

TABLE OF CONTENTS

President's Message	2	Veterans Services Office	33
Board of Trustees	4	Student Housing	33
Purpose of the Catalog	5	The Crime Awareness and Campus Security Act of 1990	33
Nondiscrimination Statement	5	Academic Life	34
Academic Calendars	6	Academic Policies	34
The College	13	Grading Procedures	35
General Information	13	Developmental Course Grading System	37
History of FTCC	13	Standards of Progress	37
FTCC Purpose Statement	13	General Competencies for FTCC Graduates	38
Institutional Charter and Accreditations	14	Honors and Awards	38
The NCCCS Accountability Measures 2002-2003	16	Requirements for Graduation	38
Admissions Information	17	Student Obligations	39
Admissions Policies and Procedures	18	Student Rights, Responsibilities and	
Admission of International Students	21	Judicial Procedures	40
Financial Information	26	Student Rights	40
College Expenses	26	Student Code of Conduct	40
Residency Classification for Tuition Purposes	26	Computer Use Guidelines	42
Refund Policies	27	Possession of Weapons on Campus	42
Tuition Waivers	27	Disciplinary Action	43
Financial Aid	27	Student Grievance Policy and Procedure	46
Student Insurance	27	Student Records	48
Campus Life	29	Student Rights and Privacy Act – Information Statement	48
Student Government Association	29	Distance Education	50
Student Activities	29	Learning Technologies	50
Publishing Guidelines for Student Publications	29	Continuing Education	52
Student Services Offices	30	Curriculum Programs	57
Career Development	30	Course Descriptions	181
Cooperative Education	30	Faculty and Staff	327
Counseling Services	31	Index	342
Faculty Advisement	31	Campus Map	352
Off Campus Student Services	31		
Health Services	32		
Job Placement	32		
Students with Disabilities	32		

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE BOARD OF TRUSTEES

Mr. Harry F. Shaw, Chairman

Mr. Thornton W. Rose, Vice Chairman

Dr. Marye J. Jeffries, Secretary

Mr. L. Stacy Weaver, Jr., Attorney

NAME	EXPIRATION DATE	APPOINTED BY
Mr. Harry F. Shaw	June 30, 2005	Governor
Mr. James L. Yates	June 30, 2004	Governor
Mr. Charles J. Harrell	June 30, 2006	Governor
Mrs. Mary L. Talley	June 30, 2007	Governor
Mr. Thornton W. Rose	June 30, 2004	Board of County Commissioners
Ms. Lula G. Crenshaw	June 30, 2006	Board of County Commissioners
Mr. Wilson F. Yarborough, Jr.	June 30, 2005	Board of County Commissioners
Mr. Williams S. Wellons, Jr.	June 30, 2007	Board of County Commissioners
Ms. Susie S. Pugh	June 30, 2005	School Board
Dr. Marye J. Jeffries	June 30, 2004	School Board
Dr. Lura S. Tally	June 30, 2006	School Board
Dr. John R. Griffin, Jr.	June 30, 2007	School Board (by the Governor)
Ms. Monique Lettinhand	2003-2004	SGA President (ex-officio member of Board)

PURPOSE OF THE CATALOG

Fayetteville Technical Community College publishes this catalog to provide students and other interested persons with the information about the College and its programs. The information provided is up-to-date as of January 2003. 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.

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.

NONDISCRIMINATION STATEMENT

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

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

For information concerning these provisions, contact:

Vice President for Human Resources
Fayetteville Technical Community College
P.O. Box 35236
Fayetteville, NC 28303-0236

Please call us with your questions.

Admissions678-8473
Academic Program Areas	
Business678-8466
General Education and Public Service678-8467
Health678-8264
Technical and Vocational678-8338
Co-op Education678-8453
Counseling678-8419
Financial Aid678-8242
Health Services (Nurse)678-8450
Information	
Student Services678-8419
Continuing Education678-8386
Job Placement678-8418
Learning Resources Center678-8305
Library678-8247
Registrar678-8252
Switchboard678-8400
Testing678-8417
Veterans' Services678-8395

2004-2005 ACADEMIC CALENDAR

January 6, 2004

	Curriculum On-Campus	Curriculum Accelerated Sessions				Continuing Education
Summer Semester 2004 - 2005	8-Week (40 Days)	Session 9-5 FL Bragg/Pope				Centers Summer
Early Registration	4/19/04-5/18/04	5/3/04				6/14-30/04
Registration	5/12/04	5/12-13/04				7/12/04 - 7/16/04
Schedule Correction	5/18/04	5/17/04				
Orientation	5/12/04					
Classes Begin	5/19/04	5/17/04				7/12/04
Last Day to Add	5/21/04	5/19/04				
Spring Inc Grades Due	7/13/04	6/15/04				
Last Day for Refund	5/24/04	5/21/04				
Student Holidays/Break	5/31/04 7/5/04	5/31/04 7/5/04				5/31/04 7/5/04
Faculty Holidays/Leave	5/31/04 7/5/04	5/31/04 7/5/04				5/31/04 7/5/04
Staff Holidays	5/31/04 7/5/04	5/31/04 7/5/04				5/31/04 7/5/04
Summer Semester Exams	7/13/04	7/17/04				
Summer Grades Due Registrar	7/14/04	7/19/04				
Last Day of Term	7/13/04	7/17/04				9/3/04

2004-2005 ACADEMIC CALENDAR

January 6, 2004

Fall Semester 2004 - 2005	Curriculum On-Campus	Curriculum Accelerated Sessions				Continuing Education
	16-Week (80 Days)	Session 8-1 Main Campus	Session 8-2 Main Campus	Session 9-1 Ft. Bragg/Pope	Session 9-2 Ft. Bragg/Pope	Centers Fall
Faculty Return	8/12/04					
Faculty/Staff Prof. Dev.	8/12-16/04 10/18-19/04					
Early Registration	6/7/04-7/23/04	6/7/04-7/23/04	10/13-14/04	8/2/04	10/1/04	8/16/04 - 9/3/04
Early Registration for New Approvals	8/4-5/04	8/4-5/04				
Registration	8/11-12, 14/04	8/11-12, 14/04	10/20-22/04	8/11-12/04	10/13-14/04	9/13-25/04
Schedule Correction	8/16/04	8/16/04	10/20/04	8/16/04	10/18/04	
Orientation	8/4-5/04	8/4-5/04				
Classes Begin	8/17/04	8/17/04	10/20/04	8/16/04	10/18/04	9/13/04
Last Day to Add	8/23/04	8/19/04	10/22/04	8/18/04	10/20/04	
Summer Inc Grades Due	9/13/04			9/13/04		
Last Day for Refund	8/26/04	8/26/04	10/25/04	8/26/04	10/22/04	
Student Holidays/Break	9/6/04 10/13-19/04 11/25-27/04 12/18/04 - 1/11/05	9/6/04	11/25-27/04	9/6/04	11/25-27/04	11/25-27/04
Faculty Holidays/Leave	9/6/04 10/13-16/04 11/25-27/04 12/21/04 - 1/3/05	9/6/04	11/25-27/04	9/6/04	11/25-27/04	11/25-27/04
Staff Holidays	9/6/04 11/25-26/04 12/21/04 - 1/3/05	9/6/04	11/25-26/04	9/6/04	11/25-26/04	11/25-26/04
Reading Day	12/14/04					
Fall Semester Exams	12/15-17/04	10/12/04	12/16/04	10/16/04	12/18/04	
Fall Grades Due Registrar	12/20/04	10/13/04	12/17/07	10/18/04	12/20/04	
Last Day of Term	12/17/04	10/12/04	12/16/04	10/16/04	12/18/04	12/11/04

2005-2006 ACADEMIC CALENDAR

January 6, 2004

	Curriculum On-Campus	Curriculum Accelerated Sessions				Continuing Education
Summer Semester 2005 - 2006	8-Week (40 Days)	Session 9-5 Ft. Bragg/Pope				Centers Summer
Early Registration	4/18/05-5/18/05	5/2/05				6/6-24/05
Registration	5/11/05	5/11-12/05				7/11-15/05
Schedule Correction	5/18/05	5/16/05				
Orientation	5/11/05					
Classes Begin	5/19/05	5/16/05				7/11/05
Last Day to Add	5/23/05	5/18/05				
Spring Inc Grades Due	7/13/05	6/10/05				
Last Day for Refund	5/24/05	5/24/05				
Student Holidays/Break	5/30/05 7/4/05	5/30/05 7/4/05				5/30/05 7/4/05
Faculty Holidays/Leave	5/30/05 7/4/05	5/30/05 7/4/05				5/30/05 7/4/05
Staff Holidays	5/30/05 7/4/05	5/30/05 7/4/05				5/30/05 7/4/05
Summer Semester Exams	7/13/05	7/16/05				
Summer Grades Due Registrar	7/14/05	7/18/05				
Last Day of Term	7/13/05	7/16/05				9/2/05

2005-2006 ACADEMIC CALENDAR

January 6, 2004

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

*Note: Reading Day will be eliminated this semester.

GENERAL INFORMATION

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

HISTORY OF FTCC

From a building of 38,000 square feet, a faculty and staff of nine people, and an enrollment of 50 students, Fayetteville Technical Community College has experienced phenomenal growth from 1961 to the present. Now in its fifth decade, FTCC provides programs to meet the vocational, technical, and adult education needs of Fayetteville, Cumberland County and surrounding counties. The campus has increased to 134.9 acres with a physical plant of over 834,515 square feet and has a faculty and staff of 1250 people, an enrollment of approximately 40,000 students, and a total operating budget of over \$71 million dollars.

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

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

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

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

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

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

FTCC PURPOSE STATEMENT

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

ages lifelong learning and strives to prepare students for further educational experiences.

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

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

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

Adopted: April 27, 1992

Reaffirmed: March 7, 2000

INSTITUTIONAL CHARTER AND ACCREDITATIONS

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

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

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS

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

UNITED STATES DEPARTMENT OF EDUCATION

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

NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

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

PROGRAM ACCREDITATIONS AND ASSOCIATIONS

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

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

1. Civil Engineering Technology
2. Electronics Engineering Technology

AIR CONDITIONING CONTRACTORS OF AMERICA

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

AMERICAN BAR ASSOCIATION

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

AMERICAN BOARD OF FUNERAL SERVICE EDUCATION

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

AMERICAN DENTAL ASSOCIATION

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

AMERICAN SOCIETY FOR ENGINEERING EDUCATION (SOUTHEASTERN SECTION)

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

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

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

COMMITTEE ON ACCREDITATION FOR RESPIRATORY CARE (CoARC)

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

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

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

JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY

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

NATIONAL LEAGUE FOR NURSING ACCREDITING COMMISSION (NLNAC)

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

NORTH CAROLINA APPRAISAL BOARD

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

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

NORTH CAROLINA BOARD OF NURSING

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

NORTH CAROLINA DEPARTMENT OF INSURANCE

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

NORTH CAROLINA STATE BOARD OF MORTUARY SCIENCE

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

NORTH CAROLINA REAL ESTATE COMMISSION

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

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

NORTH CAROLINA STATE BOARD OF CERTIFIED PUBLIC ACCOUNTANT EXAMINERS

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

THE NCCCS ACCOUNTABILITY MEASURES 2002–2003

In February 1999, the North Carolina Community College System, in response to the special provision in Senate Bill 1366, Section 10.5, adopted 12 performance measures of accountability. The following report outlines how Fayetteville Technical Community College (FTCC) performed during the 2002-2003 school year.

1. Progress of Basic Skills Students

NCCCS Benchmark: 75% of Basic Skills students will progress within the level, complete the level, advance to the next level, or enter curriculum courses or occupational extension courses.

FTCC Performance: FTCC met this standard.

2. Passing Rates of Licensure and Certification Exams

NCCCS Benchmark: The aggregate institutional passing rate for first-time test takers on all licensure and certification exams will be at least 80%, plus the rate on all specific exams will be at least 70%.

FTCC Performance: FTCC met this standard.

3. Goal Completion for Program Completers and Non-Completers

NCCCS Benchmark: At least 95% of responding completers (graduates) will indicate that they have achieved their goal.

FTCC Performance: FTCC met this standard.

4. Employment Status of Graduates

NCCCS Benchmark: At least 95% of graduates will be employed within one year of graduation or continuing their education.

FTCC Performance: FTCC met this standard.

5. Performance of College Transfer Students

NCCCS Benchmark: 84% obtaining an overall GPA of 2.0 or higher after completing one academic year at the public university.

FTCC Performance: FTCC met this standard.

6. Developmental Course Passing Rates

NCCCS Benchmark: The aggregate passing rate for all courses coded as developmental will be at least 70%.

FTCC Performance: FTCC met this standard.

7. Success of Developmental Students in Subsequent College Level Courses

NCCCS Benchmark: The aggregate GPA of all students who have taken a developmental course will be 2.0 or higher after completing 15 semester hours of college level courses.

FTCC Performance: FTCC did meet this standard.

8. Student Satisfaction of Completers and Non-completers

NCCCS Benchmark: At least 90% of the responding completers (graduates) and non-completers will indicate satisfaction with the quality of college programs and services.

FTCC Performance: FTCC met this standard.

9. Curriculum Student Retention and Graduation

NCCCS Benchmark: At least 80% of the students who enrolled in a curriculum program in the fall of a given year will by the following fall have either (1) completed the curriculum program, receiving a degree, diploma, or certificate; or (2) enrolled the next fall in a curriculum or extension program or, (3) indicated by survey satisfaction and goal completion.

FTCC Performance: FTCC met this standard.

10. Employer Satisfaction with Graduates

NCCCS Benchmark: At least 90% of employers responding to the college survey will indicate satisfaction with graduates.

FTCC Performance: FTCC met this standard.

11. Business/Industry Satisfaction with Services Provided

NCCCS Benchmark: At least 85% of clients responding to a survey will indicate satisfaction with customized training.

FTCC Performance: FTCC met this standard.

12. Program Enrollment

NCCCS Benchmark: Each curriculum program will have a three-year average unduplicated headcount enrollment of at least 10 students.

FTCC Performance: FTCC did not met this standard.

ADMISSIONS INFORMATION

ASSESSMENT AND EVALUATION OF STUDENTS

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

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

REQUIREMENTS FOR TAKING ENTRY ASSESSMENT

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

1. Prior to participating in registration if the student is seeking a degree.
2. Prior to registration for the first session if a Dual Enrollment student.
3. Prior to registration for any course which has a specific entry assessment score as a prerequisite.
Entry assessment scores may not be more than three years old.

ENTRY ASSESSMENT

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

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

and has successfully completed with a grade of "C" or higher a transferable college-level English and/or mathematics course.

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

NORTH CAROLINA COMMUNITY COLLEGE'S SYSTEM APPROVED ENTRY ASSESSMENTS

ACCUPLACER

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

Other Assessments

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

Retest Policy

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

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

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

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

ADMISSIONS POLICIES AND PROCEDURES

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

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

PROGRAM PREREQUISITES

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

* Grade of "C" or better

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

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

8. Communicable Disease Policy

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

9. Health Programs Area Admission Requirements

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

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

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

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

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

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

Selection Criteria

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

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

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

OR

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

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

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

10. ADN Advanced Placement Option

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

- a. Have a current unrestricted LPN license.
- b. Meet the requirements for admission into the FTCC's ADN Program.
- c. Complete all first year related courses for ADN with an overall GPA of 2.50 or better. A grade of "C" or better is required in related courses.
- d. Pass the National League for Nursing Mobility Profile I within two opportunities. Failure to pass the Mobility Profile I automatically excludes the applicant from advanced placement into the second year of the ADN program.
- e. Applicants who pass the Foundations of Nursing and Pediatrics but not Nursing Care During Childbearing, may start the program during NUR 120 if space is available.
- f. Attend an interview with the chairperson of the nursing department.
- g. The score on the NLN Mobility Profile Test and the overall GPA will be used for selection.
- h. Prior to beginning the second year courses, candidates must successfully complete NUR 189, Nursing Transition. NUR 189 will facilitate the LPN's transition of the role of the registered nurse and will focus on professional issues, role of the registered nurse, application of the nursing process, and evaluation of nursing skills in the nursing laboratory.

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

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

ADMISSION OF INTERNATIONAL STUDENTS

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

Director of Admissions

Fayetteville Technical Community College

P.O. Box 35236

Fayetteville, NC 28303-0236 USA

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

Student Visa Applicants

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

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

Getting a Student Visa (F-1)

In order to apply for an F-1 (student visa), applicants must first apply and be admitted to a school in the U.S. After admission to Fayetteville Technical Community College (FTCC) a Form I-20, which authorizes your study period, will be issued. The Form I-20 must be submitted to the U.S. Consulate in the applicant's country to apply for a visa. To obtain a non-immigrant student visa, applicants must be able to prove the following:

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

- That they have sufficient funds to pay for their financial needs while studying in the U.S., including tuition, health insurance, housing, travel expenses, etc.
- That they have legitimate intentions to study full time and gain education and training which will be useful in their home country

After receiving an F-1 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 your 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 visa approval is granted, applicants must show evidence of official financial support (Form B) for each year of study in the United States. **The college cannot provide financial aid to students applying from other nations. Applicants must certify their financial support.**

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

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

Employment

On-campus. F-1 students are allowed to work part-time on the campus of the school they are attending (and whose I-20 they

have). They may work up to 20 hours per week while attending full-time classes. They can work full-time during summer vacations and between terms, provided they continue at that school the following term.

Off-campus. Students holding F-1 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 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

The entire student body of Fayetteville Technical Community College commutes. 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 visa must enroll as a full-time student. College students must pass a minimum of 12 credits per term. The student should make satisfactory progress in their approved program each term. Otherwise, the continuation of study on a student visa may be jeopardized and the Form I-20 rescinded.

Non-Student Visa and Resident Alien Applicants

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

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

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

ADMISSION OF MINORS – 16 YEARS OR OLDER

1. A high school student, 16 years or older, based upon policies approved by the local public or private board of education and board of trustees, may be admitted to any curriculum or continuing education courses, except high school, concurrently under the following conditions:
 - a. Upon recommendation of the Chief Administrative School Officer and approval of the President of the College;
 - b. Upon approval of the student's program by the Chief Administrative School Officer of the school and the President of the College; and
 - c. Upon certification by the Chief Administrative School Officer that the student is taking the equivalent of one-half of a full-time schedule and is making progress toward graduation.
2. The student must meet course requirements.
3. High school students, taking courses under these conditions shall not displace adults but may be admitted any semester on a space-available basis to any curriculum or continuing education course, except adult high school.
4. The College may not start classes, offer summer school courses, or offer regular high school courses for high school students.
5. Tuition is waived for these students.

ADMISSION OF MINORS UNDER 16 YEARS (INTELLECTUALLY GIFTED AND MATURE)

1. The student must be identified as intellectually gifted and having the maturity to justify admission to the College. **NOTE:** The student must present aptitude test scores from a System Office approved list of tests taken within three years before the date of admission that include composite or sub-test scores documenting percentile ranges from 92% through 99%, and achievement test scores from a System Office approved list of tests taken within three years before the date of admission that include composite or sub-test scores documenting percentile ranges from 92% through 99%.
2. The student must meet course prerequisites and placement assessment requirements.
3. Major and general education courses numbered 100 and above from the Common Course Library are eligible for the enrollment of intellectually gifted and mature students.
4. The student must present a completed approval form from one of the following: 1) the local board of education for the public school administrative unit in which the stu-

dent is enrolled; 2) the administrator of the nonpublic school in which the student is enrolled; 3) the person who provides the academic instruction in the home school in which the student is enrolled; or 4) the designee of the board of directors of the charter school in which the student is enrolled.

5. Students enrolled under this section will pay appropriate tuition and fees.

ADMISSION OF SPECIAL CREDIT STUDENTS

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

ADMISSION OF TRANSFER STUDENTS

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

1. Prior course work must be equivalent to FTCC courses required in the degree or diploma program being sought.
2. Course work must have been completed at a regionally association accredited college (i.e., Southern Association of Colleges and Schools or regional counterpart) or an institution holding professional area accreditation status (ABET, ABA, ADA, AMA, etc.).
3. Course work must have been completed with a grade of "C" or better.
4. Transfer students must complete a minimum of 25 percent of resident credit at FTCC to be eligible to receive an associate degree.
5. A record of transfer credit awarded is available on the FTCC student educational plan provided at the time of

approval. Official FTCC transcripts will not be provided until the student has completed the first term of enrollment at the college.

INTERCURRICULAR TRANSFER OF CREDITS

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

CREDIT FOR NON-TRADITIONAL LEARNING

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

1. *Advanced Placement Examinations*

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

2. *Military Service Training*

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

3. *Independent Study*

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

A student who wishes to enroll in an approved Independent Study course(s) must: (1) be an approved cur-

riculum student, (2) have a cumulative grade point average of 2.00 or higher, (3) need the requested course for graduation, and (4) submit a "Request for Independent Study" to the office of the appropriate Academic Area Dean.

Students participating in Independent Study course work will be evaluated by the assigned faculty in accordance with established grading policies. Students will be required to maintain satisfactory progress and to maintain regular contact with the instructor. Students who withdraw or otherwise fail to complete an independent study course within the scheduled term will be dropped as of the last date of contact with the instructor.

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

4. *Industrial and Professional Training*

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

5. *Experiential Learning* FTCC does not consider experiential or life experiences for transfer credit evaluation.

6. *Proficiency Tests*

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

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

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

7. *Tech Prep Advanced Placement*

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

8. *SOCAD*

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

RE-ADMISSION OF FORMER STUDENTS

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

1. A student who withdrew for unavoidable reasons may be eligible for re-admission at the beginning of the next term.
2. A student who was suspended for unsatisfactory academic progress is required to re-apply for re-entrance through the Director of Admissions. He or she must com-

plete the **Admissions Application** and the **Appeal of Suspension Form**. Re-admissions decisions will then be based upon a review of previous grades, consultation with instructors and Department Chairpersons involved, additional achievement and/or interest testing, and interviews to determine the reasons for unsatisfactory progress. In cases where the probable causes of unsatisfactory progress while previously enrolled have not been removed, re-entry to curricular studies may be denied or re-entry approved under specific conditions which can include change of curriculum, remedial course work, and probationary status.

3. A student who was dismissed from the College by disciplinary action may re-enter only upon approval by the Program Area Dean.
4. A student who withdraws from the institution and re-enters at a later term, including students who have completed at least one or more terms, will be subject to curricular requirements in effect at the time of re-entry.
5. Any student indebted to the College is ineligible to re-enter until all financial obligations to the institution have been satisfied.

NEW STUDENT ORIENTATION

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

FINANCIAL INFORMATION

COLLEGE EXPENSES

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

Estimated costs* for an academic year (nine months) are shown below. Estimates are based on the 2003-2004 tuition costs and a course load of 16 credit hours. A student is considered full-time if he/she is taking 12 or more credit hours.

All students will be charged a student support services fee.

In-State Tuition: * \$568.00 per term or \$1,136 (2 terms)
 Under 16 hours: *\$35.50 per credit hour

Out-of-State Tuition: *\$3,152.00 per semester or \$6,304.00
 (2 terms)
 Under 16 hours: *197.00 per credit hour

Books (Estimated): \$550.00 per term

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

Other fees:

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

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

RESIDENCY CLASSIFICATION FOR TUITION PURPOSES

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

Responsibilities of the Student Relative to Residency Classification

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

charged the in-state tuition rate under G.S. 116-143.3, you must submit the appropriate application prior to initial enrollment or re-enrollment for which you claim the tuition benefit. You must submit the application prior to each successive academic year of enrollment.

3. North Carolina laws require that each student supply all information requested relative to residency classification for tuition purposes. Failure to do so would result in classification as a nonresident for tuition purposes.
4. Out-of-state service members and their dependents stationed at a North Carolina base are eligible to be charged the in-state tuition rate. This waiver is for the academic year. Continuing students must re-apply each fall term.
6. Certain out-of-state students, who are members of families that were transferred to North Carolina by businesses or industries or civilian families transferred to this state by employment, may be eligible for in-state tuition rates.

REFUND POLICIES

1. *Tuition Refunds*

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

2. *Bookstore Refunds*

Bookstore refunds are made under the following conditions:

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

TUITION WAIVERS

1. Senior citizens aged 65 or over are entitled to free tuition.
2. High school students enrolled in a community college curriculum class under Huskins Bill Programs or concurrent enrollment provisions are exempt from tuition.
3. When an employer, other than the armed services, pays tuition for an employee to attend a community college and when the employee works at a North Carolina business location, the employer is charged the in-state tuition rate.

FINANCIAL AID

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

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

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

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

Various resources are available through the Financial Aid Office located in Room 130 of the Student Center or on our website at www.faytechcc.edu.

STUDENT INSURANCE

All students, either full- or part-time, who are charged a student fee are covered by a master student accident insurance plan carried by the College. Students are insured while attending school during the hours that school is in regular session or participating in or attending an activity (other than an athletic

activity) exclusively sponsored and supervised by the College, and traveling directly to or from such activity (other than an athletic activity) in a vehicle furnished and supervised by the College.

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

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

CAMPUS LIFE

STUDENT GOVERNMENT ASSOCIATION

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

STUDENT ACTIVITIES

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

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

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

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

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

PUBLISHING GUIDELINES FOR STUDENT PUBLICATIONS

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

STUDENT SERVICES OFFICES

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

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

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

Admissions

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

8:00 a.m. to 6:00 p.m., Friday*

Career Center

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

Counseling Services

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

8:00 a.m. to 6:00 p.m., Friday*

Financial Aid

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

Registration and Records

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

Special Populations

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

Testing

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

Veterans Services Office

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

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

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

CAREER DEVELOPMENT

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

COOPERATIVE EDUCATION

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

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

COUNSELING SERVICES

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

Staff

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

Counseling Services

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

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

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

Group Counseling: Counseling Services provides a variety of small group experiences ranging from personal growth groups, to study skills groups, to career decision-making workshops. Students who wish to improve communication or interpersonal skills may participate in growth groups where they can experiment with new types of behavior in a safe and accepting environment. For those students experiencing academic difficulty, study skills groups provide instruction and supervised activity designed to improve study skills and

habits. Students can gain insight regarding their interests, abilities, and decision-making styles, as well as the world of work, while participating in career decision-making workshops.

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

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

FACULTY ADVISEMENT

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

Prescriptive advising includes: possessing and effectively providing accurate information about FTCC's policies, procedures, resources, and academic programs; placing emphasis on the students' academic development and their progress toward fulfilling the requirements of their Educational Plan; assisting with student scheduling and registration; reviewing with the advisee his or her Graduation Progress and Graduation Summary Report; providing timely feedback; and utilizing appropriate institutional technology and software.

OFF CAMPUS STUDENT SERVICES

The Fort Bragg, Pope Air Force Base and Spring Lake Center Student Services offices provide full-service, one-stop, quality customer service to our civilian and Military Communities in a courteous and professional manner.

HEALTH SERVICES

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

JOB PLACEMENT

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

STUDENTS WITH DISABILITIES

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

1. Students who feel that they need accommodations due to a disability or handicap must complete a "Special Populations Student Intake" form indicating the nature of their disability.
2. Students who have identified themselves as having special needs may make a request for special accommodations to the Special Populations Counselor or the Director of Counseling Services. New students should make such requests at least 30 days prior to the beginning of their first term of enrollment at the College. Continuing students should communicate their needs to the Special Populations Counselor immediately upon the discovery of the need. Early communication of special needs provides the time needed to arrange for services and/or the procurement of equipment that may be needed by a student.
3. Students must arrange to provide supporting documentation upon request. Federal regulations obligate the student to provide information on identifying appropriate and effective auxiliary aids.

4. Each request will be evaluated by the Special Populations Counselor and/or the Director of Counseling, who will recommend any modifications to the educational plan that are essential to satisfactory completion of course requirements by the student according to the ADA guidelines.
5. The Special Populations Counselor and/or the Director of Counseling will provide the student with a "Disabled Student Enrollment" form which lists recommended services and/or accommodations. This document is to be used to inform college faculty and staff of authorized accommodations. For further information and assistance, contact the Special Populations Counselor.

Reasonable Accommodations

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

1. The process must be an interactive one involving "a reasonable reciprocal effort" on the part of both parties.
2. The College may not make a unilateral decision regarding the existence of a disability or the accommodation that is necessary.
3. What is "reasonable" involves a detailed analysis of the specific circumstances of the case in question. Broad generalizations are not acceptable. An "individualized assessment" of the student's situation must be conducted.
4. The college is not required to provide specifically what the student requests. An alternative accommodation may be provided if it is effective.
5. The College does not have to provide accommodations that are not effective. The College has a right to refuse to provide auxiliary aids and services that do not in fact provide meaningful access.
6. The College must be given a reasonable amount of time to evaluate requests and to offer the necessary accommodations.
7. The College does not have to provide accommodations that will impose an "undue administrative or financial burden".
8. Challenges to student's requests must clearly involve substantive questions regarding the manifestations of the disability of the nature of the accommodations requested. Mere administrative expedience or philosophical differences of opinions cannot be used as a justification for denying reasonable accommodations.
9. Determining what is reasonable requires one to balance two important rights: the student's rights to be provided meaningful access and the College's right to protect the integrity of its programs and services.

VETERANS SERVICES OFFICE

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

STUDENT HOUSING

Housing arrangements are the student's responsibility. As a member of the North Carolina Department of Community Colleges, FTCC does not provide student housing. Assistance is available in locating living arrangements in the community.

Students in need of housing should contact the Student Activities Office in the Student Center. The college assumes no responsibility in any financial arrangement between the student and the landlord. Financial arrangements for rooms are on an individual basis between the student and the landlord.

THE CRIME AWARENESS AND CAMPUS SECURITY ACT OF 1990

The *Crime Awareness and Campus Security Act of 1990*, requires all institutions of higher education that receive federal funding to collect all incidents of certain crimes that occur on- and off-campus and publish the data in an annual report for review by all interested personnel. A copy of the *FTCC Annual Security Report* is maintained on file in the Campus Library and the Campus Safety and Security Office.

ACADEMIC LIFE

ACADEMIC POLICIES

Credits

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

Course Repeat Policy

A student may repeat for credit or audit any curriculum course one time in an effort to earn a higher grade and/or to add to his/her mastery of course content. If a student petitions for another attempt through the appropriate Dean, a third and final attempt may be granted based on documented major extenuating circumstances. When a course is repeated, the last grade earned (A, B, C, D, E and WF) will be counted in determining the hours earned and in determining the grade point

average at Fayetteville Technical Community College. However, all grades will be recorded on the student's official transcript. Grades of withdrawal passing (WP) and audit (AU) are not calculated in the GPA, but they will be considered as a repeat grade.

