prerequisites: BIO 163					Prerequisites: RCP 223				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
This course introduces the etiology, pathogenesis, and physiology of					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.				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS	
<b>RCP 211 Advanced Monitoring/ Procedures</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>		<b>RCP 238 RCP Clinical Practice IV</b>	<b>00</b>	<b>00</b>	<b>24</b>	<b>08</b>
Prerequisites: RCP 210 Corequisites: None Component: None 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.						Prerequisites: RCP 111 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.				
<b>RCP 214 Neonatal/Pediatric RC</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>		<b>RCP 248 RCP Clinical Practice V</b>	<b>00</b>	<b>00</b>	<b>24</b>	<b>08</b>
Prerequisites: RCP 111 Corequisites: None Component: None 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.						Prerequisites: RCP 210 Corequisites: RCP 211 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.				
<b>RCP 215 Career Prep-Adv Level</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>		<b>RED 070 Essential Reading Skills</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites: None Corequisites: None Component: None This course provides preparation for employment and the advanced-level practitioner credentialing exam. Emphasis is placed on review of the NBRC Advanced-Level Practitioner Exam and supervision and management. Upon completion, students should be able to successfully complete the appropriate self-assessment examinations and meet the requirements for employment.						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.				
<b>RCP 223 Special Practice Lab</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>		<b>RED 080 Introduction to College Reading</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites: RCP 111 Corequisites: 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.						Prerequisites: RED 070 or Placement Test Credit Equivalent. 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.				
<b>RCP 236 RCP Clinical Practice IV</b>	<b>00</b>	<b>00</b>	<b>18</b>	<b>06</b>		<b>RED 090 Improved College Reading</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites: RCP-111 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.						Prerequisites: RED 080 or Placement Test Credit Equivalent. 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.				
						<b>REL 110 World Religions</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
						Prerequisites: None Corequisites: None Component: None				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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. This course is also available through the Virtual Learning Community (VLC).					Articulation Agreement general education core requirement in humanities/fine arts.				
<b>REL 111 Eastern Religions</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>REL 221 Religion in America</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test Credit Equivalent					Prerequisites: ENG-111				
Corequisites: None					Corequisites: None				
Component: 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.					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.				
<b>REL 112 Western Religions</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>RUS 111 Elementary Russian I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test Credit Equivalent					Prerequisites: None				
Corequisites: None					Corequisites: None				
Component: 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.					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.				
<b>REL 211 Introduction to Old Testament</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>RUS 112 Elementary Russian II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: ENG-090, ENG-090A, and RED-090					Prerequisites: RUS 111				
Corequisites: None					Corequisites: None				
Component: 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.					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.				
<b>REL 212 Introduction to New Testament</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>RUS 181 Russian Lab 1</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: ENG-090, ENG-090A, and RED-090					Prerequisites: None				
Corequisites: None					Corequisites: None				
Component: 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					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.				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>RUS 182 Russian Lab 2</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	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.				
Prerequisites: RUS 181									
Corequisites: None									
Component: None									
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 211 Intermediate Russian I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>RUS 282 Russian Lab 4</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: RUS 112					Prerequisites: RUS 281				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
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.					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.				
<b>RUS 212 Intermediate Russian II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>SEC 110 Security Concepts</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: RUS 211					Prerequisites: RED 070 or Placement Test Credit Equivalent				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
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.					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 networking and security, 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.				
<b>RUS 221 Russian Conversation</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>SEC 150 Secure Communications</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites: RUS 212					Prerequisites: SEC 110 and NET 110 or NET 125				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
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.					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, SSH, and IPSec. Upon completion, students should be able to implement secure data transmission technologies.				
<b>RUS 281 Russian Lab 3</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>	<b>SEC 160 Secure Admin I</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites: RUS 182					Prerequisites: SEC 110 and NET 110 or NET 125				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
This course provides an opportunity to enhance the review and					This course provides an overview of security administration and fundamentals of designing security architectures. Topics include networking technologies, 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.				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS	
<b>SEC 191 Selected Topics in Security</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>		<b>SGD 111 Introduction to SGD</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites: None						Prerequisites: None				
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 provides students with an introduction to simulation and game development. Topics include setting, storytelling, narrative, character design, interface design, game play, internal economy, core mechanics, game genres, AI, the psychology of game design and professionalism. Upon completion, students should be able to demonstrate knowledge of the major aspects of simulation and game design and development.				
<b>SEC 210 Intrusion Detection</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>		<b>SGD 112 SGD Design</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites: SEC 160						Prerequisites: None				
Corequisites: None						Corequisites: None				
Component: None						Component: None				
This course introduces the student to intrusion detection methods in use today. Topics include the types of intrusion detection products, traffic analysis, and planning and placement of intrusion detection solutions. Upon completion, students should be able to plan and implement intrusion detection solution for networks and host based systems.						This course introduces the fundamentals of simulation and game design. Topics include industry standards and design elements for simulations and games. Upon completion, students should be able to design simple simulations and/or games.				
<b>SEC 220 Defense-In-Depth</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>		<b>SGD 113 SGD Programming</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites: None						Prerequisites: None				
Corequisites: SEC 160						Corequisites: None				
Component: None						Component: None				
This course introduces students to the concepts of defense in-depth, a security industry best practice. Topics include firewalls, backup systems, redundant systems, disaster recovery, and incident handling. Upon completion, students should be able to plan effective information security defenses, backup systems, and disaster recovery procedures. This course is restricted to the Information Systems Security, the Information Systems Security/Operating Systems, and the Information Systems Security/Security Hardware curriculums.						This course introduces the fundamentals of programming languages and tools employed in simulation and game development. Emphasis is placed on programming concepts used to create simulations and games. Upon completion, students should be able to program simple games and/or simulations.				
<b>SEC 240 Wireless Security</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>		<b>SGD 114 3D Modeling</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites: SEC 110 and NET 175						Prerequisites: None				
Corequisites: None						Corequisites: None				
Component: None						Component: None				
This course introduces security principles and topics related to the wireless networking environment. Topics include network topologies, network protocols, security issues, and best practices for wireless environments. Upon completion, students should be able to design, setup, manage, and secure a wireless network.						This course introduces the tools required to create three dimensional (3D) models. Emphasis is placed on exploring tools used to create 3D models. Upon completion, students should be able to create and animate 3D models using 3D modeling tools.				
<b>SEC 289 Security Capstone Project</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>		<b>SGD 124 MMO Programming</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites: SEC 220						Prerequisites: None				
Corequisites: None						Corequisites: None				
Component: None						Component: None				
This course provides the student the opportunity to put into practice all the skills learned to this point. Emphasis is placed on security policy, process planning, procedure definition, business continuity, and systems security architecture. Upon completion, students should be able to design and implement comprehensive information security architecture from the planning and design phase through implementation. This course is restricted to the Information Systems Security, the Information Systems Security/Operating Systems, and the Information Systems Security/Security Hardware curriculums.						This course introduces the concepts of Massive Multiplayer On-line Programming for simulations and games. Emphasis is on learning Massive Multiplayer On-line simulation and game programming techniques. Upon completion, students should be able to create a Massive Multiplayer On-line simulation or game.				
<b>SEC 289 Security Capstone Project</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>		<b>SGD 125 SG Artificial Intellig</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites: SEC 220						Prerequisites: CSC 153 and MAT 171				
Corequisites: None						Corequisites: None				
Component: None						Component: None				
This course provides the student the opportunity to put into practice all the skills learned to this point. Emphasis is placed on security policy, process planning, procedure definition, business continuity, and systems security architecture. Upon completion, students should be able to design and implement comprehensive information security architecture from the planning and design phase through implementation. This course is restricted to the Information Systems Security, the Information Systems Security/Operating Systems, and the Information Systems Security/Security Hardware curriculums.						This course introduces the artificial intelligence concepts related				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
to simulation and game development. Emphasis is placed on expert systems. Upon completion, students should be able to describe the basic concepts and procedures related to the development of artificial intelligence systems used in simulations and games.									
<b>SGD 158 SGD Business Management</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: None Corequisites: None Component: None This course introduces the business side of the interactive game industry. Emphasis will be placed on licenses, serious games, psychological profiling, publisher/developer relations, and contract negotiation skills.. Upon completion, students should be able to understand how a game evolves from concept to the customer.									
<b>SGD 161 SG Animation</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>					
Prerequisites: None Corequisites: None Component: None This course introduces the fundamental principles of animation used in simulation and game development. Emphasis is placed on a historical survey of animation, aspects of the animation process and animation techniques. Upon completion, students should be able to produce character sketches, morph simple objects, create walk and run cycles and develop professional storyboards.									
<b>SGD 162 SG 3D Animation</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>					
Prerequisites: None Corequisites: None Component: None This course introduces the fundamental principles of 3D animation used in simulation and game development. Emphasis is placed on a historical survey of 3D animation, aspects of the 3D animation process and 3D animation techniques. Upon completion, students should be able to produce 3D character sketches, morph simple objects, create walk and run cycles and develop professional storyboards.									
<b>SGD 163 SG Documentation</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>					
Prerequisites: None Corequisites: None Component: None This course introduces the techniques and methods used to create simulation and game production and design documents. Emphasis is placed on the design document to include scheduling, production plans, marketing and budgeting. Upon completion, students should be able to create design and produce documents for any simulation or game.									
<b>SGD 164 SG Audio/Video</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>					
Prerequisites: None Corequisites: None Component: None This course introduces various aspects of audio and video and their application in simulations and games. Topics include techniques for producing and editing audio and video for multiple digital mediums.									
Upon completion, students should be able to produce and edit audio and video for simulations and games.									
<b>SGD 171 Flash SG Programming</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>					
Prerequisites: None Corequisites: None Component: None This course introduces the Flash programming environment for use in simulation and game development. Topics include timeline effects, extensibility layers, alias text, globalization tools, ActionScript and lingo programming. Upon completion, students should be able to create a simple simulation or game using Flash.									
<b>SGD 172 Virtual SG Environments</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>					
Prerequisites: Corequisites: SGD 114 and CSC134, CSC151, CSC153 or SGD113 Component: None This course covers the use of virtual reality tools and techniques in simulation and game development. Emphasis is placed on acquiring the skills necessary to create scalable virtual characters and environments for use in simulations and games. Upon completion, students should be able to create a simple game or simulation in a virtual environment.									
<b>SGD 174 SG Level Design</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>					
Prerequisites: None Corequisites: None Component: None This course introduces the tools used to create levels for real-time simulations and games. Topics include level design, architecture theory, modeling for 3D engines and texturing methods. Upon completion, students should be able to design simple levels using industry standard tools.									
<b>SGD 181 Machinima</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>					
Prerequisites: None Corequisites: None Component: None This course covers machinima techniques in the simulation and game industry. Emphasis is placed on developing movies and animations within industry-standard game engines for simulations and games. Upon completion, students should be able to demonstrate a basic understanding of in-game cinematic creation.									
<b>SGD 210 3D Data Capture</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>					
Prerequisites: SGD 114 Corequisites: None Component: None This course introduces students to the tools used to capture data in a 3D environment. Emphasis is placed on capturing data from motion capture and/or 3D scanning devices for use in 3D models and animations. Upon completion, students should be able to capture data from a 3D environment and import for use in 3D models, simulations, and animations.									

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>SGD 212 SGD Design II</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>					
Prerequisites: SGD 112 Corequisites: None Component: None The course covers the advanced principles of simulation and game design. Topics include advanced design concepts in simulation and game development. Upon completion, students should be able to design an advanced simulation or game.									
<b>SGD 213 SGD Programming II</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>					
Prerequisites: SGD 213, CSC-134, CSC-151, or CSC-153 Corequisites: None Component: None The course covers advanced programming concepts used to create simulations and games. Emphasis is placed on acquiring advanced programming skills for use in creating simulations and games. Upon completion, students should be able to program an advanced simulation or game.									
<b>SGD 214 3D Modeling II</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>					
Prerequisites: SGD-114 Corequisites: None Component: None This course introduces the tools used to create and animate advanced 3 dimensional models. Emphasis is placed on identifying and utilizing the tools required to create and animate advanced 3D models. Upon completion, students should be able to create and animate advanced 3D models using 3D modeling tools.									
<b>SGD 274 SG Level Design II</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>					
Prerequisites: SGD 174 Corequisites: None Component: None This course introduces the advanced tools used to create levels for real-time simulations and games. Topics include advanced level design and architecture theory, concepts related to "critical path" and "flow," game balancing, playtesting and storytelling. Upon completion, students should be able to design complex levels using industry standard tools.									
<b>SGD 289 SGD Project</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>					
Prerequisites: SGD 212, SGD 213, SGD 214, or SGD 285 Corequisites: None Component: None This course provides students with the opportunity to create a functional simulation or game with minimal instructor support. Emphasis is placed upon verbal and written communication, skill documentation, professional presentation and user training. Upon completion, students should be able to create and professionally present a fully functional simulation or game.									
<b>SLP 111 Ethics and Standards for SLPA's</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: Departmental Approval 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.				
<b>SLP 112 SLP Anatomy &amp; Physiology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: Departmental approval and a set of courses is required: BIO 163 or BIO 169 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.									
<b>SLP 120 SLPA Administrative Procedures and Management</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>					
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.									
<b>SLP 130 Phonetics/Speech Patterns</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>					
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.									
<b>SLP 140 Normal Communication</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
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.									