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

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

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

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

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

Effective: Fall term 2001

Revised: February 2003

Course Repeat Procedures

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

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

4. The "Course Repeat" form is available in the Registrar's office.

A student may petition in writing to the Associate Vice President for Curriculum Programs to have grades which are at least seven years old forgiven.

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

Classification of Students

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

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

Freshman: A student who has fewer than the number of semester hours required for the first two terms.

Sophomore: A student who has accumulated credits of 30 or more total credit hours.

* *Financial aid recipients registered during the summer semester will need 12 semester credit hours for full PELL awards. VA requirements may vary. See the Veteran's Service Officer.*

Schedule Adjustments and Withdrawals

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

class sessions may be dropped from the class rolls.

b. The responsible instructional personnel are reasonably assured that the student does not intend to pursue the learning activities of the class. This constitutes administrative withdrawal and is effective as of that date.

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

GRADING PROCEDURES

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

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

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

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

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

S (Satisfactory) is the grade given for the successful completion of certain required courses (i.e., ACA 115 or ACA 111).

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

U (Unsatisfactory) is the grade given for unsatisfactory completion of certain required courses (i.e., ACA 115 or

ACA 111).

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

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

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

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

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

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

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

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

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

DEVELOPMENTAL COURSE GRADING SYSTEM

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

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

STANDARDS OF PROGRESS

Academic Standards

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

Academic Probation

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

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

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

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

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

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

Academic Suspension

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

Appeal of Academic Suspension

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

Appeals of the decision of the department chair or Director of Admissions may be made to the appropriate Program Area Dean. All appeals must be in writing and received no later than five days from the time of notification of the readmission decision. Students placed on academic suspension may be allowed to continue attending class until the appeal has been resolved. The decision of the Dean in matters of academic probation and academic suspension is final and not subject to further appeal.

GENERAL COMPETENCIES FOR FTCC GRADUATES

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

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

HONORS AND AWARDS

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

President's List

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

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

Dean's List

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

1. Students must be approved for a curriculum prior to the start of the term, excluding developmental studies.
2. Students must make a final grade of "A" or "B" on a minimum of 12 credit hours of curricular work.

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

Ambassadors

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

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

Marshals

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

The President's Award

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

REQUIREMENTS FOR GRADUATION

To be eligible for graduation, the student must:

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

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

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

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

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

STUDENT OBLIGATIONS

Attendance Policy

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

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

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

STUDENT RIGHTS, RESPONSIBILITIES AND JUDICIAL PROCEDURES

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

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

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

STUDENT RIGHTS

1. All rights and privileges guaranteed to every citizen by the Constitution of the United States and by the state of North Carolina shall not be denied any student.
2. Within limitations, students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus shall be provided for by the College. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

3. Students have the right to freedom of expression, inquiry, and assembly subject to reasonable and non-discriminatory rules and regulations regarding time, place, and manner.
4. Students have the right to inquire about and to propose improvements in policies, regulations and procedures affecting the welfare of students through established student government procedures, campus committees, and College offices.
5. The Family Educational Rights and Privacy Act of 1974 provides safeguards regarding the confidentiality of an access to student records, and this Act will be adhered to by the College. Students and former students have the right to review their official records and to request a hearing if they challenge the contents of these records. No records shall be made available to unauthorized personnel or groups outside the College without the written consent of the student involved, except under legal compulsion.
6. No disciplinary sanctions other than removal from class or activity (only for duration of said activity) may be imposed upon any student without due process. Due process procedures are established to guarantee a student accused of a Student Code of Conduct violation the right of a hearing, a presentation of charges, evidence for charges, the right to present evidence, the right to have witnesses on one's behalf and to hear witnesses on behalf of the accuser(s), and the right of appeal.

STUDENT CODE OF CONDUCT

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

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

The following regulations set forth rules of conduct

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

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

COMPUTER USE GUIDELINES

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

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

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

1. Computing resources and access accounts are to be used only for the purpose for which they are assigned and are not to be used for commercial purposes or non-college related activities.
2. FTCC students may use any computer software licensed to the College for instructional purposes. This software will be available for use in the designated Open Computer Lab on a first-come first-served basis. Priority may be given to students currently registered for classes requiring computer use.
3. An access account assigned to an individual must not be used by others. Individuals are responsible for the proper use of their accounts, including proper password protection and appropriate use of Internet resources. Allowing friends, family or co-workers to use the account is a serious violation of these guidelines.
4. All computer software is protected by the federal copyright law and most is proprietary and protected by legal licensing agreements in addition to the copyright law. The user is responsible for being aware of the licensing restrictions for the software used on any system.

5. Individuals shall not engage in activities which damage or disrupt hardware or communication such as virus creation and propagation, wasting system resources, and overloading networks with excessive data.
6. Individuals shall not monopolize or misuse system resources, for example, by requesting multiple copies from printers or by playing games.
7. Individuals shall not create, display, transmit or make accessible threatening, racist, sexist, obscene, offensive, annoying or harassing language and/or material, including broadcasting unsolicited messages or sending unwanted mail.
8. Individuals shall not intentionally access or damage systems or information such as College records, or use any system for illegal activities.
9. Failure to follow the acceptable use guidelines may result in the suspension or revoking of access accounts or other College disciplinary action.

POSSESSION OF WEAPONS ON CAMPUS

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

The following applies:

1. It shall be a Class I Felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive on campus or at any FTCC class, site, activity, or program.
2. It shall be a misdemeanor for any person to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, Bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades, and any sharp-pointed or edged instruments except instructional supplies, unaltered nail files and tools used solely for preparation of food, instruction, and maintenance on campus or at any FTCC class site, activity, or program. Any person found to be in violation of the law will be referred to the local area law enforcement authorities for appropriate legal action.
3. Students who violate the law will be suspended immediately for a minimum of one full term. A student is identified as any person currently enrolled in continuing

education class (es), or curriculum class (es), whether the person is an adult or a minor.

4. Students in violation of this policy may be placed on permanent expulsion when one of the following occurs:
 - a. possession of a firearm on campus
 - b. repeat offense on campus or any FTCC class site, activity, or program
 - c. subsequent conviction of a violation of the law
 - d. use of a weapon to harm or threaten another individual

- b. the alleged violation of the specific Code of Conduct,
- c. the time, place, and date of the incident,
- d. names of person(s) directly involved or witnesses to the infractions,
- e. any action taken that relates to the matter, and
- f. desired solution(s).

The completed charge form should be forwarded directly to the Dean or Director.

DISCIPLINARY ACTION

Immediate Suspension

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

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

Responsibility for Implementation

The Program Area Dean is responsible for implementing student discipline procedures.

Disciplinary Procedures

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

1. **Charges:** Any administrative official, faculty/staff member, or student may file charges with the FTCC Security Office against any student or student organization for violations of College regulations. The individual(s) making the charge must complete a charge form stating:
 - a. name of the student(s) involved,

2. **Investigation and Decision:** Within five (5) working days after the charge is filed, Security shall complete a preliminary investigation of the charge and the Program Area Dean shall schedule a meeting with the student. After discussing the alleged infraction with the student, the Dean may act as follows:
 - a. drop the charges,
 - b. impose a sanction consistent with those shown below, and/or
 - c. refer the student to a College office or community agency for services.
3. **Notification:** The decision of the Dean/Director shall be presented to the student in writing or mailed within five (5) working days. In instances where the student cannot be reached to schedule an appointment with the Dean/Director or where the student refuses to cooperate, the Dean shall send a certified letter to the student's last known address providing the student with a list of charges, the Dean's/Director's decision, and instructions governing the appeal process.

Sanctions

1. **Reprimand:** A written communication which gives official notice to the student that any subsequent offense against the Student Code of Conduct will carry heavier penalties because of this prior infraction.
2. **General Probation:** An individual may be placed on General Probation when involved in a minor disciplinary offense. General Probation has two (2) important implications: the individual is given a change to show capability and willingness to observe the *Student Code of Conduct* without further penalty; secondly, if the individual errs again, further action will be taken. This probation will be in effect for no more than two (2) terms.
3. **Restrictive Probation:** Restrictive Probation results in loss of good standing and becomes a matter of record. Restrictive conditions may limit activity in the College community. Generally, the individual will not be eligible for initiation into any local or national organization and

may not receive any College award or other honorary recognition. The individual may not occupy a position of leadership with any College or student organization or activity. This probation will be in effect for not less than two (2) terms. Any violation of Restrictive Probation may result in immediate SUSPENSION.

4. Restitution: Paying for damaging, misusing, destroying or losing property belonging to the College, College personnel, or students.
5. Interim Suspension: Exclusion from class and/or other privileges or activities as set forth in the notice, until a final decision has been made concerning the alleged violation.
6. Loss of Academic Credit or Grade: Imposed as a result of academic dishonesty.
7. Withholding grade reports, diploma, or right to register or participate in graduation ceremonies: Imposed when financial obligations are not met.
8. Suspension: Exclusion from class (es), and/or all other privileges or activities of the College for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than probation or for repeated misconduct. Students who receive this sanction must get specific written permission from the Dean before returning to campus.
9. Expulsion: Dismissing a student from campus for an indefinite period losing student status. The student may be readmitted to the College only with the approval of the Vice President for Academic Affairs.
10. Group Probation: This is given to a College club or other organized group for a specified period of time. If group violations are repeated during the term of the sentence, the charter may be revoked or activities restricted.
11. Group Restriction: Removing College recognition during the term in which the offense occurred or for a longer period (usually not more than one other term). While under restriction, the group may not seek or add members, hold or sponsor events in the College community, or engage in other activities as specified.
12. Group Charter Revocation: Removal of College recognition for a group, club, society, or other organizations for a minimum of two years. Recharter after that time must be approved by the President.

Appeals and Due Process

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

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

Admissions Decisions

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

Attendance Problems

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

1. Appeals of attendance decisions should be made first to the department chairperson and then to the Program Area Dean. Further appeals of administrative withdrawal from class for attendance will be made in writing no later than five (5) college days to the FTCC Student Appeals Committee through the Director of Counseling.
2. The decisions of the FTCC Student Appeals Committee are referred to the Associate Vice President for Student Services as recommendations. The Associate Vice President for Student Services will review the case, consider the recommendation, reach a decision, and notify the student involved of the resulting decision as soon as possible, but no later than three (3) College days from the receipt of the recommendation of the Student Appeals Committee.

3. If the student wishes to appeal the decision of the Associate Vice President for Student Services, the appeal must be in writing and addressed to the Vice President for Academic and Student Services. Thereafter, the route of appeal is to the President and then to the Board of Trustees. Decisions of the Board of Trustees are final.
4. Students placed on suspension for attendance problems may be allowed to continue attending class until the appeal has been resolved.

Grades

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

1. The student shall present the appeal to the chairperson of the department within which the protested grade was awarded. The chairperson shall, by conferring with the student and the faculty member, seek resolution by mutual agreement.
2. Failing to reach a resolution, the department chairperson will transmit the appeal to the appropriate Program Area Dean or Director who may convene the Academic Review Committee.
3. The Academic Review Committee will consist of the convening Dean or Director and four faculty members appointed by the Dean. If the committee affirms the faculty member's decision, the Dean or Director will notify in writing the faculty member, the student, and the department chairperson. If the committee supports the student's appeal, it shall prescribe the method by which the student will be re-evaluated. The resulting grade must be submitted within College guidelines and may not be further appealed.
4. A grade appeal that is presented after the term immediately following the term in which the grade was earned must be presented in writing to the Associate Vice President for Curriculum Programs. The Vice President for Academic and Student Services must approve a recommendation for a grade change at this point. No grade change will be made without approval of the faculty member.
5. Grades may not be appealed after one calendar year from the time the final course grade was recorded on the official class roster, unless extenuating circumstances justify the change.

Academic Probation and Suspension

Students who fail to meet requirements of Associate Vice President academic progress will be placed on academic probation or academic suspension. The AVP for Student Services

will refer these students to their academic advisor or counselor. The College will assist the student in identifying the probable causes of academic difficulty and will attempt to recommend strategies for change.

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

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

Disciplinary Sanction

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

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

Financial Obligations

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

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

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

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

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

Dismissal

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

STUDENT GRIEVANCE POLICY AND PROCEDURE

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

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

Academic Appeals

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

Sexual Harassment Complaints

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

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

Grievance Procedure

This procedure applies to all students of FTCC.

Step 1:

The student is encouraged to go to the instructor or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within five (5) working days of the incident which generated the complaint.

Step 2:

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

Step 3:

If the student is not satisfied with the decision, he or she may, within five (5) working days, file the grievance in writing

with the Vice President for Academic and Student Services. The Vice President for Academic and Student Services will notify the President. Depending on the nature of the allegation, the Vice President for Human Resources may be asked to investigate. After reviewing the facts of the case, the Vice President for Academic and Student Services and/or the Vice President for Human Resources will make a recommendation to the President. The student will receive written notification within ten (10) working days of filing the complaint with the Vice President.

Further Appeal Procedure for Grievances

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

STUDENT RECORDS

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

1. A student may receive or have a copy of his or her transcript after submitting a written request. No fee will be charged for records forwarded to another school where the student intends to enroll.
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)
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: www.soconline.org/publicpolicy/laws/ferpa.html; cfco.ed.gov/fedreg.htm; www.ed.gov/news.html; or www.accessreports.com/statutes/FERPA.htm.
7. FTCC reserves the right to deny transcripts or copies of records not required by FERPA in any of the following situations:
 - a. The student has any unpaid financial or other obligations to the College, including, without limitation, unresolved parking violations, overdue books, or unpaid library fines.
 - b. There is unresolved disciplinary action against the student or unresolved litigation between the student and FTCC.

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

STUDENT RIGHTS AND PRIVACY ACT – INFORMATION STATEMENT

Release of Student Information

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

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

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

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

(3) Sole Possession Records pertain to records of instructional, supervisory, and administrative personnel which are in

the sole possession of the maker and are not accessible or revealed to any other person except the substitute of such persons.

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

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

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

www.socon-line.org/publicpolicy/laws/ferpa.html;
cfco.ed.gov/fedreg.htm;
www.ed.gov/news.html; or
www.accessreports.com/statutes/FERPA.htm.

DISTANCE EDUCATION

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

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

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

Television Courses (Telecourses) are college credit courses that are delivered over the Public Broadcast System channel (UNC TV). Students follow the instructions of the assigned faculty member to progress through the courses using TV broadcasts, textbook and other assigned materials.

LEARNING TECHNOLOGIES

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

Administrative Services/Support

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

Distance Learning

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

Learning Resources Center

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

LEARNING LAB/SKILLS LAB

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

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

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

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

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

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

Assistance may include:

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

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

LIBRARY

The Paul H. Thompson Library is located on the top floor of the Learning Resources Center, directly across from the Student Services Building. It encompasses 11,547 square feet and provides students with excellent facilities for study, research, browsing, self-improvement and enjoyment. The collection is so varied that one can find material on the future of nanotechnology or the steps involved in building a birdhouse.

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

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

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

are networked to a free laser printer.

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

Books are loaned for two weeks with a nine-day grace period before fines are charged. Most pamphlets are loaned for three days and some of the videos circulate. Fines and replacement costs are assessed for all delinquent and lost materials.

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

MEDIA SERVICES

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

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

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

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

CONTINUING EDUCATION

GENERAL

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

DIRECTORY OF SERVICES

Areas

Continuing Education is divided into the following areas:

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

Purposes

1. To provide educational opportunities for interested adults.
2. To provide an innovative Basic Skills Education Program (ABE, GED, ESL, AHS, and CED) in locations easily accessible to interested adults throughout Cumberland County.
3. To provide a community-wide program of adult education which includes instruction to prepare adults for better job opportunities, promotion in present employment, civic and community leadership, and family living.
4. To provide a centralized assessment and retention program for Basic Skills Education.
5. To offer special training programs for new and expanding industry in the county, which provide a labor force possessing necessary skills to make the industry immediately productive.
6. To provide for the educational needs of the military and family members at Ft. Bragg and Pope Air Force Base, and to expand in-service staff development programs for civil service employees.
7. To provide training for local law enforcement agencies, fire departments, rescue services, and to offer lifesaving programs such as CPR and first aid to all citizens in Cumberland County.
8. To provide educational services to special populations in the Cumberland County area where opportunities beyond the traditional school setting are required (e.g., ABE and GED Correspondence).
9. To conduct instructor training programs for instructors of Continuing Education.
10. To continue to be the educational organization recognized by the community as receptive to special interest programs.

BASIC SKILLS EDUCATION

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

Adult Basic Skills Program

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

Adult High School Diploma Program (AHS)

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

Each of the subjects offers a concentrated study of a minimum of sixty-five (65) hours. Following assessment and evaluation of student academic transcripts, students are informed as to the number of courses needed to complete requirements

for their adult high school diploma. These requirements include each student passing the N.C. Competency Test. These requirements must be met regardless of any program interruptions (class cancellations, etc.). The diploma is issued by Fayetteville Technical Community College in cooperation with the Cumberland County Board of Education.

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

ABE & GED Correspondence

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

Basic Skills Resource Center

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

Compensatory Education (CED)

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

English as a Second Language (ESL)

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

Family Literacy Program (FLP)

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

General Education Development (GED)

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

Human Resources Development (HRD)

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

Workforce Program

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

Workforce Preparedness Center

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

OCCUPATIONAL EXTENSION EDUCATION

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

Fayetteville Technical Community College, in coopera-

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

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

INDUSTRY SERVICES

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

In-Plant Training Skills Programs

These programs develop entry-level skills for new employees or retrain employees whose jobs have changed due to new equipment, processes, or products.

New and Expanding Industry Programs

These programs develop the potential and improve the performance of managers through skills training.

Seminars

FTCC can arrange for guest lecturers and consultants to address the latest topics in business and industry, such as ISO 9000, TQM, OSHA updates and training, or Contracting with the Federal Government.

EMERGENCY AND PROTECTIVE SERVICES

Emergency and Protective Services Training

Emergency and Protective Services Training consists of education in the areas of Law Enforcement, Emergency Medical, Rescue Technician and Fire Service Training. Courses offered include Law Enforcement, Basic and Advanced Rescue Technician, Emergency Medical Technician, State and National Registry, Paramedic, Fire Fighter I & II Certification, Driver Operator Certification, Hazardous Material, Nursing Assistant, Cardiopulmonary Resuscitation, National Fire Academy courses and numerous other programs in the Law Enforcement, Fire, Rescue, and Emergency Medical areas. Courses are offered on campus, at local fire and police departments, rescue facilities, the airport training facility, churches, schools, businesses, industries, or other locations where there

is community interest. A number of courses are open to the public while some are limited to in-service training. Although the state prescribed registration fee is required, exceptions are recognized for fire service, police, and life saving personnel. Descriptive course information follows.

Fire Service

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

Rescue Technician

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

Airport Firefighting Training Facility

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

Emergency Medical Technician – State and National Registry

This course provides training in the first phase of the EMT career structure. The student will be provided knowledge and training in skills to control bleeding, application of splints, prevention of shock, childbirth, and other basic life support techniques. This course will also include instruction on oxygen therapy, respiratory emergency, major trauma, and advanced CPR techniques. At the completion of this course, the student will be qualified to take the Office of EMS NC State EMT Basic Exam or National Registry Exam. The course requires the student to comply with FTCC Hepatitis B Immunization policy. The policy states that the student must have a Hepatitis B vaccination (which they can obtain at the Cumberland County Health Department at an estimated cost of \$123.00) or proof thereof, or sign a waiver of refusal prior to clinical sessions of class. There may be other expenses incurred during this course. Prerequisite for this course is a high school diploma or GED.

Nursing Assistant I & II

The Nursing Assistant I and II courses prepare graduates to provide personal care and perform basic nursing skills for the elderly and other adults. Emphasis is on the process of aging, including mental, social and physical needs of the elderly: patients' rights, nutrition management, disease/disorders, human body structure and functions, etc. The course includes class, laboratory, and clinical learning experiences. The Nursing Assistant I course requires the student to have no less than a tenth grade education and to receive a Hepatitis B vaccination (which can be obtained at the Cumberland County Health Department) or proof thereof, or sign a waiver of refusal prior to clinical sessions of class. There may be other expenses incurred during this course. The NAI program requires a student to be a high school graduate and a licensed NAI.

LAW ENFORCEMENT TRAINING

The Law Enforcement Training department offers comprehensive programs designed to enhance the performances of certified law enforcement officers, providing quality up-to-date training for law enforcement officers, law enforcement supervisors and chief executives, basic security officers, security guard supervisors, communications dispatchers, jail officers, and jail administrators. The department is committed to offering the law enforcement community timely, relevant and professional training commensurate with established mandates of the Sheriff's Commission, the North Carolina Training and Standards Commission and/or the Private Protective Services Board. Course offerings are conducted by staff and a carefully selected group of experienced police and security officer trainers who constitute the adjunct faculty.

Quality service and professionalism earmark the relationship between the law enforcement department and its broad law enforcement and security client base.

The objective of the program is to offer the latest and most effective training available. The department continually updates and revises existing programs and actively seeks to add new course offerings in response to contemporary training demands. Input from local, state, and federal agencies, changes in crime trends and the request for specialized programs are significant in course development and offerings.

The program is designed to enable students to do the best possible job of protecting the citizens of this county, their fellow officers, and themselves.

The Basic Law Enforcement Training Academy (BLET) program allows the admission of students who are interested in pursuing law enforcement careers as police officers and deputy sheriffs in the State of North Carolina. Students must pass a comprehensive written examination offered by the North Carolina Training and Standards Commission prior to course completion.

Courses are offered on campus, at Ft. Bragg and Pope Air Force Base, at Fayetteville State University, Methodist College, and other selected locations or at municipal police departments within Cumberland County and the Cumberland County Sheriff's Department.

The majority of the course offerings are restricted to law enforcement or emergency services personnel. Some security course offerings are open to the general public, with the state prescribed registration fee required. Law enforcement officers and other emergency services personnel who are training to enhance their performance are exempt from tuition.

A comprehensive introductory law enforcement training program (non-certified) and other law enforcement programs are offered at Ft. Bragg and Pope Air Force Base. The introductory course is designed primarily to prepare the prospective law enforcement officer for entry into and successful completion of the Basic Law Enforcement Training Academy.

COMMUNITY SERVICE

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

Courses are frequently designed to meet specific requests; therefore, this area is expected to change with the interests and needs of the community. Students are regularly surveyed for comments and suggestions.

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

BUSINESS SERVICES

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

Supervisory Skills

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

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

Communication

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

Computer Training

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

Instructor Training

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

License Support Training

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

National Executive Housekeeping Association to assist in maintaining existing licenses.

FTCC SMALL BUSINESS CENTER

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

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

Our services include:

Specialized Business Seminars

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

Resource Room

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

Small Business Counselor

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

R.E.A.L.

R.E.A.L. stands for "Rural Entrepreneurship through Action Learning." NC R.E.A.L. Enterprises, a nonprofit organization based in Durham, NC, works with selected community colleges across North Carolina to provide adults of all ages with the opportunity to become entrepreneurs.

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

CURRICULUM LIST

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

Industrial Systems Technology (A50240)
Industrial Systems Technology (D50240)
Basic Industrial Systems (C50240)

Information Systems (A25260)
Computer Technologies (C25260C1)
Linux Certificate (C25260C2)

Information Systems—Network Administration and Support (A2526D)
Cisco Networking (C2526DC4)
Microsoft Networking (C2526DC1)
Nortel Networking (C2526DC3)
Novell Networking (C2526DC2)

Information System Security (A25270)

Internet Technologies (A25290)
IT/Server Side Web Programming Certificate (C25290C5)
IT/Web Back-Office Certificate (C25290C4)
IT/Web Design Certificate (C25290C1)
IT/Web Management Certificate (C25290C3)
IT/Web Programming Certificate (C25290C2)

Machining Technology (A50300)
Evening Basic Machining Technology (C50300C1)

Masonry (D35280)
Basic Masonry (C35280)

Mechanical Drafting Technology (D50340)
Basic CAD Drafting (C50340)

Media Integration Technology (A25300)
Hardware and Software (C25300C1)

Medical Office Administration (A25310)
Medical Office Administration (C25310C1)

Office Systems Technology (A25360)
Basic Office Systems Technology (C25360C1)

Paralegal Technology (A25380)
Paralegal (D25380)
Pharmacy Technology (D45580)
Phlebotomy (C45600)
Physical Therapist Assistant (A45620)
Plumbing (D35300)
Evening Basic Plumbing (C35300C1)

Postal Service Technology (A55340)
Postal Service Technology (C55340C1)
Practical Nursing (D45660)

Radiography (A45700)
Recreation and Leisure Studies (A55360)
Respiratory Care (A45720)

Speech-Language Pathology Assistant (A45730)
Surgical Technology (A45740)
Surgical Technology (D45740)
Surveying Technology (A40380)

Welding (D50420)
Evening Basic Welding Technology (C50420C1)

ACCOUNTING

A25100

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

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

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

ACCOUNTING (A25100)

Effective: Fall 2003

Revised: 06/26/03

Length: 5 Semesters

Prerequisite: 2 Units of Algebra

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
or						
ACA	115	Success & Study Skills	0	2	0	1
ACC	120	Prin of Financial Acct	3	2	0	4
BUS	115	Business Law I	3	0	0	3
CIS	111	Basic PC Literacy	1	2	0	2
ENG	111	Expository Writing	3	0	0	3
MAT	161	College Algebra	3	0	0	3
Totals			13/14	6	0	16

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACC	121	Prin of Managerial Acct	3	2	0	4
ACC	131	Federal Income Taxes	2	2	0	3
BUS	116	Business Law II	3	0	0	3
CIS	120	Spreadsheet I	2	2	0	3
ECO	251	Prin of Microeconomics	3	0	0	3
OST	122	Office Computations	1	2	0	2
Totals			14	8	0	18

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACC	225	Cost Accounting	3	0	0	3
CIS	220	Spreadsheets II	1	2	0	2
		Elective	3	0	0	3
Totals			7	2	0	8

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACC	150	Accounting Software Appl	1	2	0	2
ACC	220	Intermediate Accounting I	3	2	0	4
ACC	226	Adv Managerial Accounting	3	0	0	3
ECO	252	Prin of Macroeconomics	3	0	0	3
ENG	114	Prof Research & Reporting	3	0	0	3
		Humanities/Fine Arts Elect	3	0	0	3
Totals			16	4	0	18

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACC	221	Intermediate Accounting II	3	2	0	4
BUS	225	Business Finance	2	2	0	3
BUS	228	Business Statistics	2	2	0	3
ENG	115	Oral Communication	3	0	0	3
		Major Elective	3	0	0	3
Totals			13	6	0	16

TOTAL REQUIRED CREDITS....76

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

ADVERTISING & 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.

ADVERTISING & GRAPHIC DESIGN (A30100)

Effective: Fall 2003

Revised: 12/02/02

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA 111	College Student Success	1	0	0	1
or					
ACA 115	Success & Study Skills	0	2	0	1
ART 111	Art Appreciation	3	0	0	3
GRD 110	Typography I	2	2	0	3
GRD 117	Design Career Exploration	2	0	0	2
GRD 121	Drawing Fundamentals I	1	3	0	2
GRD 141	Graphic Design I	2	4	0	4
GRD 151	Computer Design Basics	1	4	0	3
Totals		11/12	13/15	0	18

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG 111	Expository Writing	3	0	0	3
GRA 121	Graphics Arts I	2	4	0	4
GRD 152	Computer Design Tech I	1	4	0	3
GRD 160	Photo Fundamentals I	1	4	0	3
GRD 192	Selected Topics in Design	1	3	0	2
MKT 220	Advertising & Sales Promotion	3	0	0	3
Totals		11	15	0	18

Summer Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
GRD 131	Illustration I	1	3	0	2
GRD 231	Marker Illustration	1	3	0	2
GRD 282	Advertising Copywriting	1	2	0	2
Totals		3	8	0	6

Fall Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG 115	Oral Communication	3	0	0	3
GRD 142	Graphic Design II	2	4	0	4
GRD 153	Computer Design Tech II	1	4	0	3
MAT 115	Mathematical Models	2	2	0	3
	Major Elective	3	0	0	3
Totals		11	10	0	16

Spring Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
GRD 241	Graphic Design III	2	4	0	4
GRD 280	Portfolio Design	2	4	0	4
GRD 285	Client/Media Relations	1	2	0	2
PSY 118	Interpersonal Psychology	3	0	0	3
	Major Elective	3	0	0	3
Totals		11	10	0	16

TOTAL REQUIRED CREDITS.... 74

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

AC, HEATING & 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.

AC, HEATING & REFRIGERATION TECHNOLOGY (A35100)

Effective: Fall 2002

Revised: 04/29/03

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

Fall Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
or						
ACA	115	Success & Study Skills	0	2	0	1
AHR	110	Intro to Refrigeration	2	6	0	5
AHR	111	HVACR Electricity	2	2	0	3
AHR	113	Comfort Cooling	2	4	0	4
CIS	113	Computer Basics	0	2	0	1
WLD	112	Basic Welding Processes	1	3	0	2
Totals			7/8	17/19	0	16

Spring Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
AHR	112	Heating Technology	2	4	0	4
AHR	114	Heat Pump Technology	2	4	0	4
AHR	130	HVAC Controls	2	2	0	3
AHR	160	Refrigerant Certification	1	0	0	1
PHY	121	Applied Physics I	3	2	0	4
Totals			10	12	0	16

Summer Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
AHR	115	Refrigeration Systems	1	3	0	2
AHR	151	HVAC Duct Systems I	1	3	0	2
AHR	180	HVACR Customer Relations	1	0	0	1
		Elective	3	0	0	3
Totals			6	6	0	8

Fall Semester 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
AHR	210	Residential Building Code	1	2	0	2
AHR	211	Residential System Design	2	2	0	3
AHR	212	Advance Comfort Systems	2	6	0	4
AHR	240	Hydronic Heating	1	3	0	2
ENG	111	Expository Writing	3	0	0	3
PSY	118	Interpersonal Psychology	3	0	0	3
Totals			12	13	0	17

Spring Semester 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
AHR	133	HVAC Servicing	2	6	0	4
AHR	215	Commercial HVAC Controls	1	3	0	2
AHR	245	Chiller Systems	1	3	0	2
AHR	250	HVAC System Diagnostics	0	4	0	2
OR						
COE	112	Co-op Work Experience I	0	0	20	2
ENG	115	Oral Communication	3	0	0	3
		Humanities/Fine Arts Elective	3	0	0	3
Totals			10	16	0/20	16

TOTAL REQUIRED CREDITS.....73

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

AC, HEATING & REFRIGERATION TECHNOLOGY **D35100**

Evening/Weekend Program

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.