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>SLP 211 Developmental Disorders</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>	<b>SOC 210 Introduction to Sociology</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: ENG 090, ENG 090A, and RED 090 or Placement Test				
Corequisites: All courses required: ASL 111, SLP 120 and SLP 212					Credit Equivalent.				
Component: None					Corequisites: 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.					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.				
<b>SLP 212 Acquired Disorders</b>	<b>03</b>	<b>02</b>	<b>03</b>	<b>05</b>	<b>SOC 213 Sociology of the Family</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: SLP 111, SLP 112, SLP 130, and SLP 140					Prerequisites: ENG 090, ENG 090A and RED 090 or Placement Test				
Corequisites: SLP 120 and ASL 111					Credit Equivalent.				
Component: None					Corequisites: 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.					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.				
<b>SLP 220 Assistive Technology</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>	<b>SOC 215 Group Processes</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: ENG-090, ENG-090A, and RED-090 or Placement Test				
Corequisites: SLP 211 and SLP 212					Credit Equivalent				
Component: None					Corequisites: 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.					Component: None				
					This course introduces group processes and dynamics. Emphasis is placed on small group experiences, roles and relationships within groups, communication, cooperation and conflict resolution, and managing diversity within and among groups. Upon completion, students should be able to demonstrate the knowledge and skills essential to analyze group interaction and to work effectively in a group context. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.				
<b>SLP 230 SLP Fieldwork</b>	<b>00</b>	<b>00</b>	<b>12</b>	<b>04</b>	<b>SOC 220 Social Problems</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: SLP 211 and SLP 212					Prerequisites: ENG 090, ENG 090A and RED 090 or Placement Test				
Corequisites: SLP 231					Credit Equivalent.				
Component: None					Corequisites: 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.					Component: None				
					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. This course is also available through the Virtual Learning Community (VLC).				
<b>SLP 231 SLP Fieldwork Seminar</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: SLP 211 and SLP 212									
Corequisites: SLP 230									
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.									



	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>SOC 225 Social Diversity</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>SOC 240 Social Psychology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: ENG 090, ENG 090A and RED 090 or Placement Test Credit Equivalent.					Prerequisites: ENG 090, ENG 090A and RED 090 or Placement Test Credit Equivalent.				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
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.					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 230 Race and Ethnic Relations</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>SOC 242 Sociology of Deviance</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: ENG 090, ENG 090A and RED 090 or Placement Test Credit Equivalent.					Prerequisites: ENG 090, ENG 090A, and RED 090 or Placement Test Credit Equivalent.				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
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.					This course provides an overview of deviant behavior and the processes involved in its definition, causation, prevention, control, and treatment. Topics include theories of causation, social control, delinquency, victimization, criminality, the criminal justice system, punishment, rehabilitation, and restitution. Upon completion, students should be able to identify and analyze issues surrounding the nature and development of social responses to deviance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.				
<b>SOC 232 Social Context of Aging</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>SOC 244 Sociology of Death &amp; Dying</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: ENG 090, ENG 090A and RED 090 or Placement Test Credit Equivalent.					Prerequisites: ENG 090, ENG 090A and RED 090 or Placement Test Credit Equivalent.				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
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.					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 234 Sociology of Gender</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>SOC 250 Sociology of Religion</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: ENG 090, ENG 090A and RED 090 or Placement Test Credit Equivalent					Prerequisites: ENG 090, ENG 090A and RED 090 or Placement Test Credit Equivalent.				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
This course examines contemporary roles in society with special emphasis on recent changes. Topics include sex role socialization, myths and stereotypes, gender issues related to family, work, and power. Upon completion, students should be able to analyze modern relationships between men and women. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.					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.				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>SOC 252 Sociology of Work</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	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.				
Prerequisites: ENG 090, ENG 090A and RED 090 or Placement Test Credit Equivalent.									
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 Elementary Spanish I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>SPA 161 Cultural Immersion</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites: None					Prerequisites: SPA 111				
Corequisites: None					Corequisites: None				
Component: 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.					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, economic, and/or artistic concerns of the area visited. Upon completion, students should be able to exhibit first-hand knowledge of issues pertinent to the host area and demonstrate understanding of cultural differences. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.				
<b>SPA 112 Elementary Spanish II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>SPA 181 Spanish Lab 1</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: SPA 111					Prerequisites: SPA 111				
Corequisites: None					Corequisites: None				
Component: 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.					This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish 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 Spanish and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.				
<b>SPA 120 Spanish for the Workplace</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>SPA 182 Spanish Lab 2</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites: None					Prerequisites: SPA 181				
Corequisites: None					Corequisites: None				
Component: 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.					This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish 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 Spanish and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.				
<b>SPA 141 Culture and Civilization</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>SPA 211 Intermediate Spanish I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites: None					Prerequisites: SPA 112				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
This course provides a review and expansion of the essential skills of the Spanish 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									

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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>SPA 212 Intermediate Spanish II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: SPA 211 Corequisites: None Component: None This course provides a continuation of SPA 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>SPA 215 Spanish Phonetics/Structu</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: None Corequisites: None Component: None This course is designed to improve the understanding of Spanish phonetics and the structure of the Spanish language. Topics include the structure of the Spanish language, phonology, morphology, and syntax. Upon completion, students should have an understanding of the phonetics and structure of the Spanish language and be able to contrast the structure of the Spanish and English languages.									
<b>SPA 221 Spanish Conversation</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: SPA 212 Corequisites: None Component: None This course provides an opportunity for intensive communication in spoken Spanish. 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>SPA 231 Reading and Composition</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: SPA 212 Corequisites: None Component: None This course provides an opportunity for intensive reading and composition in Spanish. Emphasis is placed on the use of literary and cultural materials to enhance and expand reading and writing skills. Upon completion, students should be able to demonstrate in writing an in-depth understanding of assigned readings. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.									
<b>SPA 281 Spanish Lab 3</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>					
Prerequisites: SPA 182 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 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.									
<b>SPA 282 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 Intro. to Spanish Inter.</b>		<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>				
Prerequisites: SPA-211 and ENG-111 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 Ana Skills Spanish Inter.</b>		<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>				
Prerequisites: SPA 211, SPI 113, AND COM 231 or ENG 115 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 Review of Grammar</b>		<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>				
Prerequisites: SPA 211 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									

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
completion, students should be able to demonstrate comprehension and correct usage of specified grammatical concepts in both oral and written form.									
<b>SPI 214 Intro to Translation</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: SPI 213 AND ENG 113 pr ENG 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 Surveying I</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>					
Prerequisites: None									
Corequisites: Take one course: MAT 121, MAT 161, MAT 171, or MAT 175									
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 Surveying II</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>					
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 Surveying III</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>					
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 Surveying Law</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>					
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 Subdivision Planning</b>	<b>01</b>	<b>06</b>	<b>00</b>	<b>03</b>					
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.									
<b>SRV 240 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.									
<b>SST 110 Intro to Sustainability</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>					
Prerequisites: None									
Corequisites: None									
Component: None									
This course introduces sustainability issues and individual contributions toward environmental sustainability. Topics include management processes needed to maximize renewable/non-renewable energy resources, economics of sustainability, and reduction of environmental impacts. Upon completion, students should be able to discuss sustainability practices and demonstrate an understanding of their effectiveness and impacts.									
<b>SST 140 Green Building Concepts</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>					
Prerequisites: None									
Corequisites: None									
Component: None									
This course introduces green building design, LEED® (Leadership in Energy and Environmental Design) and comparable certifications, and their significance in modern building construction. Topics include LEED certification or similar rating systems, energy efficiency, indoor environmental quality, and sustainable building materials. Upon completion, students should be able to incorporate ecological awareness and sustainable principles within the context of design and construction.									
<b>SST 250 Sustain Capstone Project</b>	<b>01</b>	<b>06</b>	<b>00</b>	<b>03</b>					
Prerequisites: Take SST 110									
Corequisites: None									
Component: None									
This course introduces an integrated team approach to a sustainability topic of interest to students, faculty, or professional community. Topics include problem identification, proposal preparation, conceptual									