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

A/C, Heating & Refrigeration (D35100)
Evening/Weekend Program
 Effective: Fall 2001
 Revised Date: 05/28/03

Length: 6 Semesters
 Prerequisite: High School Diploma
 Award: Diploma

Fall Semester 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
AHR 110	Intro to Refrigeration	2	6	0	5
AHR 111	HVACR Electricity	2	2	0	3
Totals		4	8	0	8

Spring Semester 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
AHR 113	Comfort Cooling	2	4	0	4
AHR 160	Refrigerant Certification	1	0	0	1
ENG 111	Expository Writing	3	0	0	3
Totals		6	4	0	8

Summer Semester 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
AHR 130	HVAC Controls	2	2	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
Totals		5	2	0	6

Fall Semester 2

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
AHR 112	Heating Technology	2	4	0	4
AHR 114	Heat Pump Technology	2	4	0	4
Totals		4	8	0	8

Spring Semester 2

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
AHR 133	HVAC Servicing	2	6	0	4
AHR 240	Hydronic Heating	1	3	0	2
Totals		3	9	0	6

Summer Semester 2

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
AHR 245	Chiller Systems	1	3	0	2
Totals		1	3	0	2

TOTAL REQUIRED CREDITS..... 38

Co-op Option: N/A

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

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

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

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

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

Effective: Fall 1998-99

Revised: 05/19/98

Length: 4 Semesters

Prerequisite: High School Diploma

Award: Certificate

Fall Semester 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
AHR 110	Intro to Refrigeration	2	6	0	5

Spring Semester 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
AHR 112	Heating Technology	2	4	0	4

Fall Semester 2

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
AHR 113	Comfort Cooling	2	4	0	4

Spring Semester 2

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
AHR 114	Heat Pump Technology	2	4	0	4

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.

ARCHITECTURAL TECHNOLOGY (A40100)

Effective: Fall 2004

Revised: 12/12/03

Length: 5 Semesters

Prerequisite: 2 Units of Algebra

Award: Associate in Applied Science

Fall Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
or						
ACA	115	Success & Study Skills	0	2	0	1
ARC	111	Intro to Arch Technology	1	6	0	3
ARC	112	Constr Matls & Methods	3	2	0	4
ENG	111	Expository Writing	3	0	0	3
MAT	121	Algebra/Trigonometry I	2	2	0	3
		Humanities/Fine Arts Elective	3	0	0	3
Totals			12/13	10/12	0	17

Spring Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ARC	113	Residential Arch Tech	1	6	0	3
ARC	114	Architectural CAD	1	3	0	2
ARC	114A	Architectural CAD Lab	0	3	0	1
ARC	131	Building Codes	2	2	0	3
ARC	250	Survey of Architecture	3	0	0	3
PHY	121	Applied Physics I	3	2	0	4
PSY	118	Interpersonal Psychology	3	0	0	3
Totals			13	16	0	19

Summer Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ARC	220	Adv Architect CAD	1	3	0	2
ARC	240	Site Planning	2	2	0	3
Totals			3	5	0	5

Fall Semester 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
ARC	211	Light Constr Technology	1	6	0	3
ARC	221	Architectural 3-D CAD	1	4	0	3
ARC	230	Environmental Systems	3	3	0	4
ARC	231	Arch Presentations	2	4	0	4
ENG	115	Oral Communication	3	0	0	3
Totals			10	17	0	17

Spring Semester 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
ARC	213	Design Project	2	6	0	4
ARC	235	Architectural Portfolio	2	3	0	3
ARC	241	Contract Administration	1	2	0	2
ARC	264	Digital Architecture	1	3	0	2
		Elective	3	0	0	3
Totals			9	14	0	14

TOTAL REQUIRED CREDITS.....72

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

ASSOCIATE DEGREE NURSING

A45100

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

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

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

ASSOCIATE DEGREE NURSING (INTEGRATED) (A45100)

Effective: Fall 2003

Revised: 03/07/03

Length: 5 Semesters

Prerequisites: 1 Unit of Biology, Algebra & Chemistry

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
or						
ACA	115	Success & Study Skills	0	2	0	1
BIO	168	Anatomy and Physiology I	3	3	0	4
NUR	110	Nursing I	5	3	6	8
PSY	150	General Psychology	3	0	0	3
Totals			11/12	6/8	6	16

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
BIO	169	Anatomy and Physiology II	3	3	0	4
NUR	120	Nursing II	5	3	6	8
PSY	241	Developmental Psych	3	0	0	3
Totals			11	6	6	15

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIS	113	Computer Basics	0	2	0	1
NUR	130	Nursing III	4	3	6	7
Totals			4	5	6	8

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
BIO	275	Microbiology	3	3	0	4
ENG	111	Expository Writing	3	0	0	3
NUR	210	Nursing IV	5	3	12	10
Totals			11	6	12	17

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
ENG	115	Oral Communication	3	0	0	3
or						
COM	231	Public Speaking	3	0	0	3
NUR	220	Nursing V	4	3	15	10
		Humanities/Fine Arts Elec	3	0	0	3
Totals			10	3	15	16

TOTAL REQUIRED CREDITS.... 72

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

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

ASSOCIATE IN ARTS**A10100**

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

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

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

ASSOCIATE IN ARTS (A10100)

Effective: Spring 2003

Revised: 01/29/04

Length: 4 Semesters

Prerequisites: High School Diploma, Algebra I, Algebra II

Award: Associate in Arts

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
ACA 111	College Student Success 1	1	0	0	0	1
or						
ACA 115	Success & Study Skills	0	2	0	0	1
CIS 110	Introduction to Com	2	2	0	0	3
ENG 111	Expository Writing	3	0	0	0	3
MAT 161	College Algebra	3	0	0	0	3
	History Elective	3	0	0	0	3
	Humanities/Fine Arts Elective	3	0	0	0	3
	Major Elective	0	2	0	0	1
	Totals	14/15	4/6	0	0	17

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
ENG 112	Argument-Based Rsrch	3	0	0	0	3
or						
ENG 113	Literature-Based Rsrch	3	0	0	0	3
	Mathematics/Computer Sci/Statistics Elective	3	0	0	0	3
	Humanities/Fine Arts Elective	3	0	0	0	3
	Major Elective	0	2	0	0	1
	Social/Behavioral Science Elective	3	0	0	0	3
	Natural Science Elective	3	3	0	0	4
	Totals	15	5	0	0	17

Fall Semester 2

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
COM 231	Public Speaking	3	0	0	0	3
	Literature Elective	3	0	0	0	3
	Social/Behavioral Science Elective	3	0	0	0	3
	Major Electives	8	0	0	0	8
	Totals	17	0	0	0	17

Spring Semester 2

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

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

ASSOCIATE IN ARTS—Articulation Agreement
A1010B
PRE-MAJOR IN BUSINESS ADMINISTRATION

The Associate in Arts articulation agreement with a pre-major in Business Administration has been developed by university and community college faculty for students who intend to major in Business Administration. Students who successfully complete this course of study and who meet the requirements for admission to the university may be eligible to apply for admission to the major with junior standing.

Upon completion of the program, the student will receive an associate in arts degree with a pre-major in Business Administration.

Pre-Major Associate in Arts Articulation Agreement:
Business Administration (A1010B)
 Effective: Fall 1998-99
 Revised: 01/29/04

Length: 4 Semesters
 Prerequisites: High School Diploma, Algebra I, Algebra II
 Award: Associate in Arts

Fall Semester I

Prefix	No.	Title	Class	Lab	Clinical	Exp.	Credit
ENG	111	Expository Writing	3	0	0	0	3
*ACA	115	Success & Study Skills	0	2	0	0	1
ACC	120	Prin of Accounting I	3	2	0	0	4
CIS	110	Introduction to Computers	2	2	0	0	3
FRE-111,GER-111 or SPA-111			3	0	0	0	3
MAT-161, 171 or 175			3	0	0	0	3
Totals			14	6	0	0	17

Spring Semester I

Prefix	No.	Title	Class	Lab	Clinical	Exp.	Credit
ENG	113	Literature-Based Research	3	0	0	0	3
ACC	121	Prin of Accounting II	3	2	0	0	4
PSY	150	General Psychology	3	0	0	0	3
MAT-263 or 271			3	0	0	0	3
ART-111,116,117 or MUS-110			3	0	0	0	3
Totals			15	2	0	0	16

Fall Semester II

Prefix	No.	Title	Class	Lab	Clinical	Exp.	Credit
ECO	251	Prin of Microeconomics	3	0	0	0	3
SOC	210	Introduction to Sociology	3	0	0	0	3
BIO111C,CHM151C or PHY151C			3	0	0	0	3
BIO111L,CHM151L or PHY151L			0	3	0	0	1
BUS-228, MAT-151 or MAT-155			3	0	0	0	3
HIS-111,112,121,122,131 or 132			3	0	0	0	3
Totals			15	3	0	0	16

Spring Semester II

Prefix	No.	Title	Class	Lab	Clinical	Exp.	Credit
ECO	252	Prin of Macroeconomics	3	0	0	0	3
BIO112C,CHM152C or PHY152C			3	0	0	0	3
BIO112L,CHM152L or PHY152L			0	3	0	0	1
POL 120		American Government	3	0	0	0	3
Approved PHI or REL Elective			3	0	0	0	3
ENG-231, 241 or 261			3	0	0	0	3
Total			15	3	0	0	16

TOTAL REQUIRED CREDITS 65

Co-op Option: Not authorized for this program.

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

ASSOCIATE IN ARTS—Articulation Agreement
A1010C
PRE-MAJOR IN BUSINESS EDUCATION
AND MARKETING EDUCATION

The Associate in Arts articulation agreement with a pre-major in Business Education and Marketing Education has been developed by university and community college faculty for students who intend to major in Business Education and Marketing Education. Students who successfully complete this course of study and who meet the requirements for admission to the university may be eligible to apply for admission to the major with junior standing.

Upon completion of the program, the student will receive an associate in arts degree with a pre-major in Business Education and Marketing Education.

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

Effective: Fall 2001

Revised: 01/29/04

Length: 4 Semesters

Prerequisite: High School Diploma

Award: Associate in Arts

Fall Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Exp.	Credit
ENG	111	Expository Writing	3	0	0	0	3
*ACA	115	Success & Study Skills	0	2	0	0	1
CIS	110	Introduction to Computers	2	2	0	0	3
ACC	120	Prin of Accounting I	3	2	0	0	4
PSY	150	General Psychology	3	0	0	0	3
BUS	110	Introduction to Business	3	0	0	0	3
Total			14	6	0	0	17

Spring Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Exp.	Credit
ENG	113	Literature-Based Research	3	0	0	0	3
ACC	121	Prin of Accounting II	3	2	0	0	4
CSC	134	C++ Programming	2	3	0	0	3
MAT-161, MAT-171 or MAT-175			3	0	0	0	3
Soc/Beh. Science History Elective			3	0	0	0	3
Total			14	5	0	0	16

Fall Semester II

Prefix	No.	Title	Class	Lab	Clinical	Exp.	Credit
ECO	251	Prin of Microeconomics	3	0	0	0	3
BIO111C, CHM151C or PHY151C			3	0	0	0	3
BIO111L, CHM151L or PHY151L			0	3	0	0	1
Hum/Fine Arts Literature Elective			3	0	0	0	3
Humanities/Fine Arts Elective			3	0	0	0	3
Soc/Beh. Science Elective			3	0	0	0	3
Total			15	3	0	0	16

Spring Semester II

Prefix	No.	Title	Class	Lab	Clinical	Exp.	Credit
COM	231	Public Speaking	3	0	0	0	3
ECO	252	Prin of Macroeconomics	3	0	0	0	3
BIO112C, CHM152C or PHY152C			3	0	0	0	3
BIO112L, CHM152L or PHY152L			0	3	0	0	1
Humanities/Fine Arts Elective			3	0	0	0	3
Humanities/Fine Arts Elective			3	0	0	0	3
Total			15	3	0	0	16

TOTAL REQUIRED CREDITS 65

Co-op Option: Not authorized for this program.

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

ASSOCIATE IN ARTS—Articulation Agreement
A1010D
PRE-MAJOR IN CRIMINAL JUSTICE

The Associate in Arts articulation agreement with a pre-major in Criminal Justice has been developed by university and community college faculty for students who intend to major in Criminal Justice. Students who successfully complete this course of study and who meet the requirements for admission to the university may be eligible to apply for admission to the major with junior standing.

Upon completion of the program, the student will receive an associate in arts degree with a pre-major in Criminal Justice.

Pre-Major Associate in Arts Articulation Agreement:
Criminal Justice (A1010D)
 Effective: Fall 2001
 Revised: 01/29/04

Length: 4 Semesters
 Prerequisites: High School Diploma, Algebra I, Algebra II
 Award: Associate in Arts

Fall Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Exp.	Credit
ENG	111	Expository Writing	3	0	0	0	3
ACA	115	Success & Study Skills	0	2	0	0	1
PSY	150	General Psychology	3	0	0	0	3
SOC	210	Introduction to Sociology	3	0	0	0	3
		Humanities Elective	3	0	0	0	3
		MAT-161, 162, 171, 175 or 263	3	0	0	0	3
		Totals	15	2	0	0	16

Spring Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Exp.	Credit
ENG	113	Literature-Based Research	3	0	0	0	3
		MAT-140, 151, 155 or 165	3	0	0	0	3
CJC	111	Intro to Criminal Justice	3	0	0	0	3
POL	120	American Government	3	0	0	0	3
		History Elective	3	0	0	0	3
		Major Elective	2	0	0	0	2
		Totals	17	0	0	0	17

Fall Semester II

Prefix	No.	Title	Class	Lab	Clinical	Exp.	Credit
CJC	121	Law Enforcement Operations	3	0	0	0	3
COM	231	Public Speaking	3	0	0	0	3
		Natural Science Elective	3	3	0	0	4
		Literature Elective	3	0	0	0	3
		History Elective	3	0	0	0	3
		Totals	15	3	0	0	16

Spring Semester II

Prefix	No.	Title	Class	Lab	Clinical	Exp.	Credit
CJC	141	Corrections	3	0	0	0	3
		Natural Science Elective	3	3	0	0	4
		Humanities Elective	3	0	0	0	3
		Major Elective	6	0	0	0	6
		Totals	15	3	0	0	16

TOTAL REQUIRED CREDITS 65

Co-op Option: Not authorized for this program.
 See the Student Education Plan for the list of approved College Transfer Electives

ASSOCIATE IN ARTS—Articulation Agreement
A1010P
PRE-MAJOR IN ELEMENTARY
EDUCATION, MIDDLE GRADE
EDUCATION AND SPECIAL EDUCATION

Spring Semester II		<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
<i>Prefix No.</i>	<i>Title</i>				
	Elective (See Ed Plan)	3	0	0	3
	Elective (See Ed Plan)	3	0	0	3
	Elective (See Ed Plan)	3	0	0	3
	Elective (See Ed Plan)	4	0	0	4

ASSOCIATE IN ARTS—Articulation Agreement
A1010F
PRE-MAJOR IN ENGLISH EDUCATION

The Associate in Arts articulation agreement with a pre-major in English Education has been developed by university and community college faculty for students who intend to major in English Education. Students who successfully complete this course of study and who meet the requirements for admission to the university may be eligible to apply for admission the major with junior standing.

Upon completion of the program, the student will receive an associate in arts degree with a pre-major in English Education.

Pre-Major Associate in Arts Articulation Agreement:
English Education (A1010F)

Effective: Fall 2001

Revised 01/29/04

Spring Semester II		<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Exp.</i>	<i>Credit</i>
<i>Prefix No.</i>	<i>Title</i>					
CIS 110	Introduction to Computers	2	2	0	0	3
COM 231	Public Speaking	3	0	0	0	3
	Other Required Elective	7	0	0	0	7
	Natural Science Elective	3	3	0	0	4
	Total	15	5	0	0	17

TOTAL REQUIRED CREDITS 65

Co-op Option: Not authorized for this program.

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

Length: 4 Semesters

Prerequisites: High School Diploma

Award: Associate in Arts

Fall Semester I

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Exp.</i>	<i>Credit</i>
ACA 115	Success & Study Skills	0	2	0	0	1
ENG 111	Expository Writing	3	0	0	0	3
PSY 150	General Psychology	3	0	0	0	3
	Humanities Elective	3	0	0	0	3
	MAT-161, 162, 171, 175 or 263	3	0	0	0	3
	Social/Behavioral Elective	3	0	0	0	3
	Total	15	2	0	0	16

Spring Semester I

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Exp.</i>	<i>Credit</i>
ENG 112	Argument-based Research					
	or					
ENG 113	Literature-Based Research	3	0	0	0	3
EDU 116	Intro to Education	3	2	0	0	4
	Humanities Elective	3	0	0	0	3
	English Literature Elective	3	0	0	0	3
	CIS-115, MAT- 151, 155, 172 or 175	3	0	0	0	3
	Total	15	2	0	0	16

Fall Semester II

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

ASSOCIATE IN ARTS—Articulation Agreement
A1010G
PRE-MAJOR IN HEALTH EDUCATION

The Associate in Arts articulation agreement with a pre-major in Health Education has been developed by university and community college faculty for students who intend to major in Health Education. Students who successfully complete this course of study and who meet the requirements for admission to the university may be eligible for admission to the major with junior standing.

Upon completion of the program, the student will receive an associate in arts degree with a pre-major in Health Education

Pre-Major Associate in Arts Articulation Agreement:
Health Education (A1010G)
 Effective: Fall 2001
 Revised 01/29/04

Length: 4 Semesters
 Prerequisites: High School Diploma
 Award: Associate in Arts

Fall Semester I

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
ENG 111	Expository Writing	3	0	0	0	3
ACA 115	Success & Study Skills	0	2	0	0	1
PSY 150	General Psychology	3	0	0	0	3
MAT-161,162,171,175,263		3	0	0	0	3
BIO-111 or CHM-151 & Lab		3	3	0	0	4
Social/Behaviorals History Elective		3	0	0	0	3
Total		15	5	0	0	17

Spring Semester I

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
ENG 112	Argument-Based Research					
or						
ENG 113	Literature-Based Research					
or						
ENG 114	Professional Research & Reporting	3	0	0	0	3
BIO-112 or CHM-152 & Lab		3	3	0	0	4
HEA 110	Personal Health/Wellness	3	0	0	0	3
MAT 151	Statistics I					
or						
MAT 155	Statistical Analysis	3	0	0	0	3
Humanities Elective		3	0	0	0	3
Total		15	3	0	0	16

Fall Semester II

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
COM 231	Public Speaking	3	0	0	0	3
BIO 168	Anatomy and Physiology I & Lab	3	3	0	0	4
HEA 120	Community Health	3	0	0	0	3
English Literature Elective		3	0	0	0	3
Social/Behavioral Science Elective		3	0	0	0	3
Total		15	3	0	0	16

Spring Semester II

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
BIO 169	Anatomy and Physiology II & Lab	3	3	0	0	4
CIS 110	Introduction to Computers	2	2	0	0	3
HEA 112	First Aid & CPR	1	2	0	0	2
	Humanities Elective	3	0	0	0	3
	PE Elective	1	0	0	0	1
	Social/Behavioral Science Elective	3	0	0	0	3
Total		13	7	0	0	16

TOTAL REQUIRED CREDITS 65

Co-op Option: Not authorized for this program.
 See the Student Education Plan for the list of approved College Transfer Electives

ASSOCIATE IN ARTS—Articulation Agreement
A1010H
PRE-MAJOR IN HISTORY

The Associate in Arts articulation agreement with a pre-major in History has been developed by university and community college faculty for students who intend to major in History. Students who successfully complete this course of study and who meet the requirements for admission to the university may be eligible to apply for admission to the major with junior standing.

Upon completion of the program, the student will receive an associate in arts degree with a pre-major in History.

Pre-Major Associate in Arts Articulation Agreement:

History (A1010H)
 Effective: Spring 2002
 Revised 01/29/04

Length: 4 Semesters

Prerequisites: High School Diploma

Award: Associate in Arts

Fall Semester I

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
ENG 111	Expository Writing	3	0	0	0	3
ACA 115	Success & Study Skills	0	2	0	0	1
	History Elective	3	0	0	0	3
	MAT-161, 162, 171, 175, or 263	3	0	0	0	3
	English Literature Elective	3	0	0	0	3
CIS 110	Introduction to Computers	2	2	0	0	3
	Total	14	4	0	0	16

Spring Semester I

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
ENG 112	Argument-Based Research or					
ENG 113	Literature-Based Research or					
ENG 114	Professional Research and Reporting	3	0	0	0	3
	Humanities Elective	6	0	0	0	6
	Social/Behavioral Science Elective	6	0	0	0	6
	CIS-115, MAT-140, 151, 155, or 165	3	0	0	0	3
	Total	18	0	0	0	18

Fall Semester II

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
COM 231	Public Speaking	3	0	0	0	3
	Natural Science Elective	3	3	0	0	4
	Humanities Elective	3	0	0	0	3
	Social/Behavioral Science Elective	3	0	0	0	3
	Major Elective	3	0	0	0	3
	Total	15	3	0	0	16

Spring Semester II

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
	Natural Science Elective	3	3	0	0	4
	Major Elective	11	0	0	0	11
	Total	14	3	0	0	15

TOTAL REQUIRED CREDITS 65

Co-op Option: Not authorized for this program.

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

ASSOCIATE IN ARTS—Articulation Agreement

A1010I

PRE-MAJOR IN NURSING

The Associate in Arts articulation agreement with a pre-major in Nursing has been developed by university and community college faculty for students who intend to major in Nursing. Students who successfully complete this course of study and who meet the requirements for admission to the university may be eligible to apply for admission to the major with junior standing.

Upon completion of the program, the student will receive an associate in arts degree with a pre-major in Nursing.

Pre-Major Associate in Arts Articulation Agreement:

Nursing (A1010I)

Effective: Fall 2001

Revised 01/29/04

Length: 4 Semesters

Prerequisites: High School Diploma

Award: Associate in Arts

Fall Semester I

Prefix	No.	Title	Class	Lab	Clinical	Exp.	Credit
ENG	111	Expository Writing	3	0	0	0	3
ACA	115	Success & Study Skills	0	2	0	0	1
MAT	161, 162, 171, 175 or 263		3	0	0	0	3
PSY	150	General Psychology	3	0	0	0	3
SOC	210	Introduction to Sociology	3	0	0	0	3
		English Literature Elective	3	0	0	0	3
		Total	15	2	0	0	16

Spring Semester I

Prefix	No.	Title	Class	Lab	Clinical	Exp.	Credit
ENG	112	Argument-Based Research					
		or					
ENG	113	Literature-Based Research					
		or					
ENG	114	Professional Research and Reporting	3	0	0	0	3
BIO	168C	Anatomy and Physiology I	3	0	0	0	3
BIO	168L	Anatomy and Physiology I Lab	0	3	0	0	1
MAT	151 or MAT-155		3	0	0	0	3
		Social/Behavioral Science Elective	3	0	0	0	3
PSY	281	Abnormal Psychology	3	0	0	0	3
		Total	15	3	0	0	16

Fall Semester II

Prefix	No.	Title	Class	Lab	Clinical	Exp.	Credit
BIO	169C	Anatomy and Physiology II	3	0	0	0	3
BIO	169L	Anatomy and Physiology II Lab	0	3	0	0	1
CHM	151C	General Chemistry I	3	0	0	0	3
CHM	151L	General Chemistry I Lab	3	0	0	0	1
COM	231	Public Speaking	3	0	0	0	3
		Humanities Elective	6	0	0	0	6
		Total	15	6	0	0	17

Spring Semester II

Prefix	No.	Title	Class	Lab	Clinical	Exp.	Credit
BIO	175C	General Microbiology	2	0	0	0	2
BIO	175L	General Microbiology Lab	0	2	0	0	1
		or					
BIO	275C	Microbiology	3	0	0	0	3
BIO	275L	Microbiology Lab	0	3	0	0	1
CHM	152C	General Chemistry II	3	0	0	0	3
CHM	152L	General Chemistry II Lab	0	3	0	0	1
PSY	241	Developmental Psychology	3	0	0	0	3
SOC	213	Sociology of the Family	3	0	0	0	3
		Humanities Elective	3	0	0	0	3
		Total	15/16	6/7	0	0	16/18

TOTAL REQUIRED CREDITS 65

Co-op Option: Not authorized for this program.

ACA-115 recommended for all programs.

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

ASSOCIATE IN ARTS—Articulation Agreement
A1010J
PRE-MAJOR IN PHYSICAL EDUCATION

The Associate in Arts articulation agreement with a pre-major in Physical Education has been developed by university and community college faculty for students who intend to major in Physical Education. Students who successfully complete this course of study and who meet the requirements for admission to the university may be eligible to apply for admission to the major with junior standing.

Upon completion of the program, the student will receive an associate in arts degree with a pre-major in Physical Education.

Pre-Major Associate in Arts Articulation Agreement:
Physical Education (A1010J)
 Effective: Spring 2002
 Revised 01/29/04

Length: 4 Semesters

Prerequisites: High School Diploma

Award: Associate in Arts

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
ENG 111	Expository Writing	3	0	0	0	3
ACA 115	Success & Study Skills	0	2	0	0	1
PSY 150	General Psychology	3	0	0	0	3
MAT-161,162,171,175,263		3	0	0	0	3
	History Elective	3	0	0	0	3
	Humanities Elective	3	0	0	0	3
	Total	15	2	0	0	16

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
ENG 112	Argument-Based Research					
or						
ENG 113	Literature-Based Research					
or						
ENG 114	Professional Research & Reporting	3	0	0	0	3
PED 110	Fit and Well for Life	1	2	0	0	2
CIS-115, MAT-140,151,155,165		3	0	0	0	3
	Humanities Elective	3	0	0	0	3
	Social/Behavioral Science Elective	3	0	0	0	3
	Approved PE Elective	0	2	0	0	1
	Total	13	4	0	0	15

Fall Semester II

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
COM 231	Public Speaking	3	0	0	0	3
	Social/Behavioral Science Elective	3	0	0	0	3
	Humanities Elective	3	0	0	0	3
	English Literature Elective	3	0	0	0	3
	Natural Science Elective	3	3	0	0	4
	Approved PE Elective	0	2	0	0	1
	Total	15	5	0	0	17

Spring Semester II

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
	Major Elective	0	2	0	0	1
	Major Elective	12	0	0	0	12
	Natural Science Elective	3	3	0	0	4
	Total	15	5	0	0	17

TOTAL REQUIRED CREDITS 65

Co-op Option: Not authorized for this program.

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

ASSOCIATE IN ARTS—Articulation Agreement**A1010K****PRE-MAJOR IN POLITICAL SCIENCE**

The Associate in Arts articulation agreement with a pre-major in Political Science has been developed by university and community college faculty for students who intend to major in Political Science. Students who successfully complete this course of study and who meet the requirements for admission to the university may be eligible to apply for admission to the major with junior standing.

Upon completion of the program, the student will receive an associate in arts degree with a pre-major in Political Science.

Pre-Major Associate in Arts Articulation Agreement:**Political Science (A1010K)**

Effective: Spring 2002

Revised 02/02/04

Length: 4 Semesters

Prerequisites: High School Diploma

Award: Associate in Arts

Fall Semester I

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
ENG 111	Expository Writing	3	0	0	0	3
ACA 115	Success & Study Skills	0	2	0	0	1
MAT-140, 161, 162, 171, 175 or 263		3	0	0	0	3
	Social/Behavioral Science Elective	3	0	0	0	3
	History Elective	3	0	0	0	3
	Humanities Elective	3	0	0	0	3
	Total	15	2	0	0	16

Spring Semester I

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
ENG 112	Argument-Based Research					
	or					
ENG 113	Literature-Based Research					
	or					
ENG 114	Professional Research & Reporting	3	0	0	0	3
POL 120	American Government	3	0	0	0	3
CIS 110	Introduction to Computers	2	2	0	0	3
	Humanities Elective	3	0	0	0	3
	Natural Science Elective	3	3	0	0	4
	Total	14	5	0	0	16

Fall Semester II

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
COM 231	Public Speaking	3	0	0	0	3
	Humanities Elective	3	0	0	0	3
	Natural Science Elective	3	3	0	0	4
	English Literature Elective	3	0	0	0	3
	Social/Behavioral Science	3	0	0	0	3
	Total	15	3	0	0	16

Spring Semester II

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
	Social/Behavioral Science	3	0	0	0	3
	Major Elective	14	0	0	0	14
	Total	17	0	0	0	17

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

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

ASSOCIATE IN ARTS—Articulation Agreement**A1010L****PRE-MAJOR IN PSYCHOLOGY**

The Associate in Arts articulation agreement with a pre-major in Psychology was developed by university and community college faculty for students who intend to major in Psychology. Students who successfully complete this course of study and who meet the requirements for admission to the university may be eligible to apply for admission to the major with junior standing.

Upon completion of the program, the student will receive an associate in arts degree with a pre-major in Psychology.

Pre-Major Associate in Arts Articulation Agreement:**Psychology (A1010L)**

Effective: Spring 2002

Revised 02/02/04

Length: 4 Semesters

Prerequisites: High School Diploma

Award: Associate in Arts

Fall Semester I

<i>Prefix No. Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Exp.</i>	<i>Credit</i>
ENG 111 Expository Writing	3	0	0	0	3
ACA 115 Success & Study Skills	0	2	0	0	1
PSY 150 General Psychology	3	0	0	0	3
MAT 171 Precalculus Algebra	3	0	0	0	3
Humanities Elective	3	0	0	0	3
Social/Behavioral Science Elective	3	0	0	0	3
Total	15	2	0	0	16

Spring Semester I

<i>Prefix No. Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Exp.</i>	<i>Credit</i>
ENG 112 Argument-Based Research					
or					
ENG 113 Literature-Based Research					
or					
ENG 114 Professional Research & Reporting	3	0	0	0	3
CIS-115, MAT-151,155,162,172,175	3	0	0	0	3
BIO-110 or BIO-111 & Lab	3	3	0	0	4
Social/Behavioral Science Elective	3	0	0	0	3
Humanities Elective	3	0	0	0	3
Total	15	3	0	0	16

Fall Semester II

<i>Prefix No. Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Exp.</i>	<i>Credit</i>
CIS 110 Introduction to Computers	2	2	0	0	3
History Elective	3	0	0	0	3
Natural Science Elective	3	3	0	0	4
Humanities Elective	3	0	0	0	3
English Literature Elective	3	0	0	0	3
Total	14	5	0	0	16

Spring Semester II

<i>Prefix No. Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Exp.</i>	<i>Credit</i>
COM 231 Public Speaking	3	0	0	0	3
Major Electives	14	0	0	0	14
Total	17	0	0	0	17

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

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

ASSOCIATE IN ARTS—Articulation Agreement
A1010M
PRE-MAJOR IN SOCIAL SCIENCE
SECONDARY EDUCATION

The Associate in Arts articulation agreement with a pre-major in Social Science Secondary Education has been developed by university and community college faculty for students who intend to major in Social Science Secondary Education. Students who successfully complete this course of study and who meet the requirements for admission to the university may be eligible to apply for admission to the major with junior standing.

Upon completion of the program, the student will receive an associate in arts degree with a pre-major in Social Science Secondary Education.

Pre-Major Associate in Arts Articulation Agreement:
Social Science Secondary Education (A1010M)
 Effective: Spring 2002
 Revised 02/03/04

Length: 4 Semesters
 Prerequisites: High School Diploma
 Award: Associate in Arts

Fall Semester I

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
ENG 111	Expository Writing	3	0	0	0	3
ACA 115	Success & Study Skills	0	2	0	0	1
HIS 131	American History I	3	0	0	0	3
POL 120	American Government	3	0	0	0	3
MAT 161	College Algebra	3	0	0	0	3
SOC 210	Introduction to Sociology	3	0	0	0	3
	Total	15	2	0	0	16

Spring Semester I

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
ENG 112	Argument-Based Research					
	or					
ENG 113	Literature-Based Research					
	or					
ENG 114	Professional Research and Reporting	3	0	0	0	3
HIS 132	American History II	3	0	0	0	3
CIS-115, MAT-151, 155, 162, 171, 172 or 175		3	0	0	0	3
ECO 151	Survey of Economics	3	0	0	0	3
	Humanities Elective	3	0	0	0	3
	Total	15	0	0	0	15

Fall Semester II

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
COM 231	Public Speaking	3	0	0	0	3
GEO 111	World Regional Geography	3	0	0	0	3
HIS-111 or 121		3	0	0	0	3
	Natural Science Elective	3	3	0	0	4
	Humanities Elective	3	0	0	0	3
	Total	15	3	0	0	16

Spring Semester II

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
HIS-112 or 122		3	0	0	0	3
	Natural Science Elective	3	3	0	0	4
	Literature Elective	3	0	0	0	3
	Major Elective	5	0	0	0	5
	Humanities Elective	3	0	0	0	3
	Total	17	3	0	0	18

TOTAL REQUIRED CREDITS 65

Co-op Option: Not authorized for this program.
 See the Student Education Plan for the list of approved College Transfer Electives

ASSOCIATE IN ARTS—Articulation Agreement
A1010Q
PRE-MAJOR IN SOCIAL WORK

The Associate in Arts articulation agreement with a pre-major in Social Work has been developed by university and community college faculty for students who intend to major in Social Work. Students who successfully complete this course of study and who meet the requirements for admission to the university may be eligible to apply for admission to the major with junior standing.

Upon completion of the program, the student will receive an associate in arts degree with a pre-major in Social Work.

Pre-Major Associate in Arts Articulation Agreement:
Social Work (A1010Q)
 Effective: Spring 2002
 Revised 02/03/04

Length: 4 Semesters

Prerequisites: High School Diploma

Award: Associate in Arts

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
ENG 111	Expository Writing	3	0	0	0	3
ACA 115	Success & Study Skills	0	2	0	0	1
SOC 210	Introduction to Sociology	3	0	0	0	3
MAT 161	College Algebra	3	0	0	0	3
PSY 150	General Psychology	3	0	0	0	3
COM 231	Public Speaking	3	0	0	0	3
	Total	15	2	0	0	16

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
BIO 111	General Biology I	3	3	0	0	4
ENG 113	Literature-Based Research	3	0	0	0	3
POL 120	American Government	3	0	0	0	3
	History Elective	3	0	0	0	3
	Humanities Elective	3	0	0	0	3
	Total	15	3	0	0	16

Fall Semester II

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
BIO 112	General Biology II	3	3	0	0	4
CIS 110	Introduction to Computers	2	2	0	0	3
MAT 151	Statistics	3	0	0	0	3
	English Literature Elective	3	0	0	0	3
	Major Elective	3	0	0	0	3
	Total	14	5	0	0	16

Spring Semester II

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
	Humanities Elective	6	0	0	0	6
	Major Elective	11	0	0	0	11
	Total	17	0	0	0	17

TOTAL REQUIRED CREDITS 65

Co-op Option: Not authorized for this program.

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

ASSOCIATE IN ARTS—Articulation Agreement
A1010N
PRE-MAJOR IN SOCIOLOGY

The Associate in Arts articulation agreement with a pre-major in Sociology has been developed by university and community college faculty for students who intend to major in Sociology. Students who successfully complete this course of study and who meet the requirements for admission to the university may be eligible to apply for admission to the major with junior standing.

Upon completion of the program, the student will receive an associate in arts degree with a pre-major in Sociology.

Pre-Major Associate in Arts Articulation Agreement:
Sociology (A1010N)
 Effective: Spring 2002
 Revised 02/03/04

Length: 4 Semesters
 Prerequisites: High School Diploma
 Award: Associate in Arts

Fall Semester I

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
ENG 111	Expository Writing	3	0	0	0	3
ACA 115	Success & Study Skills	0	2	0	0	1
SOC 210	Introduction to Sociology	3	0	0	0	3
MAT-161,162,171,175, or 263		3	0	0	0	3
	Humanities Elective	3	0	0	0	3
	History Elective	3	0	3	0	3
	Total	15	2	0	0	16

Spring Semester I

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
ENG 112	Argument-Based Research					
or						
ENG 113	Literature-Based Research					
or						
ENG 114	Professional Research & Reporting	3	0	0	0	3
CIS 110	Introduction to Computers	2	2	0	0	3
	Natural Science Elective	3	3	0	0	4
	SOC-213, 220, 225 or 240	3	0	0	0	3
	CIS-115, MAT140,151,155,165	3	0	0	0	3
	Total	14	5	0	0	16

Fall Semester II

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
COM 231	Public Speaking	3	0	0	0	3
	English Literature Elective	3	0	0	0	3
	Humanities Elective	3	0	0	0	3
	Natural Science Elective	3	3	0	0	4
	Major Elective	3	0	0	0	3
	Total	15	3	0	0	16

Spring Semester II

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
	Humanities Elective	3	0	0	0	3
	Social/Behavioral Elective	3	0	0	0	3
	Major Electives	11	0	0	0	11
	Total	17	0	0	0	17

TOTAL REQUIRED CREDITS 65

Co-op Option: Not authorized for this program.
 See the Student Education Plan for the list of approved College Transfer Electives

ASSOCIATE IN GENERAL EDUCATION A10300

The General Education curriculum program consists of basic course work in English, literature, fine arts, philosophy, social science, science, and mathematics, leading to an Associate Degree in General Education (ADGE). It is designed principally for students who desire two years of general education beyond the high school level.

Upon completion of the program, the student will receive an associate in general education.

ASSOCIATE IN GENERAL EDUCATION (A10300)

Effective: Spring 2003

Revised: 02/04/04

Length: 4 Semesters

Prerequisites: High School Diploma, Algebra I, Algebra II

Award: Associate Degree

Fall Semester 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACA 111	College Student Success	1	0	0	1
or					
ACA 115	Success & Study Skills	0	2	0	1
ENG 111	Expository Writing	3	0	0	3
COM 231	Public Speaking	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
Totals		15/16	0/2	0	16

Spring Semester 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ENG 112	Argument-Based Research				
or					
ENG 113	Literature-Based Research				
or					
ENG 114	Prof Research & Reporting	3	0	0	3
	Major Electives	13	0	0	13
Totals		16	0	0	16

Fall Semester 2

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
	Major Electives	17	0	0	17
Totals		17	0	0	17

Spring Semester 2

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
	Major Electives	16	0	0	16
Totals		16	0	0	16

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

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.

ASSOCIATE IN SCIENCE (A10400)

Effective: Spring 2003

Revised: 02/04/04

Length: 4 Semesters

Prerequisites: High School Diploma, Algebra I, Algebra II

Award: Associate in Science

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
ACA 111	College Student Success 1	1	0	0	0	1
or						
ACA 115	Success & Study Skills	0	2	0	0	1
CIS 110	Introduction to Computers	2	2	0	0	3
ENG 111	Expository Writing	3	0	0	0	3
MAT 171	Precalculus Algebra	3	0	0	0	3
	Humanities/Fine Arts Elective	3	0	0	0	3
	BIO-111C/L, CHM-151C/L or PHY-151C/L	3	3	0	0	4
	Totals	14/15	5/7	0	0	17

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
ENG 112	Argument-Based Research					
or						
ENG 113	Literature-Based Research	3	0	0	0	3
	Mathematics/Computer Sci/Statistics Elective	3	0	0	0	3
	History Elective	3	0	0	0	3
	BIO-112C/L, CHM-152C/L or PHY-152C/L3	3	0	0	4	
	Major Elective	0	2	0	0	1
	Social/Behavioral Science Elective	3	0	0	0	3
	Totals	15	5	0	0	17

Fall Semester 2

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
	Major Elective	7	0	0	0	7
	English Literature Elective	3	0	0	0	3
	Humanities/Fine Arts Elective	3	0	0	0	3
	Social/Behavioral Science Elective	3	0	0	0	3
	Totals	16	0	0	0	16

Spring Semester 2

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
COM 231	Public Speaking	3	0	0	0	3
	Humanities/Fine Arts Elective	3	0	0	0	3
	Social/Behavioral Science Elective	3	0	0	0	3
	Major Elective	6	0	0	0	6
	Totals	15	0	0	0	15

TOTAL REQUIRED CREDITS....65

Co-op Option: Not authorized for this program.

ASSOCIATE IN SCIENCE—Articulation Agreement A1040A

PRE-MAJOR IN BIOLOGY AND BIOLOGY EDUCATION

The Associate in Science articulation agreement with a pre-major in Biology and Biology Education has been developed by university and community college faculty for students who intend to major in Biology and Biology Education. Students who successfully complete this course of study and who meet the requirements for admission to the university may be eligible to apply for admission to the major with junior standing.

Upon completion of the program, the student will receive an associate in science degree with a pre-major in Biology and Biology Education.

Pre-Major Associate in Science Articulation Agreement: Biology & Biology Education (A1040A)

Effective: Spring 2002

Revised 02/04/04

Length: 4 Semesters

Prerequisites: High School Diploma

Award: Associate in Science

Fall Semester I

Prefix	No.	Title	Class	Lab	Clinical	Exp.	Credit
ENG	111	Expository Writing	3	0	0	0	3
ACA	115	Success & Study Skills	0	2	0	0	1
CHM	151C	General Chemistry I	3	0	0	0	3
CHM	151L	General Chemistry I Lab	0	3	0	0	1
BIO	111C	General Biology I	3	0	0	0	3
BIO	111L	General Biology I Lab	0	3	0	0	1
MAT	171	Precalculus Algebra	3	0	0	0	3
Total			12	8	0	0	15

Spring Semester I

Prefix	No.	Title	Class	Lab	Clinical	Exp.	Credit
ENG	112	Argument-Based Research					
or							
ENG	113	Literature-Based Research					
or							
ENG	114	Professional Research and Reporting	3	0	0	0	3
CHM	152C	General Chemistry II	3	0	0	0	3
CHM	152L	General Chemistry II Lab	0	3	0	0	1
BIO	112C	General Biology II	3	0	0	0	3
BIO	112L	General Biology II Lab	0	3	0	0	1
CIS-115, MAT-151, 155, 172 or 175		Social/Behavioral Science	3	0	0	0	3
History Elective			3	0	0	0	3
Total			15	6	0	0	17

Fall Semester II

Prefix	No.	Title	Class	Lab	Clinical	Exp.	Credit
COM-231		Public Speaking	3	0	0	0	3
BIO 120C or BIO 130C			3	0	0	0	3
BIO 120L or BIO 130L			0	3	0	0	1
Humanities Elective			6	0	0	0	6
Social/Behavioral Science Elective			3	0	0	0	3
Total			15	3	0	0	16

Spring Semester II

Prefix	No.	Title	Class	Lab	Clinical	Exp.	Credit
Major Elective			5	0	0	0	5
Humanities Elective			3	0	0	0	3
English Literature Elective			3	0	0	0	3
Social/Behavioral Science Elective			6	0	0	0	6
Total			17	3	0	0	17

TOTAL REQUIRED CREDITS 65

Co-op Option: Not authorized for this program.

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

ASSOCIATE IN SCIENCE—Articulation Agreement A1040B

PRE-MAJOR IN CHEMISTRY AND CHEMISTRY EDUCATION

The Associate in Science articulation agreement with a pre-major in Chemistry and Chemistry Education has been developed by university and community college faculty for students who intend to major in Chemistry and Chemistry Education. Students who successfully complete this course of study and who meet the requirements for admission to the university may be eligible to apply for admission to the major with junior standing.

Upon completion of the program, the student will receive an associate in science degree with a pre-major in Chemistry and Chemistry Education.

Pre-Major Associate in Science Articulation Agreement: Chemistry and Chemistry Education (A1040B)

Effective: Spring 2002

Revised 02/04/04

Length: 4 Semesters

Prerequisites: High School Diploma

Award: Associate in Science

Fall Semester I

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
ENG 111	Expository Writing	3	0	0	0	3
MAT 271	Calculus I	3	2	0	0	4
CHM 151C	General Chemistry I	3	0	0	0	3
CHM 151L	General Chemistry I Lab0	3	0	0	0	1
Social/Behavioral Science Elective		3	0	0	0	3
Total		12	5	0	0	14

Spring Semester I

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
ENG 112	Argument-Based Research					
or						
ENG 113	Literature-Based Research					
or						
ENG 114	Professional Research and Reporting	3	0	0	0	3
CHM 152C	General Chemistry II	3	0	0	0	3
CHM 152L	General Chemistry II Lab	0	3	0	0	0
1						
MAT 272	Calculus II	3	2	0	0	4
Social/Behavioral Science Elective		6	0	0	0	6
Total		15	5	0	0	17

Fall Semester II

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
CHM 251C	Organic Chemistry I	3	0	0	0	3
CHM 251L	Organic Chemistry I Lab0	3	0	0	0	1
PHY 251C	General Physics I	3	0	0	0	3
PHY 251L	General Physics I Lab	0	3	0	0	1
English Literature Elective		3	0	0	0	3
Humanities Electives		6	0	0	0	6
Total		15	6	0	0	17

Spring Semester II

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
CHM 252C	Organic Chemistry II	3	0	0	0	3
CHM 252L	Organic Chemistry II Lab	0	3	0	0	1
PHY 252C	General Physics II	3	0	0	0	3
PHY 252L	General Physics II Lab	0	3	0	0	1
COM 231	Public Speaking	3	0	0	0	3
Social/Behavioral Science Elective		3	0	0	0	3
Humanities Elective		3	0	0	0	3
Total		15	6	0	0	17

TOTAL REQUIRED CREDITS 65

Co-op Option: Not authorized for this program.

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

There is no room for the ACA-115 Success and Study Skills in this Program

ASSOCIATE IN SCIENCE—Articulation Agreement
A1040E
PRE-MAJOR IN MATHEMATICS

The Associate in Science articulation agreement with a pre-major in Mathematics has been developed by university and community college faculty for students who intend to major in Mathematics. Students who successfully complete this course of study and who meet the requirements for admission to the university may be eligible to apply for admission to the major with junior standing.

Upon completion of the program, the student will receive an associate in science degree with a pre-major in Mathematics.

ASSOCIATE IN SCIENCE
PRE-MAJOR IN MATHEMATICS (A1040E)

Effective: Spring 2002

Revised: 02/04/04

Length: 4 Semesters

Prerequisites: High School Diploma, Algebra I, Algebra II

Award: Associate in Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
ENG-111	Expository Writing	3	0	0	0	3
ACA-115	Success & Study Skills	0	2	0	0	1
MAT-175	Precalculus	4	0	0	0	4
	Social/Behavioral Elective	3	0	0	0	3
	History Elective	3	0	0	0	3
	Humanities Elective	3	0	0	0	3
	Totals	16	2	0	0	17

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
ENG-113	Literature-Based Research	3	0	0	0	3
MAT-271	Calculus I	3	2	0	0	4
	Social/Behavioral Elective	3	0	0	0	3
	Major Elective	4	0	0	0	4
	Humanities Elective	3	0	0	0	3
	16	2	0	0	17	

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
COM- 231	Public Speaking	3	0	0	0	3
MAT-272	Calculus II	3	2	0	0	4
PHY-251C	General Physics I	3	0	0	0	3
PHY-251L	General Physics I Lab	0	3	0	0	1
	Humanities Elective	3	0	0	0	3
	English Literature	3	0	0	0	3
	Totals	15	5	0	0	17

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
MAT 273	Calculus III	3	2	0	0	4
PHY-252C	General Physics II	3	0	0	0	3
PHY-252L	General Physics II Lab	0	3	0	0	1
MAT-280 or 285		3	0	0	0	3
	Social/Behavioral Elective	3	0	0	0	3
	Totals	12	5	0	0	14

TOTAL CREDIT HOURS...65

Co-op Option: Not authorized for this program.

**ASSOCIATE IN SCIENCE—Articulation Agreement
A1040F
PRE-MAJOR IN MATHEMATICS EDUCATION**

The Associate in Science articulation agreement with a pre-major in Mathematics Education has been developed by university and community college faculty for students who intend to major in Mathematics Education. Students who successfully complete this course of study and who meet the requirements for admission to the university may be eligible to apply for admission to the major with junior standing.

Upon completion of the program, the student will receive an associate in science degree with a pre-major in Mathematics Education.

**Pre-Major Associate in Science Articulation Agreement:
Mathematics Education (A1040F)**

Effective: Spring 2002

Revised: 02/04/04

Length: 4 Semesters

Prerequisites: High School Diploma, Algebra I, Algebra II

Award: Associate in Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
ENG-111	Expository Writing	3	0	0	0	3
ACA-115	Success & Study Skills	0	2	0	0	1
MAT-175	Precalculus	4	0	0	0	4
	Social/Behavioral Elective	3	0	0	0	3
	History Elective	3	0	0	0	3
	Humanities Elective	3	0	0	0	3
	Totals	16	2	0	0	17

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
ENG-113	Literature-Based Research	3	0	0	0	3
MAT-271	Calculus I	3	2	0	0	4
	Social/Behavioral Elective	3	0	0	0	3
	Major Elective	4	0	0	0	4
	Humanities Elective	3	0	0	0	3
	Totals	16	2	0	0	17

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
COM-231	Public Speaking	3	0	0	0	3
MAT-272	Calculus II	3	2	0	0	4
PHY-251C	General Physics I	3	0	0	0	3
PHY-251L	General Physics I Lab	0	3	0	0	1
	Humanities Elective	3	0	0	0	3
	English Literature	3	0	0	0	3
	Totals	15	5	0	0	17

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
MAT 273	Calculus III	3	2	0	0	4
PHY-252C	General Physics II	3	0	0	0	3
PHY-252L	General Physics II Lab	0	3	0	0	1
MAT-280 or 285		3	0	0	0	3
	Social/Behavioral Elective	3	0	0	0	3
	Totals	12	5	0	0	14

TOTAL CREDIT HOURS...65

Co-op Option: Not authorized for this program.

AUTOBODY REPAIR**D60100**

The Autobody Repair curriculum provides training in the use of equipment and materials of the autobody repair trade. The student studies the construction of the automobile body and techniques of autobody repairing, rebuilding, and refinishing.

The course work includes autobody fundamentals, industry overview, and safety. Students will perform hands-on repairs in the areas of non-structural and structural repairs, MIG welding, plastics and adhesives, refinishing, and other related areas.

Graduates of the curriculum should qualify for entry-level employment opportunities in the automotive body and refinishing industry. Graduates may find employment with franchised independent garages, or they may become self-employed.

AUTOBODY REPAIR (D60100)

Effective: Summer 2001

Revised: 05/29/03

Length: 3 Semesters

Prerequisite: High School Diploma

Award: Diploma

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
AUB-111	Painting & Refinishing I	2	6	0	4
AUB-121	Non-Structural Damage I	1	4	0	3
AUB-131	Structural Damage I	2	4	0	4
AUB-134	Autobody MIG Welding	1	4	0	3
CIS-113	Computer Basics	0	2	0	1
ISC-112	Industrial Safety	2	0	0	2
Totals		8	20	0	17

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
AUB-112	Painting & Refinishing II	2	6	0	4
AUB-122	Non-Structural Damage II	2	6	0	4
AUB-132	Structural Damage II	2	6	0	4
ENG-101	Applied Communications I	3	0	0	3
MAT-101	Applied Mathematics I	2	2	0	3
Totals		11	20	0	18

Summer Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
AUB-114	Special Finishes	1	2	0	2
AUB-136	Plastics & Adhesives	1	4	0	3
AUB-162	Autobody Estimating	1	2	0	2
AUB-141	Mech & Elec Components I	2	2	0	3
Totals		5	10	0	10

TOTAL REQUIRED CREDITS.... 45

Co-op Option: Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of AUB-141 provided they acquire approval from the Co-op Director and the Department Chairperson.

AUTOBODY REPAIR CERTIFICATE**C60100C1**

This evening certificate program is designed to prepare individuals for entry-level positions as helpers in the autobody repair field. Instruction includes hands-on training in non-structural and structural repairs, plastics and adhesives, and basic refinishing and painting.

Completers will be prepared for employment as entry-level apprentices in the autobody repair field.

Courses in this program can be transferred directly into the Autobody Repair diploma curriculum.

Basic Autobody Repair Certificate (C60100C1)**Evening/Weekend Program**

Effective: Fall 2001

Revised: 06/01/01

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
AUB 111	Painting & Refinishing	2	6	0	4
AUB 121	Non-Structural Damage I	1	4	0	3
Totals		3	10	0	7

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
AUB 131	Structural Damage I	2	4	0	4
AUB 136	Plastics & Adhesives	1	0	0	3
Totals		3	4	0	7

TOTAL REQUIRED CREDITS....14**Co-op Option: N/A****Note:** This certificate is not approved for VA benefits or financial aid.

AUTOMOTIVE SYSTEMS TECHNOLOGY A60160

The Automotive Systems Technology curriculum prepares individuals for employment as automotive service technicians. It provides an introduction to automotive careers and increases student awareness of the challenges 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.

Upon 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.

AUTOMOTIVE SYSTEMS TECHNOLOGY (A60160)

Effective: Spring 2003

Revised: 05/02/03

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

Fall Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	115	College Student Success	1	0	0	1
OR						
ACA	115	Success & Study Skills	0	2	0	1
AUT	115	Engine Fundamentals	2	3	0	3
AUT	116	Engine Repair	1	3	0	2
AUT	151	Brake Systems	2	2	0	3
AUT	152	Brake Systems Lab	0	2	0	1
AUT	161	Electrical Systems	2	6	0	4
Totals			7/8	16/18	0	14

Spring Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
AUT	164	Automotive Electronics	2	2	0	3
AUT	183	Engine Performance Fuels	2	3	0	3
AUT	184	Engine Perfor-Fuels Lab	0	3	0	1
OR						
COE	111-212	Co-op Work Experience	0	0	10	1
AUT	231	Manual Drive Trains/Axles	2	3	0	3
AUT	232	Manual Dr Trains/Axles Lab	0	3	0	1
OR						
COE	111-212	Co-op Work Experience	0	0	10	1
PHY	122	Applied Physics II	3	2	0	4
		Humanities/Fine Arts Elective	3	0	0	3
Totals			12	16	0/20	18

Summer Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
AUT	181	Engine Performance-Electrical	2	3	0	3
AUT	182	Engine Perfor-Elec Lab	0	3	0	1
OR						
COE	111-212	Co-op Work Experience	0	0	10	1
AUT	281	Advance Engine Performance	2	2	0	3
CIS	113	Computer Basics	0	2	0	1
Totals			4	10	0/10	8

Fall Semester 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
AUT	141	Suspension & Steering Sys	2	4	0	4
AUT	162	Chassis Elect & Electronics	2	2	0	3
AUT	163	Chassis Elec & Elect Lab	0	2	0	1
OR						
COE	111-212	Co-op Work Experience	0	0	10	1
AUT	211	Automotive Machining	2	6	0	4
ENG	111	Expository Writing	3	0	0	3
PSY	118	Interpersonal Psychology	3	0	0	3
Totals			12	14	0/10	18

Spring Semester 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
AUT	113	Automotive Servicing	2	6	0	4
AUT	171	Heating & Air Conditioning	2	3	0	3
AUT	221	Automatic Transmissions	2	6	0	4
ENG	115	Oral Communication	3	0	0	3
Totals			9	15	0	14

TOTAL REQUIRED CREDITS.....72

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

**AUTOMOTIVE SYSTEMS TECHNOLOGY—
C60160C4**
**AUTOMOTIVE ELECTRICAL/
ELECTRONICS SYSTEMS CERTIFICATE**

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.

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

Effective: Fall 2000-2001

Revised: 04/19/99

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

Fall Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
AUT	161	Electrical Systems	2	6	0	4
AUT	183	Engine Performance-Fuels	2	3	0	3
AUT	184	Engine Perfor-Fuels Lab	0	3	0	1
Totals			4	12	0	8

Spring Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
AUT	162	Chassis Elect & Electronics	2	2	0	3
AUT	163	Chassis Elec & Elect Lab	0	2	0	1
Totals			2	4	0	4

TOTAL REQUIRED CREDITS.....12

Co-op Option: NA

Note: This certificate is not approved for financial aid.

**AUTOMOTIVE SYSTEMS TECHNOLOGY—
C60160C2**
**AUTOMOTIVE ENGINE
PERFORMANCE CERTIFICATE**

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.

**AUTOMOTIVE ENGINE PERFORMANCE CERTIFICATE
(C60160C2)**

Effective: Fall 1999-2000

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

Fall Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
AUT	161	Electrical Systems	2	6	0	4
AUT	183	Engine Performance-Fuels	2	3	0	3
AUT	184	Engine Perfor-Fuels lab	0	3	0	1
Totals			4	12	0	8

Spring Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
AUT	181	Engine Performance-Electrical	2	3	0	3
AUT	182	Engine Perfor-Elec Lab	0	3	0	1
AUT	185	Emission Controls	1	2	0	2
Totals			3	8	0	6

TOTAL REQUIRED CREDITS.....14

Co-op Option: NA

Note: This certificate is not approved for financial aid.

**AUTOMOTIVE SYSTEMS TECHNOLOGY—
C60160C3**
**AUTOMOTIVE POWER
TRAINS CERTIFICATE**

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.

AUTOMOTIVE POWER TRAINS CERTIFICATE (C60160C3)

Effective: Fall 2000-2001

Revised: 05/01/99

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

Fall Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
AUT	115	Engine Fundamentals	2	3	0	3
AUT	116	Engine Repair	1	3	0	2
Totals			3	6	0	5

Spring Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
AUT	221	Automatic Transmissions	2	6	0	4
AUT	231	Manual Drive/Trains/Axles	2	3	0	3
AUT	232	Manual Dr Trains/Axles Lab	0	3	0	1
Totals			4	6	0	8

TOTAL REQUIRED CREDITS.....13

Co-op Option: NA

Note: This certificate is not approved for financial aid.

**AUTOMOTIVE SYSTEMS TECHNOLOGY—
C60160C1**
**AUTOMOTIVE SUSPENSION, BRAKES,
AND HEATING/AIR CONDITIONING
CERTIFICATE**

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.

**AUTOMOTIVE SUSPENSION, BRAKES, AND HEATING/
AIR CONDITIONING CERTIFICATE (C60160C1)**

Effective: Fall 1999-2000

Revised: 05/01/99

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

Fall Semester

Prefix	No.	Title	Class	Lab	Clinical	Credit
AUT	141	Suspension & Steering Sys	2	4	0	4
AUT	151	Brake Systems	2	2	0	3
AUT	152	Brake Systems Lab	0	2	0	1
Totals			4	8	0	8

Spring Semester

Prefix	No.	Title	Class	Lab	Clinical	Credit
AUT	171	Heating & Air Conditioning	2	3	0	3
COE	111	Co-op Work Experience I	0	10	0	1
Totals			2	13	0	4

TOTAL REQUIRED CREDITS.....12

Co-op Option: NA

Note: This certificate is not approved for financial aid.

BASIC LAW ENFORCEMENT TRAINING C55120

Basic Law Enforcement Training (BLET) is designed to give students essential skills required for entry-level employment as law enforcement officers 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; and ethics and community relations.

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

BASIC LAW ENFORCEMENT TRAINING (C55120)

Effective: Fall 2000

Revised: 02/04/04

Length: 1 Semester

Prerequisite: High School Diploma

Award: Certificate

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
CJC-100	Basic Law Enforcement Trn	8	30	0	0	18

TOTAL REQUIRED CREDITS..... 18

Co-op Option: Not authorized in this program.

BIOTECHNOLOGY

A20100

The Biotechnology curriculum, which has emerged from molecular biology and chemical engineering, is designed to meet the increasing demands for skilled laboratory technicians in various fields of biological and chemical technology.

Course work emphasizes biology, chemistry, mathematics, and technical communications. The curriculum objectives are designed to prepare graduates to serve in three distinct capacities: research assistant to a biologist or chemist; laboratory technician/instrumentation technician; and quality control/quality assurance technician.

Graduates may find employment in various areas of industry and government, including research and development, manufacturing, sales, and customer service.

BIOTECHNOLOGY

Effective: Fall 2004

Revised: 02/04/04

Length: 5 Semesters

Prerequisite: High School Graduate, Including Algebra I & II

Award: Associate in Applied Science

FALL SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA*111	College Student Success	1	0	0	1
(or)					
ACA*115	Success and Study Skills	0	2	0	1
BIO*111	General Biology I	3	3	0	4
BTC*181	Basic Lab Techniques	3	3	0	4
CIS*110	Introduction to Computers	2	2	0	3
ENG*111	Expository Writing	3	0	0	3
MAT*171	Precalculus Algebra	3	0	0	3
MAT*171A	Precalculus Algebra Lab	0	3	0	1
Total		14/15	11/13	0	19

SPRING SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO*112	General Biology II	3	3	0	4
CHM*131	Introduction to Chemistry	3	0	0	3
CHM*131A	Introduction to Chemistry Lab	0	3	0	1
ENG*114	Professional Research & Rpt.	3	0	0	3
PSY*150	General Psychology	3	0	0	3
	Humanities Elective	3	0	0	3
Total		15	6	0	17

SUMMER SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO*275	Microbiology	3	3	0	4
COM*231	Public Speaking	3	0	0	3
Total		6	3	0	7

FALL SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO*250	Genetics	3	3	0	4
BTC*285	Cell Culture	2	3	0	3
BTC*281	Bioprocess Techniques	2	6	0	4
CHM*132	Organic & Biochemistry	3	3	0	4
Total		10	15	0	15

SPRING SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
BTC*286	Immunological Techniques	3	3	0	4
BTC*288	Biotech Lab Experience	0	6	0	2
MAT*151	Statistics I	3	0	0	3
PHY*151	College Physics I	3	2	0	4
	Elective	3	0	0	3
Total		12	11	0	16

Total Credit Hours.....74 SHC

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

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.