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
design, and an effective project work schedule. Upon completion, students should be able to integrate the many facets of a topic based on environmental sustainability into a completed project.									
<b>STP 101 Intro Sterile Processing</b>	<b>05</b>	<b>02</b>	<b>00</b>	<b>06</b>					
Prerequisites: None Corequisites: STP 102 and STP 103 Component: None This course is designed to introduce the primary responsibilities of a central sterile technician. Emphasis is placed on preparation, storage, and distribution of instruments, supplies and equipment, quality assurance, and inventory management. Upon completion, students should be able to demonstrate competence in sterile processing techniques.									
<b>STP 102 STP Clinical Practice</b>	<b>00</b>	<b>00</b>	<b>09</b>	<b>03</b>					
Prerequisites: None Corequisites: STP 101 and STP 103 Component: None This course provides supervised experience in sterile processing techniques in a clinical facility. Emphasis is placed on preparation, storage, and distribution of instruments, supplies and equipment, quality assurance, and inventory management. Upon completion, students should be able to demonstrate competence in sterile processing techniques.									
<b>STP 103 Prof Success Prep</b>	<b>01</b>	<b>00</b>	<b>00</b>	<b>01</b>					
Prerequisites: None Corequisites: STP 101 and STP 102 Component: None This course provides job-seeking skills and an overview of theoretical knowledge in preparation for certification. Topics include test taking strategies, résumé preparation, and interviewing techniques. Upon completion, students should be able to prepare a résumé, demonstrate appropriate interview techniques, and identify strengths and weaknesses in preparation for certification. This is a diploma-level course.									
<b>SUR 110 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 communications used in surgical technology. Topics include: professional behaviors, medical terminology, interdepartmental/peer/relationships, operating room environment/safety, pharmacology, anesthesia, incision sites, physiology of wound healing, and biomedical sciences. Upon completion, students should be able to apply theoretical knowledge of the course topics to the operative environment.									
<b>SUR 111 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.									
<b>SUR 122 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 or STP 101 Component: None This course provides an introduction to selected basic and intermediate surgical specialties that students are exposed to the first clinical rotation. Emphasis is placed on related surgical anatomy, pathology, and procedures that enhance 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 to the clinical operative environment.									
<b>SUR 123 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.									
<b>SUR 134 Surgical Procedures II</b>	<b>05</b>	<b>00</b>	<b>00</b>	<b>05</b>					
Prerequisites: SUR 123 or STP 101 Corequisites: None Component: None This course provides a comprehensive study of intermediate and advanced surgical specialties that students are exposed to in the second clinical rotation. Emphasis is placed on related surgical anatomy, pathology, and procedures that enhance 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 to the clinical operative environment.									
<b>SUR 135 SUR Clinical Practice II</b>	<b>00</b>	<b>00</b>	<b>12</b>	<b>04</b>					
Prerequisites: SUR 123 Corequisites: SUR 134 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		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>SUR 137 Prof Success Preparation</b>	<b>01</b>	<b>00</b>	<b>00</b>	<b>01</b>	<b>WEB 111 Intro to Web Graphics</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</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.					Prerequisites: None Corequisites: 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.				
<b>SUR 210 Adanced SUR Clincial Practice</b>	<b>00</b>	<b>00</b>	<b>06</b>	<b>02</b>	<b>WEB 115 Web Markup and Scripting</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites: Departmental Approval Corequisites: 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.					Prerequisites: WEB-110 Corequisites: None Component: None This course introduces Worldwide Web Consortium (W3C) standard client-side Internet programming using industry-established practices. Topics include JavaScript, markup elements, stylesheets, validation, accessibility, standards, and browsers. Upon completion, students should be able to develop hand-coded web pages using current markup standards. This course is also available through the Virtual Learning Community (VLC).				
<b>SUR 211 Advanced Theoretical Concepts</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>	<b>WEB 120 Intro Internet Multimedia</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites: Departmental Approval Corequisites: 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 managerial skills. Upon completion, students should be able to assume leadership roles in a chosen specialty area.					Prerequisites: WEB-110 Corequisites: 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.				
<b>TRF 110 Intro Turfgrass Cult &amp; ID</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>	<b>WEB 140 Web Development Tools</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites: None Corequisites: 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.					Prerequisites: WEB-120 Corequisites: 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.				
<b>WEB 110 Internet/Web Fundamentals</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>	<b>WEB 180 Active Server Pages</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites: RED 070 or Placement Test Credit Equivalent Corequisites: None Component: None This course introduces World Wide Web Consortium (W3C) standard markup language and services of the Internet. Topics include creating web pages, search engines, FTP, and other related topics. Upon completion, students should be able to deploy a hand-coded website created with mark-up language, and effectively use and understand the function of search engines. This course is also available through the Virtual Learning Community (VLC).					Prerequisites: CIS 115 Corequisites: None Component: None This course introduces active server programming. Topics include HTML forms processing and other issues related to developing active web applications. Upon completion, students should be able to create and maintain a dynamic website.				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS	
<b>WEB 182 PHP Programming</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>		<b>WEB 230 Implementating Web Serv</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites: CIS 115 and WEB 120						Prerequisites: NET 110 or NET 125				
Corequisites: None						Corequisites: None				
Component: None						Component: None				
This course introduces students to the server-side, HTML-embedded scripting language PHP. Emphasis is placed on programming techniques required to create dynamic web pages using PHP scripting language features. Upon completion, students should be able to design, code, test, debug, and create a dynamic web site using the PHP scripting language.						This course covers website and web server architecture. Topics include installation, configuration, administration, and security of web servers, services and sites. Upon completion, students should be able to effectively manage the web services deployment lifecycle according to industry standards.				
<b>WEB 183 Perl Programming</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>		<b>WEB 240 Internet Security</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites: CIS 115						Prerequisites: WEB 110 and SEC 110 and CIS 110 or CIS 111				
Corequisites: None						Corequisites: None				
Component: None						Component: None				
This course introduces students to the Perl Programming language. Topics include programming techniques using CGI script, input/output operations, sequence, iteration, selection, arithmetic operations, subroutines, modules, integrating database, pattern matching and other related topics. Upon completion, students should be able to design, code, test, and debug Perl language programs.						This course covers security issues related to Internet services. Topics include the operating system and the Internet service security mechanisms. Upon completion, students should be able to implement security procedures for operating system level and server level alerts.				
<b>WEB 191 Selected Topics in Web Tech.</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>01</b>		<b>WEB 250 Database Driven Websites</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites: None						Prerequisites: DBA 110				
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 introduces dynamic (database-driven) website development. Topics include the use of basic database CRUD statements (create, read, update and delete) incorporated into web applications, as well as in software architecture principles. Upon completion, students should be able to design and develop database driven web applications according to industry standards.				
<b>WEB 210 Web Design</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>		<b>WLD 110 Cutting Processes</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites: WEB-110						Prerequisites: None				
Corequisites: None						Corequisites: WLD 115				
Component: None						Component: None				
This course introduces intermediate to advanced web design techniques. Topics include customer expectations, advanced markup language, multimedia technologies, usability and accessibility practices, and techniques for the evaluation of web design. Upon completion, students should be able to employ advanced design techniques to create high impact and highly functional web sites.						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 is also available through the Virtual Learning Community (VLC).						<b>WLD 112 Basic Welding Processes</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
<b>WEB 220 Advanced Multimedia</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>		Prerequisites: None				
Prerequisites: WEB 120 and WEB 140						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 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>WLD 115 SMAW (Stick) Plate</b>	<b>02</b>	<b>09</b>	<b>00</b>	<b>05</b>
<b>WEB 230 Implementating Web Serv</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>		Prerequisites: None				
Prerequisites: NET 110 or NET 125						Corequisites: WLD 110				
Corequisites: None						Component: None				
Component: None						This course introduces the shielded metal arc (stick) welding process.				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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>WLD 116 SMAW (Stick) Plate/Pipe</b>	<b>01</b>	<b>09</b>	<b>00</b>	<b>04</b>					
Prerequisites: WLD 115 Corequisites: None Component: None 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>WLD 121 GMAW (MIG) FCAW/Plate</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>					
Prerequisites: None Corequisites: None Component: None 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 131 GTAW (TIG) Plate</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>					
Prerequisites: None Corequisites: None Component: None 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 132 GTAW (TIG) Plate/Pipe</b>	<b>01</b>	<b>06</b>	<b>00</b>	<b>03</b>					
Prerequisites: WLD 131 Corequisites: None Component: None This course is designed to enhance skills with the gas tungsten arc (TIG) welding process. Topics include setup, joint preparation, and electrode selection with emphasis on manipulative skills in all welding positions on plate and pipe. Upon completion, students should be able to perform GTAW welds with prescribed electrodes and filler materials on various joint geometry.									
<b>WLD 141 Symbols &amp; Specifications</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>					
Prerequisites: None Corequisites: None Component: None 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.									
<b>WLD 143 Welding Metallurgy</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>					
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 151 Fabrication I</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>					
Prerequisites: WLD 115, WLD 121, & WLD 131 Corequisites: None Component: None This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, cutting, joining techniques, and the use of fabrication tools and equipment. Upon completion, students should be able to perform layout activities and operate various fabrication and material handling equipment.									
<b>WLD 261 Certification Practices</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>					
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 Inspection &amp; Testing</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>					
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.									



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B.S., Fayetteville State University  
M.A., University of North Carolina at Pembroke
- Melissa Jones  
Registrar, Curriculum Programs  
A.A.S., Fayetteville Technical Community College  
B.A., Fayetteville State University  
M.A., Webster University
- Deborah Jordan  
Counselor, Business/Gen Occupational Tech/Special Credit  
M.Ed., Virginia State University
- John Keen  
President  
A.A.A., Northeastern Oklahoma A & M College  
B.S., Missouri Southern State College  
M.S., Pittsburg State University  
Ed.D., Oklahoma State University
- Rosemary Kelly  
Associate Vice President, Student Services  
A.A.S., St. Petersburg College  
B.S., Rochester Institute of Technology  
M.A., Montclair State University  
EDD, North Carolina State University
- Claretha Lacy  
Counselor, Special Populations  
B.S., North Carolina Central University  
M.A., Fayetteville State University  
M.A., Campbell University
- Kristen Lawson  
Dean, Developmental Studies  
B.B.A., University of Georgia  
M.Ed., Georgia Southern University  
Ph.D., Valdosta State University
- Joseph Levister  
Vice President for Administrative Services  
B.S., North Carolina A & T State University  
M.B.A., University of Miami  
M.S., University of Miami
- James Lott  
Director, Workforce Development Board/Center  
B.A., University of Florida
- George Lovings  
Admissions Evaluator, Off-Campus Programs  
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A.A.S., Fayetteville Technical Community College  
B.S., Fayetteville State University
- Steven McCrimmons  
Counselor, Basic Skills Program  
M.A., Webster University
- Amy McLamb  
Program Coordinator, Community Services - Continuing  
Education  
B.S., Methodist University  
M.Ed, Liberty University
- Brent Michaels  
Vice President for Institutional Advancement  
B.S., East Carolina University  
M.S., University of Phoenix
- Carl Mitchell  
Vice President for Human Resources & Institutional  
Effectiveness/Assessment  
B.S., Methodist College  
M.A., Webster University
- Margarete Morley  
Program Coordinator, Special Populations/Project  
Manager-Basic Skills  
B.S., Methodist College  
M.A.E.D., TUI University
- Joe Mullis  
Associate Vice President for Continuing Education  
B.S, Presbyterian College  
M.A., Appalachian State University  
Ph.D., Commonwealth Open University  
Ed.S., Appalachian State University
- Adrienne Murphy  
Program Coordinator/Testing Administrator  
B.S., Fayetteville State University  
B.S., Fayetteville State University
- Angela Murray  
Admissions Evaluator  
A.A.S., Fayetteville Technical Community College  
B.S., Fayetteville State University
- Carrie Nance  
Counselor, Student Services  
A.A., Bladen Community College  
B.A., University of North Carolina at Chapel Hill  
M.A., University of North Carolina at Pembroke
- Loutricia Nelson  
Career Center Supervisor  
B.A., Winthrop University  
M.Ed., Winthrop University
- Daryle Nobles  
Dean of Engineering, Public Service & Applied  
Technology  
B.A., Pembroke State University  
M.A., Fayetteville State University
- Margo Ogg  
Program Coordinator/Instructor, Emergency &  
Protective Services  
A. A., Sandhills Community College  
B.A., Methodist College
- Jeannie Plummer  
Director, Budgets and Financial Systems, Business & Finance  
A.A.S., S.U.N.Y., Empire State College  
B.S., North Carolina Wesleyan College  
M.A., East Carolina University



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B.S., Fayetteville State University

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Director of Student Financial Aid  
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B.S., Fayetteville State University  
M.A., Fayetteville State University

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B.A.S., Campbell University  
M.B.A., Campbell University

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Registrar-Continuing Education

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B.S., Fayetteville State University

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Student Services Customer Service Supervisor  
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B.S., Franklin University

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Procurement Manager, Business & Finance  
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B.A.S., Campbell University  
M.B.A., Methodist University

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B.S.O.E., Wayland Baptist University

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B.A., University of Iowa

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Dean of Enrollment Management  
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M.S., East Carolina University  
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A.A.S., Sampson Technical College  
B.B.A., American Intercontinental University  
M.S., Liberty University

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Director of Technology Innovation & Applications  
B.A., Fresno State College  
M.A., University of Florida

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B.S., Campbell University

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A.A.S., Fayetteville Technical Community  
B.A.S., Campbell University  
M.S., Capella University

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M.S., North Carolina A & T University

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B.A., University of North Carolina at Pembroke  
M.L.S., North Carolina Central University

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J.D., Campbell University

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M.S.C.E., University of West Alabama

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B.S., Methodist University

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M.A., University of Phoenix

Sheridan Turpin  
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Extension Education  
B.A., University of North Carolina at Pembroke  
M.Ed., North Carolina State University

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Coordinator, Programming for Education Access Channel  
B.A., North Carolina Central University

Ernest Ward  
Program Coordinator, Fire/Aircraft Training  
A.A.S., Pikes Peak Community College

DeSandra Washington  
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M.A., North Carolina Central University  
Ed.D., Fayetteville State University

Tara Washington  
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A.A.S., Fayetteville Technical Community College  
B.S., University of Phoenix

Kenneth Wiley  
Network Administrator  
B.S., Southern Illinois University

Randolph Williams  
Program Coordinator, Workplace/ABE/Internet  
B.A., Fayetteville State University