BUILDING CONSTRUCTION TECHNOLOGY (A35140)

Effective Date: Fall 2003

Revised: 04/29/03

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

FALL SEMESTER I

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
BPR	130	Blueprint Reading/Constr	1	2	0	2
CAR	110	Introduction to Carpentry	2	0	0	2
CAR	111	Carpentry I	3	15	0	8
MAT	120	Geometry & Trigonometry	2	2	0	3
Totals			9	19	0	16

SPRING SEMESTER I

Prefix	No.	Title	Class	Lab	Clinical	Credit
CAR	112	Carpentry II	3	15	0	8
CIS	110	Intro to Computers	2	2	0	3
CST	241	Planning/Estimating	2	2	0	3
ENG	111	Expository Writing	3	0	0	3
Totals			10	19	0	17

SUMMER SEMESTER I

CAR	113	Carpentry III	3	9	0	6
Totals			3	9	0	6

FALL SEMESTER II

Prefix	No.	Title	Class	Lab	Clinical	Credit
BUS	135	Principles of Supervision	3	0	0	3
CST	131	OSHA/Safety/Certification	2	2	0	3
DFT	119	Basic CAD	1	2	0	2
ENG	115	Oral Communication	3	0	0	3
MAS	140	Intro to Masonry	1	2	0	2
PLU	111	Intro to Plumbing I	1	3	0	2
PSY	118	Interpersonal Psychology	3	0	0	3
Totals			14	9	0	18

SPRING SEMESTER II

Prefix	No.	Title	Class	Lab	Clinical	Credit
CAR	114	Residential Building Codes	3	0	0	3
CST	211	Construction Surveying	2	3	0	3
CST	221	Statics/Structures	3	3	0	4
ELC	113	Basic Wiring	2	6	0	4
Humanities/Fine Arts Elective			3	0	0	3
Totals			13	12	0	17

TOTAL REQUIRED CREDITS.....74**Co-op Option: N/A**

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 business or industry.

BUSINESS ADMINISTRATION (A25120)

Effective: Fall 2004

Revised: 11/20/03

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC-121	Prin of Managerial Accounting	3	2	0	4
BUS-137	Principles of Management	3	0	0	3
BUS-225	Business Finance	2	2	0	3
ECO-251	Prin of Microeconomics	3	0	0	3
	Major Elective	3	0	0	3
	Free Elective	3	0	0	3
Totals		17	4	0	19

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS-135	Principles of Supervision	3	0	0	3
BUS-153	Human Resource Management	3	0	0	3
BUS-239	Bus Applications Seminar	1	2	0	2
ENG-115	Oral Communication	3	0	0	3
MKT-123	Fundamentals of Selling	3	0	0	3
	Major Elective	3	0	0	3
Totals		16	2	0	17

TOTAL REQUIRED CREDITS.... 76

Co-op Option: Qualified students may elect to take up to six (6) credit hours of Cooperative Education. The (6)

**FAYETTEVILLE TECHNICAL
COMMUNITY COLLEGE**

**2004-2005
CATALOG
VOLUME XVII**

**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 other businesses.

Course work includes principles of banking, money and banking, lending fundamentals, 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.

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

Effective: Fall 2003

Revised: 03/04/04

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS 120	Spreadsheet I	2	2	0	3
	Elective	3	0	0	3
	Totals	5	2	0	6

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
BAF 131	Fund of Bank Lending	3	0	0	3
BAF 222	Money & Banking	3	0	0	3
BUS 225	Business Finance	2	2	0	3
ECO 252	Prin of Macroeconomics	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
	Major Elective	3	0	0	3
	Totals	17	2	0	18

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
BAF 232	Consumer Lending	3	0	0	3
BAF 234	Residential Mort Lending	3	0	0	3
BAF 235	Analyzing Fin Statements	3	0	0	3
ENG 114	Prof Research & Reporting	3	0	0	3
	Major Elective	3	0	0	3
	Humanities/Fine Arts Elec	3	0	0	3
	Totals	18	0	0	18

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.

COMPUTER PROGRAMMING (A25130)

Effective: Fall 2004

Revised: 02/24/04

Length: 5 Semesters

Prerequisite: 2 Units of Algebra

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA-111	College Student Success	1	0	0	1
	or				
ACA-115	Success & Study Skills	0	2	0	1
ACC-111	Financial Accounting	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	2

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC-238	Advanced RPG	2	3	0	3
CIS-286	Systems Analysis & Design	3	0	0	3
CIS-245	Operating System—Multi-User2	3	0	0	3
CSC-134	C++ Programming	2	3	0	3
NET-110	Data Comm/Networking	2	2	0	3
	Elective	3	0	0	3
	Totals	14	11	0	18

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS-174	Network System Manager I	2	2	0	3
CIS-216	Software Installation/Maint	1	2	0	2
CIS-288	Systems Project	1	4	0	3
	Major Elective	2	3	0	3
	Major Elective	2	3	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Totals	11	14	0	17

TOTAL REQUIRED CREDITS...76

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

COMPUTER PROGRAMMING - C25130C2
C++ PROGRAMMING CERTIFICATE

The C++ programming certificate is designed to prepare individuals for employment as programmers in C++ through study and applications in computer concepts, logic, and programming procedures using the C++ programming language.

Students will solve business computer problems through programming techniques and procedures using the C++ language.

Upon completion of this program, a student will have the necessary C++ skills for an entry level C++ programming position in business, industry, and government organizations.

C++ PROGRAMMING (CERTIFICATE) (C25130C2)

Effective: Fall 1999-2000

Revised: 5/1/99

Length: 3 Semesters

Prerequisite: High School Diploma and 2 Units of Algebra

Award: Certificate

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS-110	Introduction to Computers	2	2	0	3
CIS-115	Introduction to Prog & Logic	2	2	0	3
Totals		4	4	0	6

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC-134	C++ Programming	2	3	0	3
Totals		2	3	0	3

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC-234	Advanced C++	2	3	0	3
Totals		2	3	0	3

TOTAL REQUIRED CREDITS 12

Co-op Option: NA

COMPUTER PROGRAMMING - C25130C1
COBOL PROGRAMMING CERTIFICATE

The COBOL programming certificate is designed to prepare individuals for employment as programmers in COBOL through study and applications in computer concepts, logic, and programming procedures using the COBOL programming language.

Students will solve business computer problems through programming techniques and procedures using the COBOL language.

Upon completion of this program, a student will have the necessary COBOL skills for an entry level COBOL programming position in business, industry, and government organizations.

COBOL PROGRAMMING (CERTIFICATE) (C25130C1)

Effective: Fall 1999-2000

Revised: 5/1/99

Length: 3 Semesters

Prerequisite: High School Diploma and 2 Units of Algebra

Award: Certificate

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS-110	Introduction to Computers	2	2	0	3
CIS-115	Introduction to Prog & Logic	2	2	0	3
Totals		4	4	0	6

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC-135	COBOL Programming	2	3	0	3
Totals		2	3	0	3

SUMMER SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC-235	Advanced COBOL	2	3	0	3
Totals		2	3	0	3

TOTAL REQUIRED CREDITS 12

Co-op Option: NA

COMPUTER PROGRAMMING - RPG PROGRAMMING CERTIFICATE C25130C3

The RPG Programming certificate is designed to prepare individuals for employment as programmers in RPG through study and applications in computer concepts, logic, and programming procedures using the RPG programming language.

Students will solve business computer problems through programming techniques and procedures using the RPG language.

Upon completion of this program, a student will have the necessary RPG skills for an entry level RPG Programming position in business, industry, and government organizations.

RPG PROGRAMMING (CERTIFICATE) (C25130C3)

Effective: Fall 1999-2000
9/1/99

Length: 3 Semesters

Prerequisite: High School Diploma and 2 Units of Algebra

Award: Certificate

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS-110	Introduction to Computers	2	2	0	3
CIS-115	Introduction to Prog & Logic	2	2	0	3
Totals		4	4	0	6

SUMMER SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC-138	RPG Programming	2	3	0	3
Totals		2	3	0	3

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC-238	Advanced RPG	2	3	0	3
Totals		2	3	0	3

TOTAL REQUIRED CREDITS 12

Co-op Option: NA

COMPUTER PROGRAMMING— VISUAL BASIC PROGRAMMING CERTIFICATE C25130C4

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.

VISUAL BASIC PROGRAMMING (CERTIFICATE) (C25130C4)

Effective: Fall 1999-2000
Revised: 5/1/99

Length: 3 Semesters

Prerequisite: High School Diploma and 2 Units of Algebra

Award: Certificate

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS-110	Introduction to Computers	2	2	0	3
CIS-115	Introduction to Prog & Logic	2	2	0	3
Totals		4	4	0	6

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC-139	Visual BASIC Programming	2	3	0	3
Totals		2	3	0	3

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC-239	Advanced Visual BASIC	2	3	0	3
Totals		2	3	0	3

TOTAL REQUIRED CREDITS 12

Co-op Option: NA

COSMETOLOGY

D55140

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.

COSMETOLOGY (D55140)

Effective: Fall 2003

Revised: 06/13/03

Length: 3 Semesters

Prerequisite: High School Diploma

Award: Diploma

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
COS-111	Cosmetology Concepts I	4	0	0	4
COS-112	Salon I	0	24	0	8
ENG-101	Applied Communication I	3	0	0	3
COS-114A	Salon II	0	3	0	1
Totals		7	27	0	16

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
COS-113	Cosmetology Concepts II	4	0	0	4
COS-114B	Salon II	0	21	0	7
COS-115A	Cosmetology Concepts III	2	0	0	2
COS-116A	Salon III	0	6	0	2
Totals		6	27	0	15

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
COS-115B	Cosmetology Concepts III	2	0	0	2
COS-116B	Salon III	0	6	0	2
COS-117	Cosmetology Concepts IV	2	0	0	2
COS-118	Salon IV	0	21	0	7
PSY-101	Applied Psychology	3	0	0	3
Totals		7	27	0	16

TOTAL REQUIRED CREDITS.... 47

Co-op Option: Not authorized for this program.

CRIMINAL JUSTICE TECHNOLOGY A55180

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, 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.

CRIMINAL JUSTICE TECHNOLOGY (A55180)

Effective: Fall 2002

Revised: 05/19/03

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA-111	College Student Success	1	0	0	1
or					
ACA-115	Success & Study Skills	0	2	0	1
CJC-111	Intro to Criminal Justice	3	0	0	3
CJC-231	Constitutional Law	3	0	0	3
ENG-111	Expository Writing	3	0	0	3
POL-130	State & Local Government	3	0	0	3
PSY-118	Interpersonal Psychology	3	0	0	3
Totals		15/16	0/2	0	16

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC-112	Criminology	3	0	0	3
CJC-113	Juvenile Justice	3	0	0	3
CJC-131	Criminal Law	3	0	0	3
CJC-141	Corrections	3	0	0	3
ENG-114	Prof Research & Reporting	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
Totals		18	0	0	18

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS-113	Computer Basics	0	2	0	1
ENG-115	Oral Communication	3	0	0	3
	Major Elective	3	0	0	3
Totals		6	2	0	7

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC-132	Court Procedure & Evidence	3	0	0	3
CJC-151	Intro to Loss Prevention	3	0	0	3
CJC-221	Investigative Principles	3	2	0	4
MAT-115	Mathematical Models	2	2	0	3
SOC-210	Introduction to Sociology	3	0	0	3
Totals		14	4	0	16

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC-212	Ethics & Comm Relations	3	0	0	3
CJC-213	Substance Abuse	3	0	0	3
CJC-215	Organization & Administration	3	0	0	3
	Major Elective	3	0	0	3
	Major Elective	3	0	0	3
	Major Elective	3	0	0	3
Totals		18	0	0	18

TOTAL REQUIRED CREDITS.... 75

Students with a felony conviction may have limited Criminal Justice employment opportunities.

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

**CRIMINAL JUSTICE TECHNOLOGY - A5518A
LATENT EVIDENCE**

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.

**CRIMINAL JUSTICE TECHNOLOGY/
LATENT EVIDENCE (A5518A)**

Effective: Spring 2003

Revised: 05/21/03

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
or						
ACA	115	Success & Study Skills	0	2	0	1
CIS	113	Computer Basics	0	2	0	1
CJC	111	Intro to Criminal Justice	3	0	0	3
CJC	114	Investigative Photography	1	2	0	2
CJC	231	Constitutional Law	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
PSY	150	General Psychology	3	0	0	3
Totals			13/14	4/6	0	16

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
CJC	112	Criminology	3	0	0	3
CJC	113	Juvenile Justice	3	0	0	3
CJC	131	Criminal Law	3	0	0	3
CJC	144	Crime Scene Processing	2	3	0	3
MAT	140	Survey of Mathematics	3	0	0	3
		Humanities/Fine Arts Elective	3	0	0	3
Totals			17	3	0	18

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
COE	111J	Co-op Work Experience	0	0	10	1
COM	231	Public Speaking	3	0	0	3
CJC	251	Forensic Chemistry I	3	2	0	4
Totals			6	2	10	8

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
BIO	111C	General Biology	3	0	0	3
BIO	111L	General Biology Lab	0	3	0	1
CJC	146	Trace Evidence	2	3	0	3
CJC	221	Investigative Principles	3	2	0	4
CJC	245	Friction Ridge Analysis	2	3	0	3
CJC	250	Forensic Biology	1	2	0	2
Totals			11	13	0	16

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
CJC	132	Court Procedures & Evidence	3	0	0	3
CJC	212	Ethics & Comm Relations	3	0	0	3
CJC	222	Criminalistics	3	0	0	3
CJC	244	Footwear and Tire Imprints	2	3	0	3
CJC	246	Advanced Friction Ridge				
		Analysis	2	3	0	3
		Major Elective	3	0	0	3
Totals			16	6	0	18

TOTAL REQUIRED CREDITS....76

CJC*250 Forensic Biology: Student must register for BIO*111 as a co-requisite to take this course.

Students with a felony conviction may have limited Criminal Justice employment opportunities.

Co-op Option: Students are required to take 1 (one) credit hour of cooperative education.

**CRIMINAL JUSTICE TECHNOLOGY— C5518AC1
LATENT EVIDENCE CERTIFICATE**

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.

**CRIMINAL JUSTICE TECHNOLOGY
LATENT EVIDENCE CERTIFICATE (C5518AC1)**

Effective: Fall 2003

Revised: 12/02/02

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC-114	Investigative Photography	1	2	0	2
CJC-146	Trace Evidence	2	3	0	3
CJC-245	Friction Ridge Analysis	2	3	0	3
Totals		5	8	0	8

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC-144	Crime Scene Processing	2	3	0	3
CJC-244	Footwear and Tire Imprints	2	3	0	3
CJC-246	Advanced Friction Ridge Analysis	2	3	0	3
Totals		6	9	0	9

TOTAL REQUIRED CREDITS.... 17

Students with a felony conviction may have limited Criminal Justice employment opportunities.

CULINARY TECHNOLOGY

A55200

The Culinary Technology curriculum provides specific training required to prepare students to assume positions as trained culinary professionals in a variety of food service settings including full service restaurants, hotels, resorts, clubs, catering operations, contract food service, and health care facilities.

Course offerings emphasize practical application, a strong theoretical knowledge base, and professionalism and provide the critical competencies to successfully meet industry demands. Courses also include sanitation, food/beverage service and control, baking, garde manger, American/international cuisines, food production, and hospitality supervision.

Graduates should qualify for entry-level positions such as line cook, station chef, and assistant pastry chef. American Culinary Federation certification is available to graduates. With experience, graduates may advance to positions such as sous-chef, executive chef, or food service manager.

CULINARY TECHNOLOGY (A55200)

Effective: Fall 2002

Revised: 04/29/03

Length: 5 Semesters

Prerequisites: High School Diploma

Award: Associate in Applied Science

Fall Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
or						
ACA	115	Success & Study Skills	0	2	0	1
CIS	111	Basic PC Literacy	1	2	0	2
CUL	110	Sanitation and Safety	2	0	0	2
CUL	135	Food & Beverage Service	2	0	0	2
CUL	135A	Food & Beverage Serv Lab	0	2	0	1
CUL	140	Basic Culinary Skills	2	6	0	5
CUL	150	Food Science	1	2	0	2
ENG	111	Expository Writing	3	0	0	3
Totals			11/12	12/14	0	18

Spring Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
CUL	160	Baking I	1	4	0	3
CUL	170	Garde-Manger I	1	4	0	3
CUL	240	Adv Culinary Skills	1	8	0	5
MAT	115	Mathematical Models	2	2	0	3
NUT	110	Nutrition	3	0	0	3
Totals			8	18	0	17

Summer Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
PSY	118	Interpersonal Psychology	3	0	0	3
Major Elective			5	0	0	5
Totals			8	0	0	8

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
CUL	120	Purchasing	2	0	0	2
CUL	130	Menu Design	2	0	0	2
CUL	250	Classical Cuisine	1	8	0	5
CUL	250A	Classical Cuisine Lab	0	3	0	1
CUL	260	Baking II	1	4	0	3
ENG	114	Prof Research & Reporting	3	0	0	3
Totals			9	15	0	16

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Exp.	Credit
COE	112A	Work Ex I—Culinary Technology	0	0	0	20	2
COE	115A	Work Exp Seminar I—Culinary Technology	1	0	0	0	1
ENG	115	Oral Communication	3	0	0	0	3
HRM	215	Restaurant Management	3	0	0	0	3
Humanities/Fine Arts Elective			3	0	0	0	3
Major Elective			5	0	0	0	5
Totals			15	0	0	20	17

TOTAL REQUIRED CREDITS.....76

Co-op Option: Students are required to take 3 credit hours of co-op.

**CULINARY TECHNOLOGY—
BAKING CERTIFICATE****C55200C2**

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.

BAKING CERTIFICATE (C55200C2)

Effective: Fall 1999/2000

Revised: 5/1/99

Length: 1 Semester

Prerequisite: High School Diploma

Award: Certificate

Fall Semester

<i>Prefix</i>	<i>No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CUL	110	Sanitation and Safety	2	0	0	2
CUL	160	Baking I (1st 8 weeks)	1	4	0	3
CUL	192	Selected Topics in Culinary Arts	2	0	0	2
CUL	260	Baking II (2nd 8 weeks)	1	4	0	3
CUL	280	Pastry & Confections	1	4	0	3
COE	111A*	Co-op for Baking	0	0	10	1
Totals			7	12	10	14

TOTAL REQUIRED CREDITS14

*Co-op Option: Students are required to take 1 credit hour of co-op.

Note: This certificate is not approved for financial aid.**CULINARY TECHNOLOGY -
PANTRY CHEF CERTIFICATE (GARDE MANGER)****C55200C1**

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.

Pantry Chef Certificate (Garde Manger) (C55200C1)

Effective Fall: 1999/2000

Revised: 5/1/99

Length: 1 Semester

Prerequisite: High School Diploma

Award: Certificate

Fall Semester

<i>Prefix</i>	<i>No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CUL	110	Sanitation and Safety	2	0	0	2
CUL	140	Basic Culinary I	2	6	0	5
CUL	170	Garde Manger I (1st 8 weeks)	1	4	0	3
CUL	270	Garde Manager II (2nd 8 weeks)	1	4	0	3
Totals			6	14	0	13

TOTAL REQUIRED CREDITS13**Co-op Option:** None required in this certificate program**Note:** This certificate is not approved for financial aid.

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 chairside 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 provide students with knowledge in infection/hazard control, radiography, dental materials, preventive dentistry, and clinical procedures.

Graduates may be eligible to take the Dental Assisting National Board Examination to become Certified Dental Assistants. As a Dental Assistant II, defined by the Dental Laws of North Carolina, graduates work in dental offices and other related areas.

DENTAL ASSISTING (D45240)

Effective: Fall 1998-99

Revised: 06/02/03

Length: 3 Semesters

Prerequisite: 1 Unit Biology

Award: Diploma

FALL SEMESTER 1

<i>Prefix</i>	<i>No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
BIO	106	Intro to Anat/Phys/Micro	2	2	0	3
CIS	113	Computer Basics	0	2	0	1
DEN	100	Basic Orofacial Anatomy	2	0	0	2
DEN	101	Preclinical Procedures	4	6	0	7
DEN	102	Dental Materials	3	4	0	5
DEN	111	Infection/Hazard Control	2	0	0	2
		Totals	13	14	0	20

SPRING SEMESTER 1

<i>Prefix</i>	<i>No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
DEN	103	Dental Sciences	2	0	0	2
DEN	104	Dental Health Education	2	2	0	3
DEN	105	Practice Management	2	0	0	2
DEN	106	Clinical Practice I	1	0	12	5
DEN	112	Dental Radiography	2	3	0	3
ENG	102	Applied Communications II	3	0	0	3
		Totals	12	5	12	18

SUMMER SEMESTER 1

<i>Prefix</i>	<i>No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
DEN	107	Clinical Practice II	1	0	12	5
PSY	101	Applied Psychology	3	0	0	3
		Totals	4	0	12	8

TOTAL REQUIRED CREDITS.... 46

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

DENTAL HYGIENE**A45260**

The Dental Hygiene curriculum provides individuals with the knowledge and skills to access, 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 examination for licensure which are required to practice dental hygiene. Employment opportunities include dental offices, clinics, schools, public health agencies, industry, and professional education.

DENTAL HYGIENE (A45260)

Effective: Spring 2003

Revised: 05/06/03

Length: 5 Semesters

Prerequisites: 1 Unit Biology, Algebra & Chemistry

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
or						
ACA	115	Success & Study Skills	0	2	0	1
BIO	163	Basic Anatomy & Physiology	4	2	0	5
DEN	110	Orofacial Anatomy	2	2	0	3
DEN	111	Infection/Hazard Control	2	0	0	2
DEN	120	Dental Hyg Preclinic Lec	2	0	0	2
DEN	121	Dental Hygiene Preclinic Lab	0	6	0	2
ENG	111	Expository Writing	3	0	0	3
Totals			13/14	10/12	0	18

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
BIO	175	General Microbiology	2	2	0	3
DEN	112	Dental Radiography	2	3	0	3
DEN	222	General & Oral Pathology	2	0	0	2
DEN	124	Periodontology	2	0	0	2
DEN	130	Dental Hygiene Theory I	2	0	0	2
DEN	131	Dental Hygiene Clinic I	0	0	9	3
PSY	150	General Psychology	3	0	0	3
Totals			13	5	9	18

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
DEN	125	Dental Office Emergencies	0	2	0	1
DEN	140	Dental Hygiene Theory II	1	0	0	1
DEN	141	Dental Hygiene Clinic II	0	0	6	2
ENG	115	Oral Communication	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
Totals			7	2	6	10

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIS	113	Computer Basics	0	2	0	1
BIO	180	Biological Chemistry	2	2	0	3
DEN	220	Dental Hygiene Theory III	2	0	0	2
DEN	221	Dental Hygiene Clinic III	0	0	12	4
DEN	123	Nutrition/Dental Health	2	0	0	2
DEN	223	Dental Pharmacology	2	0	0	2
DEN	232	Community Dental Health	2	0	3	3
Totals			10	4	15	17

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
DEN	230	Dental Hygiene Theory IV	1	0	0	1
DEN	231	Dental Hygiene Clinic IV	0	0	12	4
DEN	224	Materials and Procedures	1	3	0	2
DEN	233	Professional Development	2	0	0	2
Humanities/Fine Arts Elec			3	0	0	3
Totals			7	3	12	12

TOTAL REQUIRED CREDITS.... 75

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

EARLY CHILDHOOD ASSOCIATE

A55220

The Early Childhood Associate curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

EARLY CHILDHOOD ASSOCIATE (A55220)

Effective: Spring 2003

Revised: 05/22/03

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

Fall Semester I

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
ACA 111	College Student Success	1	0	0	0	1
or						
ACA 115	Success & Study Skills	0	2	0	0	1
CIS 113	Computer Basics	0	2	0	0	1
EDU 119	Early Childhood Ed	4	0	0	0	4
OR						
EDU 111	Early Childhood Cred I	2	0	0	0	2
EDU 131	Child, Family, & Community	3	0	0	0	3
EDU 144	Child Development I	3	0	0	0	3
ENG 111	Expository Writing	3	0	0	0	3
MAT 115	Mathematical Models	2	2	0	0	3
PSY 150	General Psychology	3	0	0	0	3
Totals		16-17	4-6	0	0	19-21

Spring Semester I

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
EDU 112	Early Childhood Cred II	2	0	0	0	2
OR						
EDU 113	Family/Early Child Cred	2	0	0	0	2
EDU 145	Child Development II	3	0	0	0	3
EDU 146	Child Guidance	3	0	0	0	3
EDU 153	Health, Safety, & Nutrit	3	0	0	0	3
ENG 114	Prof Research & Reporting	3	0	0	0	3
SOC 210	Introduction to Sociology	3	0	0	0	3
Totals		17	0	0	0	17

Summer Semester I

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
HEA 112	First Aid & CPR	1	2	0	0	2
	Major Elective	3	0	0	0	3
Totals		4	2	0	0	5

Fall Semester II

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
EDU 157	Active Play	2	2	0	0	3
EDU 188	Issues in Early Child Ed	2	0	0	0	2
EDU 234	Infants, Toddlers & Twos	3	0	0	0	3
OR						
EDU 261	Early Childhood Admin I	2	0	0	0	2
ENG 115	Oral Communication	3	0	0	0	3
	Humanities/Fine Arts Elective	3	0	0	0	3
	Social/Behavior Science Elective	3	0	0	0	3
Totals		15-16	2	0	0	16-17

Spring Semester II

Prefix No.	Title	Class	Lab	Clinical	Exp.	Credit
EDU 221	Children With Sp Needs	3	0	0	0	3
EDU 235	School-Age Dev & Program	2	0	0	0	2
OR						
EDU 262	Early Childhood Admin II	3	0	0	0	3
EDU 252	Math & Sci Activities	3	0	0	0	3
EDU 282	Early Childhood Lit	3	0	0	0	3
EDU 298	Seminar in Early Childhood	3	0	0	0	3
AND						
COE 111B	Work Exp I—Early Childhood Associate	0	0	0	10	1
	Social/Behavior Science Elective	3	0	0	0	3
Totals		17-18	0	0	10	18-19

TOTAL REQUIRED CREDITS.....76

Co-op Option: Students are required to take 1 credit hour of co-op.

**EARLY CHILDHOOD ASSOCIATE— C55220C1
CHILD CARE ADMINISTRATION CERTIFICATE**

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 child care professional to be successful as an administrator in a child care 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.

**EARLY CHILDHOOD ASSOCIATE CERTIFICATION IN
CHILD CARE ADMINISTRATION (C55220C1)**

Effective: Fall 1998-99
Revised: 5/1/99

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

Fall Semester I

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU 111	Early Childhood Cred I	2	0	0	2
EDU 131	Child, Family, & Commun	3	0	0	3
EDU 261	Early Childhood Admin I	2	0	0	2
Totals		7	0	0	7

Spring Semester I

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU 112	Early Childhood Cred II	2	0	0	2
EDU 146	Child Guidance	3	0	0	3
EDU 221	Children With Sp Needs	3	0	0	3
EDU 262	Early Childhood Admin II	3	0	0	3
Totals		11	0	0	11

TOTAL REQUIRED CREDITS.....18

Co-op Option: Not authorized in this program.

**EARLY CHILDHOOD ASSOCIATE - C55220C2
CHILD CARE DEVELOPMENT CERTIFICATE**

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.

**EARLY CHILDHOOD ASSOCIATE CERTIFICATION IN
CHILD CARE DEVELOPMENT (C55220C2)**

Effective: Fall 1998-99
Revised: 5/1/99

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

Fall Semester I

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU 111	Early Childhood Cred I	2	0	0	2
EDU 131	Child, Family, & Commun	3	0	0	3
EDU 144	Child Development I	3	0	0	3
Total		8	0	0	8

Spring Semester I

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU 112	Early Childhood Cred II	2	0	0	2
EDU 145	Child Development II	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 235	School-Age Dev & Prog	2	0	0	2
Totals		10	0	0	10

TOTAL REQUIRED CREDITS.....18

Co-op Option: Not authorized in this program.

**EARLY CHILDHOOD ASSOCIATE - C55220C3
CHILD CARE PROFESSIONAL CERTIFICATE**

This certificate will provide individuals interested in working in child care 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.

**EARLY CHILDHOOD ASSOCIATE CERTIFICATION IN
CHILD CARE PROFESSIONAL (C55220C3)**

Effective: Fall 1998-99

Revised: 5/1/99

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

Fall Semester I

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU 111	Early Childhood Cred I	2	0	0	2
EDU 131	Child, Family, & Commun	3	0	0	3
EDU 234	Infants, Toddlers & Twos	3	0	0	3
Totals		8	0	0	8

Spring Semester I

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU 112	Early Childhood Cred II	2	0	0	2
EDU 146	Child Guidance	3	0	0	3
EDU 153	Health, Safety, & Nutrit	3	0	0	3
EDU 235	School-Age Dev & Prog	2	0	0	2
Totals		10	0	0	10

TOTAL REQUIRED CREDITS.....18

Co-op Option: Not authorized in this program.

**EARLY CHILDHOOD ASSOCIATE - C55220C4
FAMILY CHILD CARE CERTIFICATE**

This certificate will provide individuals interested in working in a family child care home with children ranging in age from birth to eight years with a strong foundation of knowledge. Emphasis will be placed on: program development for children birth to eight years; positive guidance techniques; health, safety and nutrition; and effective communication with parents, children, and the community. This certificate also provides an opportunity for the individual to obtain the North Carolina Early Childhood Family Child Care Credential Certificate.

**EARLY CHILDHOOD ASSOCIATE CERTIFICATION IN
FAMILY CHILD CARE (C55220C4)**

Effective: Fall 1998-99

Revised: 5/1/99

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

Fall Semester I

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU 111	Early Childhood Cred I	2	0	0	2
EDU 131	Child, Family, & Commun	3	0	0	3
EDU 234	Infants, Toddlers & Twos	3	0	0	3
Totals		8	0	0	8

Spring Semester I

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU 113	Family/Early Child Cred	2	0	0	2
EDU 146	Child Guidance	3	0	0	3
EDU 153	Health, Safety, & Nutrit	3	0	0	3
EDU 235	School-Age Dev & Prog	2	0	0	2
Totals		10	0	0	10

TOTAL REQUIRED CREDITS.....18

Co-op Option: Not authorized in this program.