Harold Wyckoff, Director of Facility Services



# Fayetteville Technical Community College

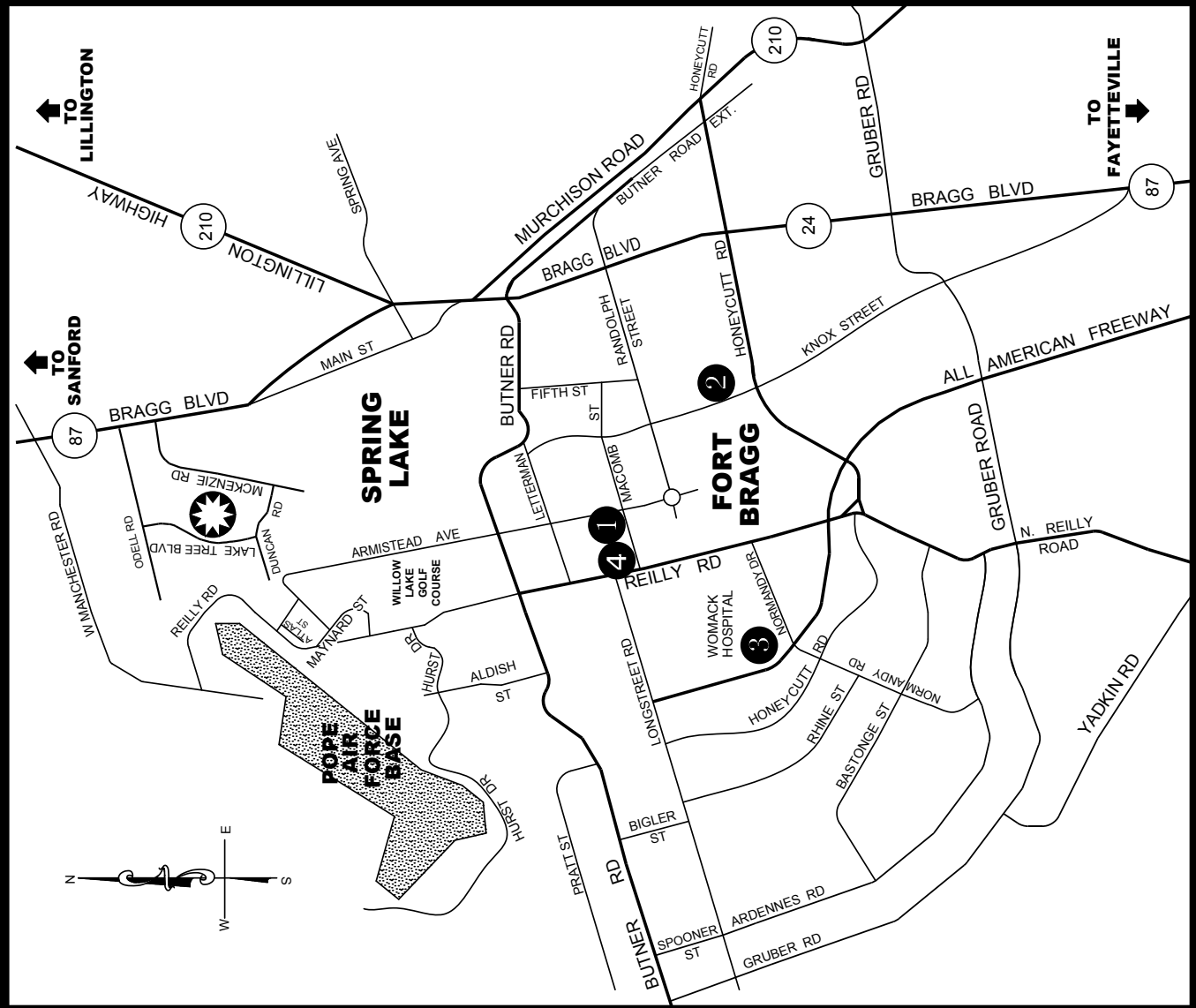
Spring Lake Campus  
Fort Bragg Center &  
Class Locations



**FTCC Spring Lake Campus (SLC)**  
171 Lake Tree Blvd.

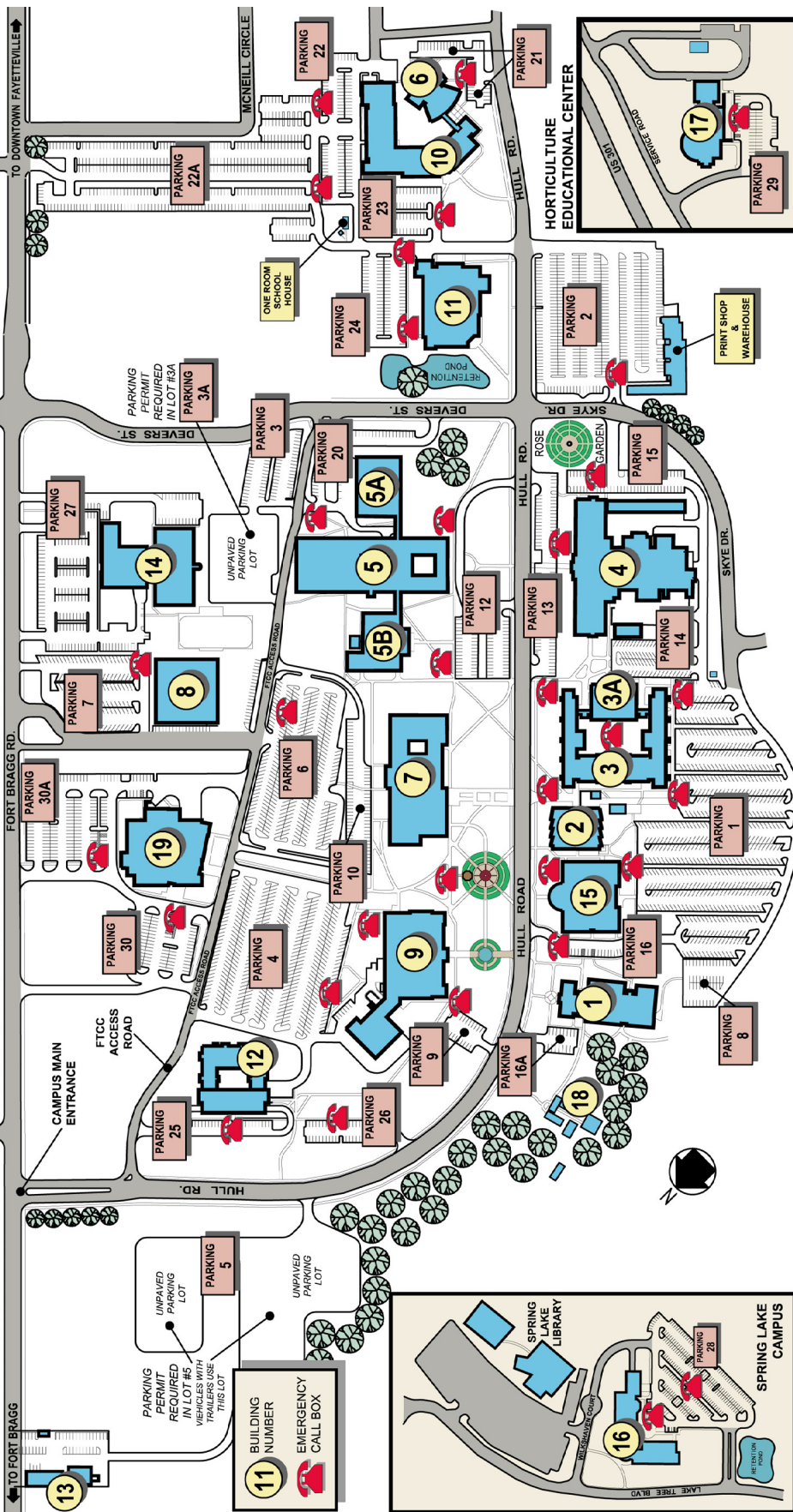
1. **FTCC Fort Bragg Center**  
Bldg. 2-1728, The Soldier Development Center
2. **Irwin Middle School (IRW)**  
FTCC Curriculum Classes
3. **Albritton Jr. High School (ALB)**  
FTCC Curriculum Classes
4. **eArmyU and Testing Center**  
Bldg. 2-1105, Education Services and Testing

REV 02/2008



# FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

PO BOX 35236 / 2201 Hull Road, Fayetteville, NC 28303 Phone: (910)678-8400



- 1. THOMAS R. MCLEAN ADMINISTRATION BUILDING (ADM)
  - ⇒ President - Rm. 1
  - ⇒ Cashier, Student Accts. - Rm. 107 & 109
- 2. PAUL H. THOMPSON LIBRARY (LRC)
  - ⇒ Library Reference - Rm. 104
  - ⇒ Library - Second Floor
- 3. CUMBERLAND HALL (CUH)
  - 3A. AUDITORIUM
- 4. LAFAYETTE HALL (LAH)
  - ⇒ Facility Services - Rm. 100A
  - ⇒ Rose Garden Reservations - Rm. 100A
- 5. HORACE SISK BUILDING (HOS)
  - ⇒ Evening Office, Curriculum - Rm. 610F
- 5A. CULINARY DINING - Rm. 700 (CAF)
- 5B. GYMNASIUM - Rm. 801 (GYM)
- 6. NEILL CURRIE BUILDING (NCB)
  - ⇒ Continuing Education Registration
  - ⇒ i3D Learning & Discovery Center - Rm. 7A
- 7. TONY RAND STUDENT CENTER (SDC)
  - ⇒ Admissions - Rm. 118
  - ⇒ Registrar Office - Rm. 114
  - ⇒ Financial Aid Office - Rm. 137
  - ⇒ VA Office - Rm. 119
  - ⇒ Counseling Services
  - ⇒ Multipurpose Rooms - Rms. 9 & 11
- 8. CENTER FOR BUSINESS & INDUSTRY (CBI)
  - ⇒ Industry Training - Rm. 104
  - ⇒ Business Training - Rm. 106
  - ⇒ Small Business Center - Rm. 135
- 9. ADVANCED TECHNOLOGY CENTER (ATC)
  - ⇒ Computer Lab - Rm. 104
- 10. CONTINUING EDUCATION CENTER (CEC)
  - ⇒ Assessment Testing - Rm. 149
  - ⇒ Adult Basic Education - Rm. 201A
  - ⇒ Adult High School Diploma - Rm. 203A
  - ⇒ GED Testing - Rm. 205
- 11. HEALTH TECHNOLOGIES CENTER (HTC)
  - ⇒ Dental Clinic - Rm. 102
- 12. EARLY CHILDHOOD EDUCATION CENTER (ECC)
  - ⇒ Day Care Center - Ground Floor
- 13. AUTO BODY SHOP COMPLEX (AUB)
  - 14. SALON & SPA SERVICES EDUCATIONAL CENTER (SSEC)
- 15. HARRY F. SHAW VIRTUAL COLLEGE CENTER (VCC)
  - ⇒ NC Information Highway Classroom - Rm. 101
  - ⇒ Audio Visual Check Out - Room 123
  - ⇒ Success Center - Rm. 232
- 16. SPRING LAKE CAMPUS (SLC)
  - ⇒ Admissions & Registrar - Rm. 101
  - ⇒ NC Information Highway Classroom - Rm. 119
  - ⇒ William S. Wellons, Sr. Memorial Auditorium - Rm. 121
- 17. HORTICULTURE EDUCATIONAL CENTER (HEC)
  - ⇒ Multipurpose Room - Rm. 102
- 18. ART DEPARTMENT (ART)
- 19. GENERAL CLASSROOM BUILDING (GCB)
  - ⇒ Security - Rm. 102
  - ⇒ Bookstore - Rm. 104





## **FTCC Mission Statement**

*“Serve our community as a  
learning-centered institution  
to build a globally competitive  
workforce supporting  
economic development.”*

*Fayetteville Technical Community College*

Post Office Box 35236  
2201 Hull Road  
Fayetteville, North Carolina 28303  
(910) 678-8400  
[www.faytechcc.edu](http://www.faytechcc.edu)  
*An Equal Opportunity Institution*

**Refer to the FTCC website for the most current information.  
Go to [www.faytechcc.edu](http://www.faytechcc.edu) and click on College Catalog.**