**EARLY CHILDHOOD ASSOCIATE -
SPECIAL EDUCATION****A5522A**

Special Education is a concentration under the curriculum title of Early Childhood Associate. This curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes childhood growth and development, physical/nutritional needs of children, care and guidance of children, and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

**EARLY CHILDHOOD ASSOCIATE/SPECIAL EDUCATION
(A5522A)**

Effective: Fall 2002

Revised: 05/22/03

Length: 5 Semesters

Prerequisite: High School Graduate

Award: Associate in Applied Science

FALL SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA*115	Success and Study Skills	0	2	0	1
or					
ACA*111	College Student Success	1	0	0	1
CIS*113	Computer Basics	0	2	0	1
EDU*119	Early Childhood Education	3	2	0	4
EDU*144	Child Development I	3	0	0	3
ENG*111	Expository Writing	3	0	0	3
MAT*115	Mathematic Models	2	2	0	3
PSY*150	General Psychology	3	0	0	3
Totals		14/15	6/8	0	18

SPRING SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
COM*231	Public Speaking	3	0	0	3
EDU*131	Child, Family & Community	3	0	0	3
EDU*145	Child Development II	3	0	0	3
EDU*146	Child Guidance	3	0	0	3
ENG*114	Professional Research & Reporting	3	0	0	3
SOC*210	Intro to Sociology	3	0	0	3
Totals		18	0	0	18

SUMMER SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
HEA*112	First Aid & CPR	1	2	0	2
	Humanities Elective	3	0	0	3
Totals		4	2	0	5

FALL SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU*221	Children with Sp Needs	3	0	0	3
EDU*259	Curriculum Planning	3	0	0	3
EDU*147	Behavior Disorders	3	0	0	3
EDU*148	Learning Disabilities	4	2	0	5
EDU*153	Health, Safety & Nutrition	3	0	0	3
Totals		16	2	0	17

SPRING SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
COE*111B	Co-op Work Experience I	0	0	10	1
EDU*172	Education Tools	2	2	0	3
EDU*298	Seminar in Early Childhood	3	0	0	3
EDU*247	Physical Disabilities	3	0	0	3
EDU*248	Mental Retardation	2	2	0	3
SOC*213	Sociology of the Family	3	0	0	3
Totals		13	4	10	16

TOTAL CREDIT HOURS.... 74 SHC

EARLY CHILDHOOD ASSOCIATE - TEACHER ASSOCIATE **A5522B**

Teacher Associate is a concentration under the curriculum title of Early Childhood Associate. This curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes childhood growth and development, physical/nutritional needs of children, care and guidance of children, and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

EARLY CHILDHOOD ASSOCIATE/TEACHER ASSOCIATE (A5522B)
Effective: Fall 2002
05/26/03

Length: 5 Semesters
Prerequisite: High School Graduate
Award: Associate in Applied Science

FALL SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA*111	College Student Success	1	0	0	1
or					
ACA*115	Success and Study Skills	0	2	0	1
CIS*113	Computer Basics	0	2	0	1
EDU*119	Early Childhood Education	3	2	0	4
EDU*144	Child Development I	3	0	0	3
ENG*111	Expository Writing	3	0	0	3
MAT*115	Mathematic Models	2	2	0	3
PSY*150	General Psychology	3	0	0	3
Totals		14/15	6/8	0	18

SPRING SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU*116	Intro to Education	3	2	0	4
EDU*131	Child, Family & Community	3	0	0	3
EDU*145	Child Development II	3	0	0	3
EDU*146	Child Guidance	3	0	0	3
ENG*114	Professional Research & Reporting	3	0	0	3
SOC*210	Intro to Sociology	3	0	0	3
Totals		18	2	0	19

SUMMER SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
HEA*112	First Aid & CPR	1	2	0	2
	Humanities Elective	3	0	0	3
Totals		4	2	0	5

FALL SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
COE*111B	Co-op Work Experience I	0	0	10	1
COM*231	Public Speaking	3	0	0	3
EDU*118	Teacher Associate Principals & Practices	3	0	0	3
EDU*221	Children with Sp Needs	3	0	0	3
EDU*235	School Age Development & Programs	2	0	0	2
EDU*259	Curriculum Planning	3	0	0	3
EDU*298	Seminar in Early Childhood	3	0	0	3
Totals		17	0	10	18

SPRING SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
COE*121B	Co-op Work Experience	0	0	10	1
EDU*172	Education Tools	2	2	0	3
EDU*186	Reading & Writing Methods	3	0	0	3
EDU*252	Math & Science Activities	3	0	0	3
EDU*275	Effective Teacher Training	2	0	0	2
EDU*285	Internship Exper. -School-Age	1	0	0	1
SOC*220	Social Problems	3	0	0	3
Totals		14	2	10	16

TOTAL CREDIT HOURS.... 76 SHC

Co-op Option: Students are required to take 2 credit hours of co-op.

**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, the National Electric Code, and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical/electronics field as an on-the-job trainee or apprentice assisting in the layout, installation, and maintenance of electrical/electronic systems.

Effective: Fall 2002

Revised: 06/16/03

Length: 5 Semesters

Prerequisite: 2 Units of Algebra

Award: Associate in Applied Science

FALL SEMESTER I

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
or						
ACA	115	Success & Study Skills	0	2	0	1
BPR	111	Blueprint Reading	1	2	0	2
ELC	112	DC/AC Electricity	3	6	0	5
ELC	113	Basic Wiring I	2	6	0	4
ENG	111	Expository Writing	3	0	0	3
MAT	115	Mathematical Models	2	2	0	3
Totals			11/12	16/18	0	18

SPRING SEMESTER I

Prefix	No.	Title	Class	Lab	Clinical	Credit
ELC	114	Basic Writing II	2	6	0	4
ELC	117	Motors and Controls	2	6	0	4
ELC	128	Intro to PLC	2	3	0	3
ENG	115	Oral Communication	3	0	0	3
Humanities/Fine Arts Elec			3	0	0	3
Social/Behavioral Science Elec			3	0	0	3
Totals			15	15	0	20

SUMMER SEMESTER I

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIS	111	Basic PC Literacy	1	2	0	2
ELC	115	Industrial Wiring	2	6	0	4
ISC	112	Industrial Safety	2	0	0	2
Totals			5	8	0	8

FALL SEMESTER II

Prefix	No.	Title	Class	Lab	Clinical	Credit
ELC	118	National Electrical Code	1	2	0	2
ELN	141	Digital Fundamentals	4	6	0	6
ELC	215	Electrical Maintenance	2	3	0	3
ELC	228	PLC Applications	2	6	0	4
Totals			9	17	0	15

SPRING SEMESTER II

Prefix	No.	Title	Class	Lab	Clinical	Credit
ELC	121	Electrical Estimating	1	2	0	2
ELC	229	Applications Project	1	3	0	2
ELN	229	Industrial Electronics	2	4	0	4
HYD	110	Hydraulics/Pneumatics I	2	3	0	3
Elective			3	0	0	3
Totals			9	12	0	14

TOTAL REQUIRED CREDITS.....75

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

ELECTRICAL/ELECTRONICS TECHNOLOGY

D35220

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, the National Electric Code, and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical/electronics field as an on-the-job trainee or apprentice assisting in the layout, installation, and maintenance of electrical/electronic systems.

ELECTRICAL/ELECTRONICS TECHNOLOGY (D35220)

Effective: Spring 2003

Revised: 03/07/03

Length: 3 Semesters

Prerequisite: High School Diploma

Award: Diploma

FALL SEMESTER I

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIS	111	Basic PC Literacy	1	2	0	2
ELC	112	DC/AC Electricity	3	6	0	5
ELC	113	Basic Wiring I	2	6	0	4
ELC	118	National Electrical Code	1	2	0	2
PSY	118	Interpersonal Psychology	3	0	0	3
Totals			10	16	0	16

SPRING SEMESTER I

Prefix	No.	Title	Class	Lab	Clinical	Credit
ELC	114	Basic Wiring II	2	6	0	4
ELC	117	Motors and Controls	2	6	0	4
ELC	128	Intro to PLC	2	3	0	3
*ENG	101	Applied Communications I	3	0	0	3
OR						
ENG	111	Expository Writing				
ISC	112	Industrial Safety	2	0	0	2
Totals			11	15	0	16

SUMMER SEMESTER I

Prefix	No.	Title	Class	Lab	Clinical	Credit
ELC	115	Industrial Wiring	2	6	0	4
ELC	121	Electrical Estimating	1	2	0	2
		Elective	3	0	0	3
Totals			6	8	0	9

TOTAL REQUIRED CREDITS..... 41

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.

**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.

ELECTRONICS ENGINEERING TECHNOLOGY (A40200)

Effective: FALL 2004

Revised: 02/24/04

Length: 5 Semesters

Prerequisite: 2 Units of Algebra

Award: Associate in Applied Science

FALL SEMESTER 1

<i>Prefix</i>	<i>No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACA	111	College Student Success	1	0	0	1
or						
ACA	115	Success & Study Skills	0	2	0	1
CIS	111	Basic PC Literacy	1	2	0	2
ENG	111	Expository Writing	3	0	0	3
ELC	131	DC/AC Circuit Analysis	4	3	0	5
ELC	131A	DC/AC Circuit Analysis Lab	0	3	0	1
MAT	121	Algebra/Trigonometry I	2	2	0	3
PSY	118	Interpersonal Psychology	3	0	0	3
Totals			13/14	10/12	0	18

SPRING SEMESTER 1

<i>Prefix</i>	<i>No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CSC	133	C Programming	2	3	0	3
ELN	131	Electronic Devices	3	3	0	4
ELN	133	Digital Electronics	3	3	0	4
ELN	150	CAD for Electronics	1	3	0	2
MAT	122	Algebra/Trigonometry II	2	2	0	3
Totals			11	14	0	16

SUMMER SEMESTER 1

<i>Prefix</i>	<i>No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ELN	132	Linear IC Applications	3	3	0	4
ELN	232	Intro to Microprocessors	3	3	0	4
Totals			6	6	0	8

FALL SEMESTER 2

<i>Prefix</i>	<i>No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ELN	233	Microprocessor Systems	3	3	0	4
ELN	234	Communication Systems	3	3	0	4
ENG	115	Oral Communication	3	0	0	3
MAT	223	Applied Calculus	2	2	0	3
PHY	131	Physics-Mechanics	3	2	0	4
Totals			14	10	0	18

SPRING SEMESTER 2

<i>Prefix</i>	<i>No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ATR	211	Robot Programming	2	3	0	3
ELN	249	Digital Communication	2	3	0	3
ELN	231	Industrial Controls	2	3	0	3
PHY	133	Physics-Sound & Light	3	2	0	4
Humanities/Fine Arts Elective			3	0	0	3
Totals			12	11	0	16

TOTAL REQUIRED CREDITS.....76

Co-op Option: Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of ATR 211 provided they acquire approval from the Co-op Director and the Department Chairperson.

**ELECTRONICS SERVICING
TECHNOLOGY**

D50120

The Electronics Servicing Technology curriculum is designed to provide basic knowledge and skills required in the installation, maintenance, and servicing of electronic components and systems. Men and women will gain entry level skills necessary for success in an ever changing high-technology world.

Students will learn to install, maintain, and service components in both consumer and industrial electronic fields. This includes but is not limited to radios, television, audio/video equipment, digital and microprocessor controlled systems, computers, and monitors.

Graduates should qualify for employment in a wide variety of businesses and industries that require electronic servicing technicians. Opportunities exist in areas such as consumer electronic repairs, business systems, and industrial electronic servicing.

**ELECTRONIC SERVICING TECHNOLOGY (DIPLOMA)
(D50120)**

Effective: Fall 1998-99

Revised: 06/02/03

Length: 3 Semesters

Prerequisite: High School Diploma

Award: Diploma

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIS	113	Computer Basics	0	2	0	1
ELC	140A	Fund of DC/AC Circuit	3	3	0	4
ELC	140B	Fund of DC/AC Circuit	2	3	0	3
ELN	140A	Semiconductor Devices	2	3	0	3
ELN	140B	Semiconductor Devices	2	3	0	3
MAT	101	Applied Mathematics I	2	2	0	3
Totals			11	16	0	17

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ELN	141A	Digital Fundamentals	2	3	0	3
ELN	141B	Digital Fundamentals	2	3	0	3
ELN	240	Microprocessor Fund	3	3	0	4
ELN	243	Communication Electronics	2	3	0	3
ENG	101	Applied Communications I	3	0	0	3
Totals			12	12	0	16

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ELN	244	Computer Repair	3	6	0	5
PSY	118	Interpersonal Psychology	3	0	0	3
		Elective	3	0	0	3
Totals			9	6	0	11

TOTAL REQUIRED CREDITS.....44

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

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.

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.

EMERGENCY MEDICAL SCIENCE (A45340)

Effective: Fall 2004

Revised: 11/20/03

Length: 5 Semesters

Prerequisites: 1 Unit Biology, Algebra & Chemistry

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
or						
ACA	115	Success & Study Skills	0	2	0	1
BIO	163	Anatomy & Physiology	4	2	0	5
EMS	110	EMT Basic	5	6	0	7
EMS	140	Rescue Scene Management	1	3	0	2
EMS	150	Emerg Vehicles & EMS Comm	1	3	0	2
ENG	111	Expository Writing	3	0	0	3
Totals			14/15	14/16	0	20

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIS	110	Introduction to Computers	2	2	0	3
EMS	120	Intermediate Interventions	2	3	0	3
EMS	121	EMS Clinical Practicum I	0	0	6	2
EMS	130	Pharmacology I for EMS	1	3	0	2
EMS	131	Adv Airway Management	1	2	0	2
Totals			6	10	6	12

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
EMS	210	Adv Patient Assessment	1	3	0	2
EMS	240	Special Needs Patients	1	2	0	2
EMS	221	EMS Clinical Practicum II	0	0	9	3
Totals			2	5	9	7

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
EMS	220	Cardiology	2	6	0	4
EMS	235	EMS Management	2	0	0	2
Or						
EMS	115	Defense Tactics for EMS	1	3	0	2
Or						
EMS	125	EMS Instructor Methodology	1	2	0	2
EMS	230	Pharmacology II for EMS	1	3	0	2
EMS	231	EMS Clinical Practicum III	0	0	9	3
EMS	250	Advanced Medical Emergencies2	3	0	0	3
ENG	115	Oral Communication	3	0	0	3
PSY	150	General Psychology	3	0	0	3
Totals			12/13	12/13/14	9	20

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
EMS	241	EMS Clinical Practicum IV	0	0	9	3
EMS	260	Advanced Trauma Emergencies1	3	0	0	2
EMS	270	Life Span Emergencies	2	2	0	3
EMS	285	EMS Capstone	1	3	0	2
Humanities/Fine Arts Elec			3	0	0	3
Totals			7	8	9	13

TOTAL REQUIRED CREDITS.... 72

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

**EMERGENCY MEDICAL SCIENCE - A45340B
BRIDGING PROGRAM**

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.

Current paramedics may enter the A.A.S. Emergency Medical Science program through the Bridging program. A current paramedic will be required to take EMS-280 (EMS Bridging Course), EMS-235 (EMS Management), and other required courses.

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.

EMERGENCY MEDICAL SCIENCE (A45340B)

Effective: Summer 2003

Revised: 03/12/03

Length: 3 Semesters

Prerequisites: 1 Unit of Algebra, Biology and Chemistry

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 of Supervisor

Award: Associate in Applied Science

FALL SEMESTER

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
or						
ACA	115	Success & Study Skills	0	2	0	1
BIO	168	Anatomy & Physiology I	3	3	0	4
EMS	140	Rescue Scene Management	1	3	0	2
ENG	111	Expository Writing	3	0	0	3
Totals			7/8	6/8	0	10

SPRING SEMESTER

Prefix	No.	Title	Class	Lab	Clinical	Credit
BIO	169	Anatomy & Physiology II	3	3	0	4
EMS	280	EMS Bridging Course	2	2	0	3
Humanities/Fine Arts Elec			3	0	0	3
Totals			8	5	0	10

SUMMER SEMESTER

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIS	113	Computer Basics	0	2	0	1
EMS	235	EMS Management	2	0	0	2
ENG	115	Oral Communication	3	0	0	3
PSY	150	General Psychology	3	0	0	3
Totals			8	2	0	9

TOTAL REQUIRED CREDITS.... 29

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

**EMERGENCY MEDICAL
SCIENCE DIPLOMA****D45340**

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.

EMERGENCY MEDICAL SCIENCE (Diploma) (D45340)

Effective: Fall 2004

Revised: 11/20/03

Length: 3 Terms

Prerequisites: 1 Unit Biology

Award: Diploma

FALL I

Prefix	No.	Title	Class	Lab	Clinical	Credit
BIO	163	Basic Anatomy & Physiology	4	2	0	5
EMS	120	Intermediate Interventions	2	3	0	3
EMS	121	EMS Clinical Practicum I	0	0	6	2
EMS	130	Pharmacology I for EMS	1	3	0	2
EMS	140	Rescue Scene Management	1	3	0	2
ENG	111	Expository Writing	3	0	0	3
Totals			11	11	6	17

FALL II

Prefix	No.	Title	Class	Lab	Clinical	Credit
EMS	131	Adv Airway Management	1	2	0	2
EMS	210	Adv Patient Assessment	1	3	0	2
EMS	220	Cardiology	2	6	0	4
EMS	221	EMS Clinical Practicum II	0	0	9	3
EMS	230	Pharmacology II for EMS	1	3	0	2
ENG	115	Oral Communication	3	0	0	3
Totals			8	14	9	16

SPRING I

Prefix	No.	Title	Class	Lab	Clinical	Credit
EMS	231	EMS Clinical Practicum III	0	0	9	3
EMS	240	Special Needs Patients	1	3	0	2
EMS	250	Advanced Medical Emergencies	2	3	0	3
EMS	260	Advanced Trauma Emergencies	1	3	0	2
EMS	270	Life Span Emergencies	2	2	0	3
Totals			6	11	9	13

TOTAL REQUIRED CREDITS....46

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

EMERGENCY MEDICAL SCIENCE CERTIFICATE

C45340

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, speciality areas of hospitals, industry, educational institutions, and government agencies.

EMERGENCY MEDICAL SCIENCE (Certificate) (C45340)

Effective: Fall 2002

Revised: 03/19/02

Length: 1 Semester

Prerequisites: None

Award: Certificate

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
EMS 110	EMT Basic	5	6	0	7
EMS 140	Rescue Scene Management	1	3	0	2
EMS 150	Emerg Vehicles & EMS Comm	1	3	0	2
EMS 235	EMS Management	2	0	0	2
Totals		9	12	0	13

TOTAL REQUIRED CREDITS.... 13

Note: This certificate is not approved for financial aid.

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

FACILITY MAINTENANCE WORKER

D50170

The Facility Maintenance Worker curriculum is designed to prepare students to maintain and repair physical structures and systems of commercial and industrial establishments such as hotels, hospitals, apartment complexes, and shopping centers.

Students will learn to use hand and power tools; replace defective electrical switches and fixtures; maintain performance of environmental control systems; repair plumbing fixtures, woodwork, plastic, and sheetrock; lay brick; finish small areas of concrete; and paint structures.

Upon completion of this curriculum, the graduate should possess the necessary skills to qualify for employment as a facility maintenance worker.

FACILITY MAINTENANCE WORKER (D50170)

Effective: Fall 2003

Revised: 09/23/02

Length: 3 Semesters

Prerequisite: High School Diploma

Award: Diploma

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BPR 130	Blueprint Reading/Const	1	2	0	2
ELC 112	DC/AC Electricity	3	6	0	5
ENG 101	Applied Communications	3	0	0	3
FMW 107	Intro. to Carpentry	1	4	0	3
ISC 115	Construction Safety	2	0	0	2
PLU 111	Intro. to Basic Plumbing	1	3	0	2
Totals		11	15	0	17

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
FMW 102	Practical Wiring I	2	6	0	4
FMW 105	Basic Heating	2	2	0	3
MAS 140	Intro. to Masonry	1	2	0	2
PLU 130	Plumbing Systems	3	9	0	6
Totals		8	17	0	15

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
AHR 120	HVACR Maintenance	1	3	0	2
CIS 113	Computer Basics	0	2	0	1
PSY 118	Interpersonal Psychology	3	0	0	3
	Elective	3	0	0	3
Totals		7	5	0	9

TOTAL CREDITS REQUIRED.....41

Co-op Option: N/A

FIRE PROTECTION TECHNOLOGY A55240
IN CONSORTIUM WITH
WILSON TECHNICAL COMMUNITY COLLEGE

The Fire Protection Technology curriculum is designed to provide individuals with technical and professional knowledge to make decisions regarding fire protection for both public and private sectors. It also provides a sound foundation for continuous higher learning in fire protection, administration, and management.

Course work includes classroom and laboratory exercises to introduce the student to various aspects of fire protection. Students will learn technical and administrative skills such as hydraulics, hazardous materials, arson investigation, fire protection safety, fire suppression management, law and codes.

Graduates should qualify for employment or advancement in governmental agencies, industrial firms, insurance rating organizations, educational organizations, and municipal fire departments. Employed persons should have opportunities for skilled and supervisory-level positions within their current organizations.

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE
IN CONSORTIUM WITH WILSON
TECHNICAL COMMUNITY COLLEGE
FIRE PROTECTION TECHNOLOGY (A55240)

Effective: Fall 1998

Revised: 03/03/00

Length: 5 Semesters

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	0	2	0	1
FIP	120	Introduction to Fire Protection 2	0	0	0	2
FIP	124	Fire Prevention & Public Education	3	0	0	3
FIP	152	Fire Protection Law	2	0	0	2
FIP	156	Computers in the Fire Service	1	2	0	2
		Social Science Elective	3	0	0	3
		Totals	11	4	0	13

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
FIP	136	Inspections & Codes	3	0	0	3
FIP	228	Local Government Finance	2	0	0	2
ENG	111	Expository Writing	3	0	0	3
MAT	115	Mathematical Models	2	2	0	3
		OR				
MAT	140	Survey of Mathematics	3	0	0	3
POL	130	State & Local Government	3	0	0	3
		Totals	13/14	2	0	14

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
FIP	128	Detection & Investigation	3	0	0	3
FIP	224	Instructional Methodology	4	0	0	4
FIP	232	Hydraulics 7 Water Distribution	2	2	0	3
		Humanities/Fine Arts Elective	3	0	0	3
		Totals	12	2	0	13

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
FIP	220	Fire Fighting Strategies	3	0	0	3
FIP	230	Chemistry of Hazardous Materials I	5	0	0	5
FIP	240	Fire Service Supervision	2	0	0	2
FIP	248	Fire Service Personnel Administration	3	0	0	3
ENG	114	Professional Research & Reporting	3	0	0	3
		Totals	16	0	0	16

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
FIP	236	Emergency Management	2	0	0	2
FIP	252	Apparatus Specifications & Purchase 2	0	0	2	
FIP	256	Municipal Public Relations	2	0	0	2
FIP	260	Fire Protection Planning	3	0	0	3
FIP	276	Managing Fire Services	3	0	0	3
ENG	115	Oral Communication	3	0	0	3
		Totals	15	0	0	15

TOTAL REQUIRED CREDITS.... 71

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 students 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.

FUNERAL SERVICE EDUCATION (A55260)

Effective: Spring 2004

Revised: 03/10/04

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

Fall Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Exp.	Credit
ACA	111	College Student Success	1	0	0	0	1
or							
ACA	115	Success & Study Skills	0	2	0	0	1
BUS	110	Introduction to Business	3	0	0	0	3
CIS	113	Computer Basics	0	2	0	0	1
ENG	111	Expository Writing	3	0	0	0	3
FSE	112	Princ of Funeral Service	3	0	0	0	3
FSE	114	Embalming Chemistry	4	0	0	0	4
MAT	115	Mathematical Models	2	2	0	0	3
Totals			15/16	4/6	0	0	18

Spring Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Exp.	Credit
BUS	115	Business Law I	3	0	0	0	3
ENG	115	Oral Communication	3	0	0	0	3
FSE	116	Funeral Law and Ethics	3	0	0	0	3
FSE	118	Embalming Anatomy	4	0	0	0	4
FSE	120	Embalming					
		Microbiology	3	0	0	0	3
PSY	150	General Psychology	3	0	0	0	3
Totals			19	0	0	0	19

Summer Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Exp.	Credit
		Humanities/Fine Arts Elective	3	0	0	0	3
Totals			3	0	0	0	3

Fall Semester 2

Prefix	No.	Title	Class	Lab	Clinical	Exp.	Credit
FSE	210	Embalming Theory I	3	0	0	0	3
FSE	211	Embalming Lab I	0	4	0	0	2
or							
COE	112F	Co-op Work Experience I— Funeral Service	0	0	0	20	2
FSE	214	Pathology	3	0	0	0	3
FSE	216	Restorative Arts	2	4	0	0	4
PSY	141	Psych of Death and Dying	3	0	0	0	3
SOC	210	Introduction to Sociology	3	0	0	0	3
Totals			14	8	0	20	18

Spring Semester 2

Prefix	No.	Title	Class	Lab	Clinical	Exp.	Credit
ACC	111	Financial Accounting	3	0	0	0	3
BUS	230	Small Business Management	3	0	0	0	3
FSE	212	Embalming Theory II	3	0	0	0	3
FSE	213	Embalming Lab II	0	4	0	0	2
or							
COE	122F	Co-op Work Experience II— Funeral Service	0	0	0	20	2
FSE	215	Funeral Home Operations	4	0	0	0	4
FSE	217	Funeral Service Projects	1	2	0	0	2
Totals			14	6	0	20	17

TOTAL REQUIRED CREDITS.....75

Co-op Option: Qualified students may elect to take up to four (4) credit hours of Cooperative Education in lieu of FSE-211 and FSE-213 provided approval is obtained from the Department Chairperson.

The NC Board of Mortuary Science may refuse to issue a license to an individual with a conviction of a felony or a crime involving fraud or moral turpitude.

****After January 1, 2004, each accredited program in funeral service education must require that each funeral service education student take the National Board Examination (NBE) as a requirement for graduation.**

The Funeral Service National Board Examination (NBE) pass rate for the past three years are: 2001-81% passed with an average score of 81%; 2002-92.3% passed with an average score of 82%; and 2003-88.9% passed with an average score of 83%.

The Funeral Service Associate Degree Program (A55260) is accredited by:

American Board of Funeral Service Education
38 Florida Avenue, Portland, Maine 04103
Telephone (207) 878-6530

**SERVICE EDUCATION -
N.C. FUNERAL DIRECTOR****D55260**
*

The NC Funeral Director curriculum provides students with the opportunity to acquire the funeral service education necessary to become proficient in basic funeral directing skills.

Students completing the diploma are eligible to sit for the NC Board of Mortuary Science Funeral Director state exam.

FUNERAL SERVICE EDUCATION (D55260) N.C. Funeral Director

Effective: Fall 2002

Revised: 06/02/03

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Diploma

Fall Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Exp.	Credit
BUS	110	Introduction to Business	3	0	0	0	3
ENG	111	Expository Writing	3	0	0	0	3
FSE	112	Princ of Funeral Service	3	0	0	0	3
FSE	214	Pathology	3	0	0	0	3
PSY	150	General Psychology	3	0	0	0	3
SOC	210	Introduction to Sociology	3	0	0	0	3
Totals			18	0	0	0	18

Spring Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Exp.	Credit
ACC	111	Financial Accounting	3	0	0	0	3
BUS	115	Business Law I	3	0	0	0	3
BUS	230	Small Business Management	3	0	0	0	3
CIS	113	Computer Basics	0	2	0	0	1
FSE	116	Funeral Law and Ethics	3	0	0	0	3
FSE	215	Funeral Home Operations	4	0	0	0	4
PSY	141	Psych of Death and Dying	3	0	0	0	3
Totals			19	2	0	0	20

TOTAL CREDITS HOURS.....38**Co-op Option:** Not authorized for this program.**GENERAL OCCUPATIONAL TECHNOLOGY A55280**

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade their skills 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 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.

GENERAL OCCUPATIONAL TECHNOLOGY (A55280)

Effective: Fall 2002

Revised: 04/29/03

Length: 4 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

Fall Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
or						
ACA	115	Success & Study Skills	0	2	0	1
CIS	111	Basic PC Literacy	1	2	0	2
ENG	111	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
Totals			13//14	2/4	0	15

Spring Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ENG	114	Prof Research & Reporting	3	0	0	3
		Major Electives	14	0	0	14
Totals			17	0	0	17

Fall Semester 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
		Major Electives	17	0	0	17
Totals			17	0	0	17

Spring Semester 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
		Major Electives	16	0	0	16
Totals			16	0	0	16

TOTAL REQUIRED CREDITS.....65

Co-op Option: Qualified students may elect to take up to eight (8) credit hours of Cooperative Education provided they acquire approval from the Co-op Director and the Department Chairperson.

HEALTHCARE MANAGEMENT TECHNOLOGY

A25200

The Healthcare Management Technology curriculum is designed to prepare students for employment in healthcare business and financial operations. Students will gain a comprehensive understanding of the application of management principles to the healthcare environment.

The curriculum places emphasis on planning, organizing, directing, and controlling tasks related to healthcare organizational objectives including the legal and ethical environment. Emphasis is placed on the development of effective communication, managerial, and supervisory skills.

Graduates may find employment in healthcare settings including hospitals, medical offices, clinics, long-term care facilities, and insurance companies. Graduates are eligible to sit for the Certified Patient Account Manager (CPAM) and the Certified Manager of Patient Accounts (CMPA) examinations.

HEALTHCARE MANAGEMENT TECHNOLOGY (A25200)

Effective: Fall 2003

Revised: 12/11/03

Length: 5 Semesters

Prerequisites: High School Diploma

Award: Associate in Applied Science

Fall Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
or						
ACA	115	Success & Study Skills	0	2	0	1
BUS	110	Introduction to Business	3	0	0	3
CIS	111	Basic PC Literacy	1	2	0	2
ENG	111	Expository Writing	3	0	0	3
HMT	110	Intro to Healthcare Management	3	0	0	3
MAT	115	Mathematical Models	2	2	0	3
OST	141	Medical Term I – Med Ofc	3	0	0	3
Totals			15/16	4/6	0	18

Spring Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACC	120	Principles of Financial Acct	3	2	0	4
BUS	137	Principles of Management	3	0	0	3
ENG	114	Prof Research & Reporting	3	0	0	3
MKT	120	Principles of Marketing	3	0	0	3
OST	142	Medical Term II—Med Ofc	3	0	0	3
Totals			15	2	0	16

Summer Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACC	121	Principles of Managerial Acct	3	2	0	4
CIS	120	Spreadsheet I	2	2	0	3
Totals			5	4	0	7

Fall Semester 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACC	225	Cost Accounting	3	0	0	3
BUS	153	Human Resource Management	3	0	0	3
OST	149	Medical Legal Issues	3	0	0	3
HMT	210	Medical Insurance	3	0	0	3
HMT	211	Long-Term Care Admin	3	0	0	3
		Humanities Elective	3	0	0	3
Totals			18	0	0	18

Spring Semester 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
HMT	220	Healthcare Financial Mgt	4	0	0	4
HMT	212	Mgt of Healthcare Org	3	0	0	3
CIS	152	Database Concepts	3	0	0	3
COE	111	Coop Work Experience I - Healthcare Management	0	0	10	1
		Social/Behavioral Science Elective	3	0	0	3
		Elective	3	0	0	3
Totals			16	0	10	17

Total Semester Hours...76

Notes: It is suggested that students choose elective in additional computer classes or business classes

Classes for MED and HMT prefixes are available in Distance Formats including NCIH, telecourses, or Internet.

Co-op Options: One (1) hour of Co-op is mandatory.

Students may elect to take up to three (3) credit hours of electives upon approval from the Co-op Director and

Department Chair. Co-op can be taken during any semester.

HORTICULTURE TECHNOLOGY/ MANAGEMENT A1524A

Management is a concentration under the curriculum title of Horticulture Technology. This curriculum is designed to prepare individuals for careers in various horticultural management positions.

Course work includes plant science, plant materials, propagation, soils, fertilizers, and pest management. Students will also take courses in principles of supervision, horticulture production management, horticulture sales and services, and horticulture business entrepreneurship.

Graduates should qualify for employment opportunities in the management of nurseries, greenhouses, garden centers, landscape operations, and gardens.

HORTICULTURE TECHNOLOGY/MANAGEMENT (A1524A)

Effective: Fall 2004

Revised: 11/20/03

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

Fall Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
or						
ACA	115	Success & Study Skills	0	2	0	1
ENG	111	Expository Writing	3	0	0	3
MAT	115	Mathematical Models	2	2	0	3
HOR	160	Plant Materials I	2	2	0	3
HOR	162	Applied Plant Science	2	2	0	3
HOR	170	Horticulture Computer Apps	1	3	0	2
Totals			10/11	9/11	0	15

Spring Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
BUS	137	Principles of Management	3	3	0	3
PSY	118	Interpersonal Psychology	3	0	0	3
HOR	134	Greenhouse Operations	2	2	0	3
HOR	152	Horticultural Practices	0	3	0	1
HOR	166	Soils & Fertilizers	2	2	0	3
HOR	260	Plant Materials II	2	2	0	3
Totals			12	9	0	16

Summer Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
HOR	164	Horticulture Pest Management	2	2	0	3
HOR	275	Horticulture Production Mgmt	3	2	0	4
Totals			5	4	0	7

Fall Semester 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
ENG	115	Oral Communication	3	0	0	3
HOR	112	Landscape Design I	2	3	0	3
HOR	168	Plant Propagation	2	2	0	3
HOR	215	Landscape Irrigation	2	2	0	3
HOR	278	Horticulture Bus				
		Entrepreneurship	3	0	0	3
		Major Elective	2	0	0	2
Totals			14	7	0	17

Spring Semester 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
HOR	118	Equipment Opt & Maint	1	3	0	2
HOR	277	Horticulture Sales & Services	3	0	0	3
HOR	253	Horticulture Turfgrass	2	2	0	3
		Humanities/Fine Art Elective	3	0	0	3
		Major Elective	3	0	0	3
Totals			12	5	0	14

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.

HORTICULTURE TECHNOLOGY— C1524A
BASIC LANDSCAPE MAINTENANCE

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.

BASIC LANDSCAPE MAINTENANCE (C1524A)

Effective: Fall 2004

Revised: 11/20/03

Length: 3 Semesters

Prerequisite: High School Diploma

Award: Certificate

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
HOR 150	Intro to Horticulture	2	0	0	2
HOS 251	Insect and Disease	2	2	0	3
Totals		4	2	0	5

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
HOR 118	Equip Ops & Maint	1	3	0	2
TRF 110	Intro Turfgrass Cult & Id	3	2	0	4
Totals		4	5	0	6

Summer Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
HOR 116	Landscape Management I	2	2	0	3

TOTAL REQUIRED CREDITS.....14

Co-op Option: NA

Note: This certificate is not approved for financial aid.

**HOTEL AND RESTAURANT
MANAGEMENT****A25240**

The Hotel and Restaurant Management curriculum prepares students to understand and apply the administrative and practical skills needed for supervisory and managerial positions in hotels, motels, resorts, inns, restaurants, institutions, and clubs.

Course work includes front office management, food preparation, guest services, sanitation, menu writing, quality management, purchasing, and other areas critical to the success of hospitality professionals.

Upon completion, graduates should qualify for supervisory or entry-level management positions in food and lodging including front office, reservations, housekeeping, purchasing, dining room and marketing. Opportunities are also available in the support areas of food and equipment sales.

HOTEL AND RESTAURANT MANAGEMENT (A25240)

Effective: Fall 2003

Revised: 04/24/03

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA-111	College Student Success	1	0	0	1
or					
ACA-115	Success & Study Skills	0	2	0	1
ACC-120	Prin of Financial Acct	3	2	0	4
CUL-110	Sanitation & Safety	2	0	0	2
ENG-111	Expository Writing	3	0	0	3
HRM-110	Intro to Hospitality	2	0	0	2
HRM-125	Hospitality Etiquette	1	0	0	1
MAT-115	Mathematical Models	2	2	0	3
Totals		13/14	4/6	0	16

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS-137	Principles of Management	3	0	0	3
CIS-111	Basic PC Literacy	1	2	0	2
ENG-114	Prof Research & Reporting	3	0	0	3
HRM-130	Bed and Breakfast Mgt.	2	0	0	2
HRM-140	Hospitality Tourism Law	3	0	0	3
HRM-215	Restaurant Management	3	0	0	3
COE-111H	Co-op Work Experience I— Hotel and Restaurant Management	0	0	10	1
Totals		15	2	10	17

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ECO-151	Survey of Economics	3	0	0	3
ENG-115	Oral Communication	3	0	0	3
COE-121H	Co-op Work Experience II—Hotel and Restaurant Management	0	0	10	1
Totals		6	0	10	7

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CUL-120	Purchasing	2	0	0	2
HRM-120	Front Office Procedures	3	0	0	3
HRM-145	Hospitality Supervision	3	0	0	3
HRM-220	Food & Beverage Controls	3	0	0	3
HRM-220A	Food & Beverage Controls Lab	0	2	0	1
HRM-240	Hospitality Marketing	3	0	0	3
COE-131H	Co-op Work Experience III—Hotel and Restaurant Management	0	0	10	1
Free Elective		3	0	0	3
Totals		17	2	10	19

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CUL-130	Menu Design	2	0	0	2
HRM-210	Meetings & Conventions	3	0	0	3
HRM-245	Hosp Human Resource Mgt	3	0	0	3
HRM-280	Hospitality Mgmt Problems	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	3	0	0	3
Totals		17	0	0	17

TOTAL REQUIRED CREDITS.... 76

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

**HOTEL AND RESTAURANT
MANAGEMENT CERTIFICATE C25240C1**

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.

**HOTEL AND RESTAURANT MANAGEMENT CERTIFICATE
(C25240C1)**

Effective: Fall 2001

Revised: 06/01/01

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

FALL SEMESTER

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
HRM-120	Front Office Procedures	3	0	0	3
HRM-145	Hospitality Supervision	3	0	0	3
HRM-220	Food & Beverage Controls	3	0	0	3
HRM-220A	Food & Beverage Controls Lab	0	2	0	1
Totals		9	2	0	10

SPRING SEMESTER

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
HRM-140	Hospitality Tourism Law	3	0	0	3
HRM-215	Restaurant Management	3	0	0	3
Totals		6	0	0	6

TOTAL REQUIRED CREDITS.... 16

Co-op Option: NA

Note: This certificate is not approved for VA benefits or financial aid.

INDUSTRIAL SYSTEMS TECHNOLOGY A50240

The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to safely service, maintain, repair, or install equipment. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial systems.

Students will learn multi-craft technical skills in blueprint reading, mechanical systems maintenance, electricity, hydraulics/pneumatics, welding, machining or fabrication, and includes various diagnostic and repair procedures. Practical application in these industrial systems will be emphasized and additional advanced course work may be offered.

Upon completion of this curriculum, graduates should be able to individually, or with a team, safely install, inspect, diagnose, repair, and maintain industrial process and support equipment. Students will also be encouraged to develop their skills as life-long learners.

INDUSTRIAL SYSTEMS TECHNOLOGY (A50240)

Effective: Fall 2002

Revised: 03/19/02

Length: 5 Semesters

Prerequisite: 2 Units of Algebra

Award: Associate in Applied Science

FALL SEMESTER I

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
or						
ACA	115	Success & Study Skills	0	2	0	1
ELC	112	DC/AC Electricity	3	6	0	5
ENG	111	Expository Writing	3	0	0	3
MAT	115	Mathematical Models	2	2	0	3
MEC	111	Machine Processes I	1	4	0	3
MNT	110	Intro to Maint Procedures	1	3	0	2
WLD	112	Basic Welding Processes	1	3	0	2
Totals			11/12	18/20	0	19

SPRING SEMESTER I

Prefix	No.	Title	Class	Lab	Clinical	Credit
BPR	111	Blueprint Reading	1	2	0	2
CIS	111	Basic PC Literacy	1	2	0	2
ENG	115	Oral Communication	3	0	0	3
HYD	110	Hydraulics/Pneumatics I	2	3	0	3
Humanities/Fine Arts Elec			3	0	0	3
Social/Behavioral Science Elec			3	0	0	3
Totals			13	7	0	16

SUMMER SEMESTER I

Prefix	No.	Title	Class	Lab	Clinical	Credit
ELC	117	Motors and Controls	2	6	0	4
ELN	229	Industrial Electronics	2	4	0	4
Totals			4	10	0	8

FALL SEMESTER II

Prefix	No.	Title	Class	Lab	Clinical	Credit
ELC	128	Intro to PLC	2	3	0	3
ELC	215	Electrical Maintenance	2	3	0	3
ISC	112	Industrial Safety	2	0	0	2
MNT	230	Pumps & Piping Systems	1	3	0	2
WLD	212	Inert Gas Welding	1	3	0	2
Elective			3	0	0	3
Totals			11	12	0	15

SPRING SEMESTER II

Prefix	No.	Title	Class	Lab	Clinical	Credit
AHR	120	HVACR Maintenance	1	3	0	2
ELC	213	Instrumentation	3	2	0	4
ELC	228	PLC Applications	2	6	0	4
ELC	229	Applications Project	1	3	0	2
MEC	263	Electro-Pneu Components	2	4	0	4
Totals			9	18	0	16

TOTAL REQUIRED CREDITS.....74

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

INDUSTRIAL SYSTEMS TECHNOLOGY D50240

The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to safely service, maintain, repair, or install equipment. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial systems.

Students will learn multi-craft technical skills in blueprint reading, mechanical systems maintenance, electricity, hydraulics/pneumatics, welding, machining or fabrication, and includes various diagnostic and repair procedures. Practical application in these industrial systems will be emphasized and additional advanced course work may be offered.

Upon completion of this curriculum, graduates should be able to individually, or with a team, safely install, inspect, diagnose, repair, and maintain industrial process and support equipment. Students will also be encouraged to develop their skills as life-long learners.

Summer Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ELC	213	Instrumentation	3	2	0	4
ELC	215	Electrical Maintenance	2	3	0	3
Totals			5	5	0	7

TOTAL REQUIRED CREDITS.....44

Co-op Option: NA

INDUSTRIAL SYSTEMS TECHNOLOGY (D50240)

Effective: Fall 2003

Revised: 05/28/03

Length: 3 Semesters

Prerequisite: High School Diploma

Award: Diploma

Fall Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIS	111	Basic PC Literacy	1	2	0	2
ELC	112	DC/AC Electricity	3	6	0	5
ISC	112	Industrial Safety	2	0	0	2
MEC	111	Machine Processes I	1	4	0	3
MNT	110	Intro to Maint Procedures	1	3	0	2
PSY	118	Interpersonal Psychology	3	0	0	3
WLD	112	Basic Welding Processes	1	3	0	2
Totals			12	18	0	19

Spring Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
AHR	120	HVACR Maintenance	1	3	0	2
BPR	111	Blueprint Reading	1	2	0	2
ELC	117	Motors and Controls	2	6	0	4
ENG	101	Applied Communications I	3	0	0	3
or						
ENG	111	Expository Writing	3	0	0	3
HYD	110	Hydraulics/Pneumatics I	2	3	0	3
MEC	263	Electro-Pneu Components	2	4	0	4
Totals			11	18	0	18

INDUSTRIAL SYSTEMS TECHNOLOGY— C50240
BASIC INDUSTRIAL SYSTEMS CERTIFICATE

Spring Semester

Prefix No. Title

Class Lab Clinical Credit

146 Program Descriptions

INFORMATION SYSTEMS - A2526D
NETWORK ADMINISTRATION AND SUPPORT

Network Administration and Support is a concentration under the curriculum title of Information Systems. This curriculum prepares students to install and support networks and develops strong analytical skills, and extensive computer knowledge.

Course work includes extensive hands-on experience with networks. Classes cover media types, topologies, and protocols with installation and support of hardware and software, troubleshooting network and computer problems, and administrative responsibilities.

Graduates should qualify for positions such as: LAN/PC administrator, microcomputer support specialist, network 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.

INFORMATION SYSTEMS/NETWORK
ADMINISTRATION AND SUPPORT—(A2526D)

Effective: Fall 2004

Revised: 11/20/03

Length: 5 Semesters

Prerequisite: 2 Units of Algebra

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA-111	Success & Study Skills	1	0	0	1
or					
ACA-115	Success & Study Skills	0	2	0	1
ACC-111	Financial Accounting	3	0	0	3
CIS-110	Introduction to Computers	2	2	0	3
CIS-115	Intro to Prog & Logic	2	2	0	3
ENG-111	Expository Writing	3	0	0	3
MAT-161	College Algebra	3	0	0	3
MAT-161A	College Algebra Lab	0	2	0	1
Totals		13/14	6/8	0	17

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS-152	Database Concepts & Apps	2	2	0	3
CIS-130	Survey of Operating Sys	2	3	0	3
CSC-139	Visual BASIC Programming	2	3	0	3
ENG-115	Oral Communication	3	0	0	3
NET-110	Data Comm/Networking	2	2	0	3
Social/Behavioral Science Elective		3	0	0	3
Totals		14	10	0	18

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS-174	Network System Manager I	2	2	0	3
CIS-215	Hardware Install/Maint	2	3	0	3
	Humanities/Fine Arts Elective	3	0	0	3
Totals		7	5	0	9

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
*NET-125	Routing and Switching I	1	4	0	3
**NET-126	Routing and Switching II	1	4	0	3
CIS-175	Network Management I	2	2	0	3
CIS-216	Software Install/Maint	1	2	0	2
CIS-245	Operating Systems—				
	Multi-User	2	3	0	3
CIS-274	Network System Manager II	2	2	0	3
Totals		9	17	0	17

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
*NET-225	Adv Routing & Switching I	1	4	0	3
**NET-226	Adv Routing & Switching II	1	4	0	3
CIS-275	Network Management II	2	2	0	3
CIS-287	Network Support	2	2	0	3
	Major Elective	3	0	0	3
Totals		9	12	0	15

TOTAL REQUIRED CREDITS...76

Co-op Option: Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of a major elective.

* First 8 weeks ** Second 8 weeks

**INFORMATION SYSTEMS - C2526DC4
NETWORK ADMINISTRATION AND SUPPORT
CISCO NETWORKING CERTIFICATE**

The Cisco Networking Certificate will expose the student to fundamentals of networking and will give them the tools to deploy, operate, and troubleshoot Cisco products and solutions. This program will also cover the core exam objectives of the Cisco Certified Network Administrator (CCNA) exam. Students are prepared to work in the field as network technicians supporting Cisco products.

Courses in this program can be transferred directly into Information Systems-Network Administration and Support for an Associate in Applied Science degree.

Cisco Networking Certificate (C2526DC4)

Effective: Fall 2001

Revised: 6/01/01

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

FALL SEMESTER

Prefix	No.	Title	Class	Lab	Clinical	Credit
NET	125	Routing and Switching I	1	4	0	3
NET	126	Routing and Switching II	1	4	0	3
Totals			2	8	0	6

SPRING SEMESTER

Prefix	No.	Title	Class	Lab	Clinical	Credit
NET	225	Adv. Router and Switching I	1	4	0	3
NET	226	Adv. Router and Switching II	1	4	0	3
Totals			2	8	0	6

TOTAL REQUIRED CREDITS...12

Co-op Option: NA

Note: This curriculum is not approved for VA benefits or financial aid.

This certificate should prepare you for the Cisco Certified Network Associate (CCNA) Examination.

*First 8 weeks

**Second 8 weeks

**INFORMATION SYSTEMS - C2526DC1
NETWORK ADMINISTRATION AND SUPPORT
MICROSOFT NETWORKING CERTIFICATE**

The Microsoft Networking Certificate will expose the student fundamentals of networking using Microsoft operating systems. This program will also cover the core exam objectives of the Microsoft Certified Professional (MCP) exam. Students are prepared to work in the field as network technicians supporting Microsoft products.

Courses in this program can be transferred directly into Information Systems-Network Administration and Support for an Associate in Applied Science degree.

Microsoft Networking Certificate (C2526DC1)

Effective: Fall 2001

Revised: 6/1/01

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

FALL SEMESTER

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIS	110	Introduction to Computers	2	2	0	3
CIS	175	Network Management I	2	2	0	3
Totals			4	4	0	6

SPRING SEMESTER

Prefix	No.	Title	Class	Lab	Clinical	Credit
NET	110	Data Comm/Networking	2	2	0	3
CIS	275	Networking Management II	2	2	0	3
Totals			4	4	0	6

TOTAL REQUIRED CREDITS...12

Co-op Option: NA

Note: This curriculum is not approved for VA benefits or financial aid

**INFORMATION SYSTEMS - C2526DC3
NETWORK ADMINISTRATION AND SUPPORT
NORTEL NETWORKING CERTIFICATE**

The Nortel Networking Certificate will expose the student to fundamentals of networking and will give them the tools to deploy, operate, and troubleshoot Nortel products and solutions. This program will also cover the core exam objectives of the Nortel Networks Certified Support Specialist (NNCSS) exam. Students are prepared to work in the field as network technicians supporting Nortel products.

Courses in this program can be transferred directly into Information Systems-Network Administration and Support for an Associate in Applied Science degree.

Nortel Networking Certificate (C2526DC3)

Effective: Fall 2001

Revised: 6/1/01

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
*NET 125N	Routing and Switching I	1	4	0	3
**NET 126N	Routing and Switching II	1	4	0	3
Totals		2	8	0	6

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
*NET 225N	Adv. Router and Switching I	1	4	0	3
**NET 226N	Adv. Router and Switching II	1	4	0	3
Totals		2	8	0	6

TOTAL REQUIRED CREDITS...12

Co-op Option: NA

Note: This curriculum is not approved for VA benefits or financial aid

*First 8 weeks

**Second 8 weeks

**INFORMATION SYSTEMS - C2526DC2
NETWORK ADMINISTRATION AND SUPPORT
NOVELL NETWORKING CERTIFICATE**

The Novell Networking Certificate will expose the student to fundamentals of networking and will give them the tools to deploy, operate, and troubleshoot Novell products and solutions. This program will also cover the core exam objectives of the Novell Certified Network Administrator (CNA) exam. Students are prepared to work in the field as network technicians supporting Novell products.

Courses in this program can be transferred directly into Information Systems-Network Administration and Support for an Associate in Applied Science degree.

Novell Networking Certificate (C2526DC2)

Effective: Fall 2001

Revised: 6/1/01

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS 110	Introduction to Computers	2	2	0	3
CIS 174	Network System Manager I	2	2	0	3
Totals		4	4	0	6

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
NET 110	Data Comm/Networking	2	2	0	3
CIS 274	Network Systems Manager II	2	2	0	3
Totals		4	4	0	6

TOTAL REQUIRED CREDITS...12

Co-op Option: NA

Note: This curriculum is not approved for VA benefits or financial aid.

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.

INFORMATION SYSTEMS SECURITY—(A25270)

Effective: Fall 2003

Revised: 04/24/03

Length: 5 Semesters

Prerequisite: 2 Units of Algebra

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA-111	Success & Study Skills	1	0	0	1
or					
ACA-115	Success & Study Skills	0	2	0	1
CIS-110	Introduction to Computers	2	2	0	3
ENG-111	Expository Writing	3	0	0	3
NET-110	Data Comm/Networking	2	2	0	3
NET-112	Security Fundamentals & Policies	3	0	0	3
MAT-161	College Algebra	3	0	0	3
MAT-161A	College Algebra	0	2	0	1
Totals		14/15	6/8	0	17

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS-130	Survey of Operating Sys	2	3	0	3
CIS-174	Network System Manager I	2	2	0	3
ENG-115	Oral Communication	3	0	0	3
NET-122	Secure Communications	2	2	0	3
NET-145	Introduction to Linux	2	2	0	3
	Humanities/Fine Arts Elective	3	0	0	3
Totals		14	9	0	18

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
NET-155	Linux System Administrat	2	2	0	3
NET-222	Security Administration I	2	2	0	3
Totals		4	4	0	6

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
*NET-125	Routing and Switching I	1	4	0	3
**NET-126	Routing and Switching II	1	4	0	3
CIS-175	Network Management I	2	2	0	3
NET-231	Intrusion Detection	2	2	0	3
NET-232	Security Administration II	2	2	0	3
NET-233	Defense In-Depth	2	2	0	3
Totals		10	16	0	18

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
*NET-225	Adv Routing & Switching I	1	4	0	3
**NET-226	Adv Routing & Switching II	1	4	0	3
NET-275	Attack Methodology	2	2	0	3
NET-285	Security Project	1	3	0	2
	Major Elective	3	0	0	3
	Social/Behavioral Science Elective	3	0	0	3
Totals		11	13	0	17

TOTAL REQUIRED CREDITS...76

Co-op Option: Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of a major elective.

* First 8 weeks ** Second 8 weeks

INTERNET TECHNOLOGIES**A25290**

The Internet Technologies curriculum is designed to prepare graduates for employment with organizations that use computers to disseminate information via the Internet internally, externally, and/or globally. The curriculum will prepare students to create and implement these services.

Course work includes computer and Internet terminology and operations, logic, operating systems, database and data communications/networking, and related topics. Studies will provide opportunities for students to implement, support, and customize industry-standard Internet technologies.

Graduates should qualify for career opportunities as webmasters, Internet and intranet administrators, Internet applications specialists, Internet programmers and Internet technicians. Government institutions, industries, and other organizations employ individuals who possess the skills taught in this curriculum.

INTERNET TECHNOLOGIES (A25290)

Effective: Fall 2004

Revised: 11/20/03

Length: 5 Semesters

Prerequisite: High School Diploma and Algebra I and II

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA-111	College Student Success	1	0	0	1
or					
ACA-115	Success & Study Skills	0	2	0	1
CIS-110	Intro to Computers	1	2	0	3
CIS-115	Intro to Prog & Logic	2	2	0	3
CIS-172	Intro to the Internet	2	3	0	3
ITN-120	Intro Internet Multimedia	2	2	0	3
ITN-160	Principals of Web Design	2	2	0	3
Totals		9/10	11/13	0	16

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS-130	Survey of Operating Systems	2	3	0	3
CSC-160	Intro to Internet Programming	2	2	0	3
ENG-111	Expository Writing	3	0	0	3
ITN-130	Website Management	2	2	0	3
ITN-140	Web Development Tools	2	2	0	3
NET-110	Data Comm/Networking	2	2	0	3
Totals		13	11	0	18

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG-115	Oral Communications	3	0	0	3
CIS-154	Database Utilization	1	2	0	2
	Social Behavioral Elective	3	0	0	3
Totals		7	2	0	8

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC-148	JAVA Programming	2	3	0	3
ENG-114	Prof Research and Reporting	3	0	0	3
ITN-150	Internet Protocols	2	2	0	3
ITN-250	Implement Internet Services	2	2	0	3
MAT-161	College Algebra	3	0	0	3
MAT-161A	College Algebra Lab	0	2	0	1
Totals		12	9	0	16

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC-248	Adv Internet Programming	2	3	0	3
CSC-185	Perl Programming	2	3	0	3
ITN-170	Intro to Internet Databases	2	2	0	3
NET-145	Introduction to Linux	2	2	0	3
	Major Elective	2	2	0	3
	Humanities/Fine Arts Elective	3	0	0	3
Totals		13	12	0	18

TOTAL REQUIRED CREDITS.... 76

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

**INTERNET TECHNOLOGIES—IT/SERVER
SIDE WEB PROGRAMMING
CERTIFICATE C25290C5**

Students are exposed to server-based programming languages. Emphasis is placed on those languages that enhance or add functionality to the website.

IT/SERVER SIDE WEB PROGRAMMING CERTIFICATE

(C25290C5)

Effective: Fall 2004

Revised: 11/20/03

Length: 2 Semesters

Prerequisites: High School Diploma and Algebra I

Award: Certificate

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS 115	Introduction to Programming & Logic	2	2	0	3
CSC 148	Java Programming	2	3	0	3
Totals		4	5	0	6

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC 185	Perl Programming	2	3	0	3
CSC 248	Advanced Internet Programming	2	3	0	3
ITN 180	Active Server Programming	2	2	0	3
Totals		6	8	0	9

TOTAL REQUIRED CREDITS 15

Co-op Option: Not authorized for this program.

**INTERNET TECHNOLOGIES—
WEB DESIGN CERTIFICATE C25290C1**

Students learn the basics of web design using HTML/XHTML. They are taught the principles of web page design. They are also introduced to various web design software packages (i.e. FrontPage and Dreamweaver).

WEB DESIGN CERTIFICATE (C25290C1)

Effective: Fall 2003

Revised: 12/02/02

Length: 2 Semesters

Prerequisites: High School Diploma

Award: Certificate

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS 110	Intro to Computers	2	2	0	3
ITN 120	Intro to Internet Multimedia	2	2	0	3
ITN 160	Principles of Web Design	2	2	0	3
Totals		6	6	0	9

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ITN 140	Web Development Tools	2	2	0	3
Totals		2	2	0	3

TOTAL REQUIRED CREDITS 12

Co-op Option: Not authorized for this program.

**INTERNET TECHNOLOGIES—
WEB PROGRAMMING CERTIFICATE C25290C2**

Students are introduced to the basics of programming for the Internet. Emphasis is given to JavaScript. They also learn at least one other client-side programming language.

WEB PROGRAMMING CERTIFICATE (C25290C2)

Effective: Fall 2004

Revised: 11/20/03

Length: 2 Semesters

Prerequisites: High School Diploma and Algebra I

Award: Certificate

Fall Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIS	110	Intro to Computers	2	2	0	3
CIS	172	Intro to the Internet	2	3	0	3
CSC	148	Java Programming	2	3	0	3
Totals			6	8	0	9

Spring Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
CSC	160	Intro to Internet Programming 2	2	2	0	3
Totals			2	2	0	3

TOTAL REQUIRED CREDITS 12

Co-op Option: Not authorized for this program.

**INTERNET TECHNOLOGIES—
WEB MANAGEMENT CERTIFICATE C25290C3**

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.

WEB MANAGEMENT CERTIFICATE (C25290C3)

Effective: Fall 2004

Revised: 11/20/03

Length: 2 Semesters

Prerequisites: High School Diploma and Algebra I

Award: Certificate

Fall Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIS	110	Intro to Computers	2	2	0	3
CIS	172	Intro to the Internet	2	3	0	3
ITN	250	Implement Internet Services	2	6	2	7
Totals			0	0	3	9

Spring Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ITN	130	Web Site Management	2	2	0	3
Totals			2	2	0	3

TOTAL REQUIRED CREDITS 12

Co-op Option: Not authorized for this program.

**INTERNET TECHNOLOGIES—
WEB BACK-OFFICES CERTIFICATE C25290C4**

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.

WEB BACK-OFFICES CERTIFICATE (C25290C4)

Effective: Fall 2004

Revised: 11/20/03

Length: 2 Semesters

Prerequisites: High School Diploma and Algebra I

Award: Certificate

Fall Semester 1

<i>Prefix</i>	<i>No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CIS	110	Intro to Computers	2	2	0	3
CIS	175	Network Management I	2	2	0	3
ITN	150	Internet Protocols	2	2	0	3
Totals			6	6	0	9

Spring Semester 1

<i>Prefix</i>	<i>No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CIS	130	Survey of Operating Systems	2	3	0	3
NET	110	Data Comm/Networking	2	2	0	3
NET	145	Introduction to Linux	2	6	2	7
Totals			0	0	3	9

TOTAL REQUIRED CREDITS 18

Co-op Option: Not authorized for this program.

MACHINING TECHNOLOGY

A50300

The Machining Technology curriculum is designed to develop skills in the theory and safe use of hand tools, power machinery, computerized equipment, and sophisticated precision inspection instruments.

Students will learn to interpret blueprints, set up manual and CNC machines, perform basic and advanced machining operations, and make decisions to ensure that work quality is maintained.

Employment opportunities for machining technicians exist in manufacturing industries, public institutions, governmental agencies, and in a wide range of specialty machining job shops.

MACHINING TECHNOLOGY (A50300)

Effective: Fall 2004

Revised: 11/20/03

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA 111	College Student Success	1	0	0	1
ACA 115	Success & Study Skills	0	2	0	1
BPR 111	Blueprint Reading	1	2	0	2
CIS 111	Basic PC Literacy	1	2	0	2
MAC 111	Machining Technology I	2	12	0	6
MAC 114	Intro to Metrology	2	0	0	2
MAC 151	Machining Calculations	1	2	0	2
	Humanities/Fine Arts Elective	3	0	0	3
Totals		10/11	18/20	0	18

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BPR 121	Blueprint Reading: Mech	1	2	0	2
ENG 111	Expository Writing	3	0	0	3
MAC 112	Machining Technology II	2	12	0	6
MAC 152	Advanced Machining				
	Calculations	1	2	0	2
MEC 142	Physical Metallurgy	1	2	0	2
Totals		8	18	0	15

Summer Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
MAC 121	Intro to CNC	2	0	0	2
MAC 241	Jigs & Fixtures I	2	6	0	4
Totals		4	6	0	6

Fall Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
MAC 113	Machining Technology III	2	12	0	6
MAC 122	CNC Turning	1	3	0	2
MAC 226	CNC EDM Machining	1	3	0	2
PHY 121	Applied Physics I	3	2	0	4
PSY 118	Interpersonal Psychology	3	0	0	3
Totals		10	20	0	17

Spring Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG 115	Oral Communication	3	0	0	3
MAC 124	CNC Milling	1	3	0	2
MAC 243	Die Making I	2	6	0	4
MAC 245	Mold Construction I	2	6	0	4
WLD 112	Basic Welding Processes	1	3	0	2
	Elective	3	0	0	3
Totals		12	18	0	18

TOTAL REQUIRED CREDITS.....74

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

**MACHINING TECHNOLOGY-
EVENING BASIC MACHINING
TECHNOLOGY CERTIFICATE**

C50300C1

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.

**Basic Machining Technology Certificate (C50300C1)
Evening/Weekend Program**

Effective: Fall 2001
Revised: 06/01/01

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

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
MAC 111A	Machining Technology I	1	6	0	3
MAC 114	Intro to Metrology	2	0	0	2
MAC 151	Machining Calculations	1	2	0	2
Totals		4	8	0	7

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BPR 111	Blueprint Reading	1	2	0	2
MAC 111B	Machining Technology I	1	6	0	3
Totals		2	8	0	5

TOTAL REQUIRED CREDITS.....12

Co-op Option: N/A

Note: This certificate is not approved for VA benefits or financial aid.

MASONRY

D35280

The Masonry curriculum is designed to prepare individuals to work in the construction industry as masons. Masonry courses provide principles and fundamentals of masonry and experiences necessary to produce quality construction using safe, practical, and reliable work habits.

Course work includes basic mathematics, blueprint reading, and methods used in laying out masonry jobs for residential, commercial, and industrial construction. Upon completion, students will be able to read blueprints, estimate structures, construct footings and walks, and lay masonry units.

Upon completion, students will be issued a certificate or diploma. Graduates should qualify for employment in the masonry industry as apprentices or masons.

Effective: Fall 2001
Revised: 05/29/03

Length: 3 Semesters
Prerequisite: High School Diploma
Award: Diploma

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS 113	Computer Basics	0	2	0	1
ISC 115	Construction Safety	2	0	0	2
MAS 110	Masonry I	5	15	0	10
PSY 118	Interpersonal Psychology	3	0	0	3
Totals		10	17	0	16

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BPR 130	Blueprint Reading/Const	1	2	0	2
ENG 101	Applied Communications I	3	0	0	3
MAS 120	Masonry II	5	15	0	10
Totals		9	17	0	15

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
MAS 130	Masonry III	6	6	0	8
	Elective	3	0	0	3
Totals		9	6	0	11

TOTAL REQUIRED CREDITS.... 42

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

MECHANICAL DRAFTING TECHNOLOGY D50340

The Mechanical Drafting Technology curriculum prepares technicians to produce drawings of mechanical parts, components of mechanical systems, and mechanisms. CAD and the importance of technically correct drawings and designs based on current standards are emphasized.

Course work includes mechanical drafting, CAD, and proper drawing documentation. Concepts such as machine shop processes, basic materials, and physical sciences as they relate to the design process are also included. The use of proper dimensioning and tolerance techniques is stressed.

Graduates should qualify for employment in mechanical areas such as manufacturing, fabrication, research and development, and service industries.

MECHANICAL DRAFTING TECHNOLOGY (D50340)

Effective: Fall 2001

Revised:06/10/03

Length: 3 Semesters

Prerequisite: High School Diploma

Award: Diploma

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIS	113	Computer Basics	0	2	0	1
DFT	111	Technical Drafting I	1	3	0	2
DFT	111A	Technical Drafting I Lab	0	3	0	1
DFT	151	CAD I	2	3	0	3
PSY	118	Interpersonal Psychology	3	0	0	3
MEC	110	Intro to CAD/CAM	1	2	0	2
MEC	111	Machine Processes I	2	3	0	3
Totals			9	16	0	15

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
DFT	112	Technical Drafting II	1	3	0	2
DFT	112A	Technical Drafting II Lab	0	3	0	1
DFT	121	Intro to GD & T	1	2	0	2
DFT	152	CAD II	2	3	0	3
DFT	214	Descriptive Geometry	1	2	0	2
ENG	101	Applied Communications I	3	0	0	3
MEC	131	Metalworking Processes	2	3	0	3
Totals			10	16	0	16

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
DDF	252	Solid Models & Rendering	3	2	0	4
DFT	153	CAD III	2	3	0	3
Totals			5	5	0	7

TOTAL REQUIRED CREDITS.... 38

Co-op Option: NA

**MECHANICAL DRAFTING TECHNOLOGY C50340
BASIC CAD DRAFTING CERTIFICATE**

This evening certificate program is designed for individuals employed full-time in industrial and/or mechanical engineering positions that require drafting-related microcomputer skills and knowledge. Courses include basic hands-on technical drafting and computer courses in different types of computer-aided drafting software from basic to advanced.

BASIC CAD DRAFTING CERTIFICATE (C50340)

Effective: Fall 1999-2000

Revised: 11/26/01

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

Fall Semester

Prefix	No.	Title	Class	Lab	Clinical	Credit
DFT	111	Technical Drafting I	1	3	0	2
DFT	111-A	Technical Drafting I Lab	0	3	0	1
DFT	151	CAD I	2	3	0	3
Totals			3	9	0	6

Spring Semester

Prefix	No.	Title	Class	Lab	Clinical	Credit
DFT	112	Technical Drafting II	1	3	0	2
DFT	112-A	Technical Drafting II Lab	0	3	0	1
DFT	152	CAD II	2	3	0	3
Totals			3	9	0	6

TOTAL REQUIRED CREDITS.....12

Co-op Option: NA

Note: This certificate is not approved for financial aid.

MEDIA INTEGRATION TECHNOLOGY A25300

The Media Integration Technology curriculum is designed to prepare individuals for gainful employment as media integrators.

Course work includes study/application in areas such as computer and system theories and concepts; audio, data, and video integration techniques; media access using outside resources; hardware/software selection; networking technology; and integrated systems in support of distance learning sites.

Entry-level jobs as media integration technician, videoconferencing technician, and distance education site facilitator are available. Graduates may find employment with universities, community colleges, public schools, businesses operating distance education facilities, and telecommunications companies, libraries, and cable providers.

MEDIA INTEGRATION TECHNOLOGY (A25300)

Effective: Fall 2002

Revised: 04/24/03

Length: 5 Semesters

Prerequisite: 2 Units of Algebra

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA-111	College Student Success	1	0	0	1
or					
ACA-115	Success & Study Skills	0	2	0	1
CIS-111	Basic PC Literacy	1	2	0	2
CIS-162	MM Presentation Software	2	2	0	3
CIS-172	Intro to the Internet	2	3	0	3
ITN-120	Intro to Internet Multimedia	2	2	0	3
MIT-110	Intr to Distance Learning	2	2	0	3
MIT-120	Intro to Audio Concepts	2	2	0	3
Totals		11/12	13/15	0	18

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ITN-130	Web Site Management	2	2	0	3
CIS-215	Hardware Install/Maint	2	3	0	3
ENG-111	Expository Write	3	0	0	3
MIT-115	Intro to Video Concepts	2	2	0	3
MIT-220	Audio Integration	2	4	0	4
Totals		11	12	0	16

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG-114	Prof Research & Reporting	3	0	0	3
CIS-130	Survey of Operating Sys	2	3	0	3
Totals		5	3	0	6

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS-216	Software Install/Maint	1	2	0	2
CIS-226	Trends in Technology	1	2	0	2
MAT-161	College Algebra	3	0	0	3
MIT-215	Video Integration	2	4	0	4
MIT-230	Media Sys Design/Implem	1	4	0	3
NET-110	Data Comm/Networking	2	2	0	3
Totals		10	14	0	17

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS-115	Intro to Prog & Logic	2	2	0	3
ECO-151	Survey of Economics	3	0	0	3
MIT-250	Tech Implementation Proj	2	4	0	4
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	3	0	0	3
Totals		13	6	0	16

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.

MEDIA INTEGRATION TECHNOLOGY- C25300C1 HARDWARE AND SOFTWARE CERTIFICATE

The Hardware and Software Certificate will prepare individuals to familiarize themselves with the setup and troubleshooting processes of computer hardware and software. It will also cover the core objectives of the CompTIA A+, 220-201 certification exam. This student will be prepared to be employed as a Computer Technician.

Courses in this program can be transferred directly into Media Integration Technology for an Associate in Applied Science degree.

HARDWARE AND SOFTWARE CERTIFICATE (C25300C1)

Effective: Fall 2001

Revised: 06/01/01

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

FALL SEMESTER

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CIS-111	Basic PC Literacy	1	2	0	2
NET-110	Data Communications and Networking	2	2	0	3
	Totals	3	4	0	5

SPRING SEMESTER

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CIS-130	Survey of Operating Systems	2	3	0	3
CIS-215	Hardware Installation and Maintenance	2	3	0	3
CIS-216	Software Installation and Maintenance	1	2	0	2
	Totals	5	8	0	8

TOTAL REQUIRED CREDITS.... 13

This certificate should prepare you for A+ Certification.

Co-op Option: NA

Note: This certificate is not approved for VA benefits or financial aid.

MEDICAL OFFICE ADMINISTRATION A25310

This curriculum prepares individuals for employment in medical and other health-care related offices.

Course work will include medical terminology, information systems, office management, medical coding, billing and insurance, legal and ethical issues, and formatting and word processing. Students will learn administrative and support functions and develop skills applicable in medical environments.

Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health-care related organizations.

MEDICAL OFFICE ADMINISTRATION (A25310)

Effective Date: Fall 2002

Revised: 04/28/03

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
or						
ACA	115	Success & Study Skills	0	2	0	1
ENG	111	Expository Writing	3	0	0	3
OST	122	Office Computations	1	2	0	2
OST	131	Keyboard	1	2	0	2
OST	141	Med Terms I	3	0	0	3
OST	149	Medial Legal Issues	3	0	0	3
		Social Behavioral Science Elective	3	0	0	3
Totals			14/15	4/6	0	17

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
OST	132	Keyboard Skill Building	1	2	0	2
OST	136	Word Processing	1	2	0	2
OST	137	Office Software Applications	1	2	0	2
OST	142	Med Terms II	3	0	0	3
OST	148	Med Coding, Billing & Ins	3	0	0	3
OST	181	Intro to Office Systems	2	2	0	3
OST	184	Records Management	1	2	0	2
Totals			12	10	0	17

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
OST	134	Text Entry & Formatting	2	2	0	3
OST	164	Text Editing Applications	3	0	0	3
OST	247	CPT Coding in the Med Off	1	2	0	2
Totals			6	4	0	8

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
BIO	161	Intro to Human Biology	3	0	0	3
ENG	115	Oral Communication	3	0	0	3
OST	241	Med Ofc Transcription I	1	2	0	2
OST	236	Adv Word/Information Proc	2	2	0	3
OST	244	Medical Document ProductionI	2	0	0	2
OST	248	Diagnostic Coding	1	2	0	2
Totals			11	8	0	15

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
OST	192	Selected Topics in OST	1	2	0	2
OST	243	Med Office Simulation	2	2	0	3
OST	242	Med Ofc Transcription II	1	2	0	2
OST	286	Professional Development	3	0	0	3
COE	111E	Work Experience I	0	0	10	1
		Humanities/Fine Arts Elective	3	0	0	3
Totals			10	6	10	14

TOTAL REQUIRED CREDITS.... 71

Co-op Option: One (1) credit hour is required.

MEDICAL OFFICE ADMINISTRATION— C25310C1
MEDICAL OFFICE ADMINISTRATION
CERTIFICATE

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.

MEDICAL OFFICE ADMINISTRATION (C25310C1)

Effective Date: Fall 2001

Revised: 06/01/01

Day and Evening

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

FALL SEMESTER

<i>Prefix</i>	<i>No.</i>	<i>Title</i>	<i>ClassLab Clinical Credit</i>			
OST	131	Keyboard	1	2	0	2
OST	141	Medical Terminology I	3	0	0	3
OST	149	Medical Legal Issues	3	0	0	3
Totals			7	2	0	8

SPRING SEMESTER

<i>Prefix</i>	<i>No.</i>	<i>Title</i>	<i>ClassLab Clinical Credit</i>			
OST	136	Word Processing	1	2	0	2
OST	142	Med Terms II	3	0	0	3
OST	148	Med Coding, Billing & Ins	3	0	0	3
Totals			7	2	0	8

TOTAL REQUIRED CREDITS.... 16

Co-op Option: NA

Note: This certificate is not approved for VA benefits or financial aid.

OFFICE SYSTEMS TECHNOLOGY A25360

The Office Systems Technology curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical 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 supervisor to middle management.

OFFICE SYSTEMS TECHNOLOGY (A25360)

Effective Date: Fall 2003

Revised: 04/29/03

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA-111	College Student Success	1	0	0	1
or					
ACA-115	Success & Study Skills	0	2	0	1
ECO-151	Survey of Economics	3	0	0	3
ENG-111	Expository Writing	3	0	0	3
MAT-115	Mathematical Models	2	2	0	3
OST-122	Office Computations	1	2	0	2
OST-131	Keyboarding	1	2	0	2
OST-162	Executive Terminology	3	0	0	3
Totals		13/14	6/8	0	17

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG-115	Oral Communication	3	0	0	3
OST-132	Keyboarding Skill Building	1	2	0	2
OST-136	Word Processing	1	2	0	2
OST-137	Office Software Applications	1	2	0	2
OST-181	Intro to Office Systems	2	2	0	3
OST-184	Records Management	1	2	0	2
Totals		9	10	0	14

SUMMER SEMESTER 1

ACC-120	Prin of Financial Acct	3	2	0	4
CIS-120	Spreadsheet I	2	2	0	3
CIS-154	Database Utilization	1	2	0	2
OST-134	Text Entry & Formatting	2	2	0	3
Totals		8	8	0	12

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
OST-133	Adv Keyboard Skill Bldg	1	2	0	2
OST-164	Text Editing Applications	3	0	0	3
OST-223	Machine Transcription I	1	2	0	2
OST-233	Office Publications Design	2	2	0	3
OST-236	Adv Word/Information Proc	2	2	0	3
OST-284	Emerging Technologies	1	2	0	2
	Humanities/Fine Arts Elective	3	0	0	3
Totals		13	10	0	18

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
OST-135	Adv Text Entry & Format	3	2	0	4
OST-192	Selected Topics in OST	1	2	0	2
OST-224	Machine Transcription II	1	2	0	2
OST-286	Professional Development	3	0	0	3
OST-289	Office Systems Management	2	2	0	3
COE-111E	Work Experience	0	0	10	1
Totals		10	8	10	15

TOTAL REQUIRED CREDITS.... 75

Co-op Option: One (1) credit hour is required.

OFFICE SYSTEMS TECHNOLOGY - C25360C1
BASIC OFFICE SYSTEMS
TECHNOLOGY CERTIFICATE

The Office Management certificate is designed to prepare individuals to successfully manage a modern day office.

This certificate covers basic management skills, office procedures, and office software applications.

Upon completion of this program, students should be able to assume duties as an office manager.

BASIC OFFICE SYSTEMS TECHNOLOGY
(CERTIFICATE) (C25360C1)

Effective: Fall 2001

Revised: 06/01/01

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

Fall Semester

<i>Prefix No. Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
OST-122 Office Computations	1	2	0	2
OST-131 Keyboarding	1	2	0	2
OST-184 Records Management	1	2	0	2
Totals	3	6	0	6

SPRING SEMESTER

<i>Prefix No. Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
OST-132 Keyboard Skill Building	1	2	0	2
OST-136 Word Processing	1	2	0	2
OST-137 Office Software Apps	1	2	0	2
Totals	3	6	0	6

TOTAL REQUIRED CREDITS 12

Co-op Option: NA

Note: This certificate is not approved for VA benefits or financial aid.

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.

PARALEGAL TECHNOLOGY (A25380)

Effective: Fall 2002

Revised: 04/29/03

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

Fall Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Exp.	Credit
ACA	111	College Student Success	1	0	0	0	1
or							
ACA	115	Success & Study Skills	0	2	0	0	1
CIS	111	Basic PC Literacy	1	2	0	0	2
ENG	111	Expository Writing	3	0	0	0	3
LEX	110	Intro to Paralegal Study	2	0	0	0	2
LEX	140	Civil Litigation I	3	0	0	0	3
MAT	115	Mathematical Models	2	2	0	0	3
OST	136	Word Processing	1	2	0	0	2
POL	120	American Government	3	0	0	0	3
Totals			15/16	6/8	0	0	19

Spring Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Exp.	Credit
ENG	113	Literature Based Research	3	0	0	0	3
LEX	130	Civil Injuries	3	0	0	0	3
LEX	141	Civil Litigation II	2	2	0	0	3
LEX	210	Real Property I	3	0	0	0	3
LEX	250	Wills & Estates	2	2	0	0	3
PHI	230	Introduction to Logic	3	0	0	0	3
Totals			16	4	0	0	18

Summer Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Exp.	Credit
LEX	120	Legal Research/Writing I	2	2	0	0	3
LEX	180	Case Analysis	1	2	0	0	2
LEX	211	Real Property II	1	4	0	0	3
Totals			4	8	0	0	8

Fall Semester 2

Prefix	No.	Title	Class	Lab	Clinical	Exp.	Credit
LEX	121	Legal Research/Writing II	2	2	0	0	3
LEX	150	Commercial Law	2	2	0	0	3
LEX	160	Criminal Law & Practice	2	0	0	0	3
LEX	240	Family Law	3	0	0	0	3
LEX	260	Bankruptcy & Collections	2	0	0	0	2
LEX	283	Investigations	1	2	0	0	2
OST	236	Adv Word/Information Proc	2	2	0	0	3
Totals			14	10	0	0	19

Spring Semester 2

Prefix	No.	Title	Class	Lab	Clinical	Exp.	Credit
COE	112D	Work Exp I Paralegal Technology	0	0	0	20	2
ENG	115	Oral Communication	3	0	0	0	3
LEX	270	Law Office Mgt/Technology	1	2	0	0	2
LEX	285	Workers' Comp Law	2	0	0	0	2
SOC	213	Sociology of the Family	3	0	0	0	3
Totals			9	2	0	20	12

TOTAL CREDITS HOURS.....76

* The Paralegal Department Chairperson is responsible for awarding transfer credit for legal speciality courses.

Co-op Option: Students are required to take 2 credit hours of co-op.

PARALEGAL TECHNOLOGY**D25380**

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.

PARALEGAL DIPLOMA (D25380)

Effective: Fall 2001

Revised Date: 06/09/03

Length: 3 Semesters

Prerequisite: BA Degree

Award: Diploma

FALL SEMESTER 1

<i>Prefix</i>	<i>No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CIS	111	Basic PC Literacy	1	2	0	2
ENG	111	Expository Writing	3	0	0	3
LEX	120	Legal Research/Writing I	2	2	0	3
LEX	130	Civil Injuries	3	0	0	3
LEX	140	Civil Litigation I	3	0	0	3
LEX	210	Real Property I	3	0	0	3
PHI	230	Introduction to Logic	3	0	0	3
Totals			18	4	0	20

SPRING SEMESTER 1

<i>Prefix</i>	<i>No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
LEX	121	Legal Research/Writing II	2	2	0	3
LEX	141	Civil Litigation II	2	2	0	3
LEX	150	Commercial Law	2	2	0	3
LEX	211	Real Property II	1	4	0	3
LEX	250	Wills, Estates, & Trust	2	2	0	3
LEX	260	Bankruptcy & Collections	2	0	0	2
OST	136	Word Processing	1	2	0	2
Totals			12	14	0	19

SUMMER SEMESTER 1

<i>Prefix</i>	<i>No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
COE	112	Work Experience I/Paralegal	0	0	20	2
LEX	270	Law Office Mgt/Technology	1	2	0	2
LEX	283	Investigation	1	2	0	2
Totals			2	4	20	6

TOTAL REQUIRED CREDITS...45

The Paralegal Department Chairperson is responsible for awarding transfer credit for legal specialty courses.

PHARMACY TECHNOLOGY

D45580

The Pharmacy Technology curriculum prepares individuals to assist the pharmacist in duties that a technician can legally perform and to function within the boundaries prescribed by the pharmacist and the employment agency.

Graduates will maintain patient's records; fill prescriptions, maintain inventories; set up, package, and label medication doses; prepare solutions, and intravenous additives; and perform clerical duties, including insurance forms and forms required by third-party payers.

Graduates may be employed in hospitals, nursing homes, private and chain drug stores, research laboratories, wholesale drug companies, and pharmaceutical manufacturing facilities. Graduates will qualify to take the National Certification Examination developed by the Pharmacy Technician Certification Board.

PHARMACY TECHNOLOGY (D45580)

Effective: Fall 2002

Revised: 06/03/03

Length: 3 Semesters

Prerequisites: 1 Unit Biology, 1 Unit Algebra

Award: Diploma

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
or						
ACA	115	Success & Study Skills	0	2	0	1
BIO	106	Intro to Anat/Phys/Micro	2	2	0	3
CIS	113	Computer Basics	0	2	0	1
PHM	110	Introduction to Pharmacy	3	0	0	3
PHM	111	Pharmacy Practice I	3	3	0	4
PHM	115	Pharmacy Calculations	3	0	0	3
PHM	115A	Pharmacy Calculations Lab	0	2	0	1
Totals			11/12	9/11	0	16

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ENG	111	Expository Writing	3	0	0	3
PHM	118	Sterile Products	3	3	0	4
PHM	120	Pharmacology I	3	0	0	3
PHM	136	Pharmacy Clinical	0	0	18	6
PHM	155	Community Pharmacy	2	2	0	3
Totals			11	5	18	19

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
PHM	125	Pharmacology II	3	0	0	3
PHM	140	Trends in Pharmacy	2	0	0	2
PHM	132	Pharmacy Clinical	0	0	6	2
PSY	150	General Psychology	3	0	0	3
Totals			8	0	6	10

TOTAL REQUIRED CREDITS.... 45

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

PHLEBOTOMY**C45600**

The Phlebotomy curriculum prepares individuals to obtain blood and other specimens for the purpose of laboratory analysis.

Course work includes proper specimen collection and handling, communication skills, and maintaining patient data.

Graduates may qualify for employment in hospitals, clinics, physicians' offices, and other health care settings and may be eligible for national certification as phlebotomy technicians.

PHLEBOTOMY (C45600)

Effective: Fall 2002

Revised: 03/05/02

Length: 1 Semester

Prerequisite: High School Graduate

Award: Certificate

FALL SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CIS-113	Computer Basics	0	2	0	1
PBT-100	Phlebotomy Technology	5	2	0	6
PBT-101	Phlebotomy Practicum	0	0	9	3
PSY-118	Interpersonal Psychology	3	0	0	3
Totals		8	4	9	13

TOTAL CREDIT HOURS.... 13**Note:** This certificate is not approved for financial aid.

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 the supervision of physical therapists. Assistants work to improve or restore function by alleviation or prevention of physical impairment and perform other essential activities in a physical therapy department.

Course work includes normal human anatomy and physiology, the consequences of disease or injury, and physical therapy treatment of a variety of patient conditions affecting humans throughout the life span.

Graduates may be eligible to take the licensure examination administered by the NC Board of Physical Therapy Examiners. Employment is available in general hospitals, rehabilitation centers, extended care facilities, specialty hospitals, home health agencies, private clinics, and public school systems.

PHYSICAL THERAPIST ASSISTANT (A45620)

Effective: Fall 2002

Revised: 05/19/03

Length: 5 Semesters

Prerequisites: 2 Units of Algebra, 1 Unit Biology & Chemistry

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
or						
ACA	115	Success & Study Skills	0	2	0	1
BIO	168	Anatomy & Physiology I	3	3	0	4
CIS	113	Computer Basics	0	2	0	1
ENG	111	Expository Writing	3	0	0	3
PHY	125	Health Sciences Physics	3	2	0	4
PTA	110	Intro to Physical Therapy	2	3	0	3
PTA	130	Physical Therapy Proc I	1	6	0	3
Totals			12/13	16/18	0	19

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
BIO	169	Anatomy & Physiology II	3	3	0	4
BIO	175	General Microbiology	2	2	0	3
PSY	150	General Psychology	3	0	0	3
PTA	120	Functional Anatomy	1	6	0	3
PTA	150	Physical Therapy Proc II	1	6	0	3
PTA	140	Therapeutic Exercise	2	6	0	4
Totals			12	23	0	20

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
PTA	160	Physical Therapy Proc III	2	3	0	3
PTA	170	Pathophysiology	3	0	0	3
PTA	180A	PTA Clinical Ed Intro	0	0	3	1
Totals			5	3	3	7

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
ENG	115	Oral Communication	3	0	0	3
PSY	241	Developmental Psych	3	0	0	3
PTA	180B	PTA Clinical Ed Intro	0	0	6	2
PTA	222	Professional Interactions	2	0	0	2
PTA	240	Physical Therapy Proc IV	3	6	0	5
		Humanities/Fine Arts Elec	3	0	0	3
Totals			14	6	6	18

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
PTA	212	Health Care/Resources	2	0	0	2
PTA	260	Adv PTA Clinical Ed	0	0	30	10
Totals			2	0	30	12

TOTAL REQUIRED CREDITS.... 76

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

PLUMBING

D35300

The Plumbing curriculum is designed to give individuals the opportunity to acquire basic skills to assist with the installation and repair of plumbing systems in residential and small buildings.

Course work includes sketching diagrams, interpretation of blueprints, and practices in plumbing assembly. Students will gain knowledge of state codes and requirements.

Graduates should qualify for employment at parts supply houses, maintenance companies, and plumbing contractors to assist with various plumbing applications.

PLUMBING (D35300)

Effective: Fall 2001

Revised: 06/02/03

Length: 3 Semesters

Prerequisite: High School Diploma

Award: Diploma

Fall Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
BPR	130	Blueprint Reading/Const	1	2	0	2
PLU	110	Modern Plumbing	4	15	0	9
PLU	140	Intro to Plumbing Codes	1	2	0	2
PSY	118	Interpersonal Psychology	3	0	0	3
Totals			9	19	0	16

Spring Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIS	113	Computer Basics	0	2	0	1
ENG	101	Applied Communications I	3	0	0	3
PLU	120	Plumbing Applications	4	15	0	9
PLU	150	Plumbing Diagrams	1	2	0	2
WLD	112	Basic Welding Processes	1	3	0	2
Totals			9	22	0	17

Summer Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
PLU	130	Plumbing Systems	3	9	0	6
		Elective	3	0	0	3
Totals			6	9	0	9

TOTAL REQUIRED CREDITS.....42

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

PLUMBING

C35300C1

**BASIC PLUMBING CERTIFICATE
EVENING/WEEKEND PROGRAM**

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.

Basic Plumbing Certificate (C35300C1)

Evening/Weekend Program

Effective: Fall 2001

Revised: 06/01/01

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

Fall Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
PSY	118	Interpersonal Psychology	3	0	0	3
PLU	110A	Modern Plumbing	3	6	0	5
Totals			6	6	0	8

Spring Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
PLU	110B	Modern Plumbing	1	9	0	4
PLU	140	Intro to Plumbing Codes	1	2	0	2
Totals			2	11	0	6

TOTAL REQUIRED CREDITS.....14

Co-op Option: NA

Note: This certificate is not approved for VA benefits or financial aid.

POSTAL SERVICE TECHNOLOGY A55340

The Postal Service Technology curriculum is designed to provide opportunities for advancement for present and future employees of the US Postal Service.

Students will study postal organization, mail processing, operations, employee and customer services, mail delivery and collection, problem analysis, related business and management subjects, and general education courses.

Graduates of the program will be prepared to work in a variety of positions.

POSTAL SERVICE TECHNOLOGY (A55340)

Effective: Fall 2003

Revised: 03/07/03

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA-111	College Student Success	1	0	0	1
or					
ACA-115	Success & Study Skills	0	2	0	1
BUS-110	Introduction to Business	3	0	0	3
CIS-111	Basic PC Literacy	1	2	0	2
ENG-111	Expository Writing	3	0	0	3
MAT-115	Mathematical Models	2	2	0	3
POS-110	POS History & Organization	3	0	0	3
Totals		12/13	4/6	0	15

SPRING SEMSTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS-121	Business Math	2	2	0	3
BUS-135	Principles of Supervision	3	0	0	3
POS-115	Processing and Distribution	3	0	0	3
POS-120	Postal Operations Support	3	0	0	3
	Humanities/Fine Art Elec	3	0	0	3
	Major Elective	3	0	0	3
Totals		17	2	0	18

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS-172	Intro to the Internet	2	3	0	3
	Free Elective	3	0	0	3
	Major Elective	3	0	0	3
Totals		8	3	0	9

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC-120	Prin of Accounting I	3	2	0	4
BUS-115	Business Law I	3	0	0	3
ECO-251	Prin of Microeconomics	3	0	0	3
POS-125	Postal Delivery/Collection	3	0	0	3
POS-130	Postal Support & Finance	3	0	0	3
Totals		15	2	0	16

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS-116	Business Law II	3	0	0	3
BUS-137	Principles of Management	3	0	0	3
BUS-153	Human Resource Management	3	0	0	3
ECO-252	Prin of Macroeconomics	3	0	0	3
ENG-115	Oral Communication	3	0	0	3
POS-135	Officer-in-Charge Training	3	0	0	3
Totals		18	0	0	18

TOTAL REQUIRED CREDITS....76

Co-op Option: N/A

POSTAL SERVICE TECHNOLOGY**C55340C1**

The Postal Service Technology certificate is designed to provide opportunities for advancement for present and future employees of the US Postal Service.

This certificate program covers basic postal organization, mail processing, operations, employee and customer services, mail delivery and collection.

Upon completion of this program, students should be prepared to work in a variety of positions or transfer the course credits to the Postal Service Technology program for an Associate of Applied Science degree.

POSTAL SERVICE TECHNOLOGY CERTIFICATE (C55340C1)

Effective: Fall 2001

Revised: 06/01/01

Length: 2 Semesters/Night Classes Sequence

Prerequisite: High School Diploma

Award: Certificate

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
POS-110	POS History & Organization	3	0	0	3
POS-125	Postal Delivery/Collection	3	0	0	3
POS-130	Postal Support & Finance	3	0	0	3
Totals		9	0	0	9

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
POS-115	Processing and Distribution	3	0	0	3
POS-120	Postal Operations Support	3	0	0	3
POS-135	Officer-in-Charge Training	3	0	0	3
Totals		9	0	0	9

TOTAL REQUIRED CREDITS...18**Co-op Option: NA****Note:** This certificate is not approved for VA Benefits or financial aid.**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 physician's offices.

PRACTICAL NURSING (DIPLOMA) (D45660)

Effective: Fall 2002

Revised: 06/03/03

Length: 3 Semesters

Prerequisite: 1 Unit Biology, Algebra & Chemistry

Award: Diploma

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO 163	Basic Anat & Physiology	4	2	0	5
NUR 101	Practical Nursing I	7	6	6	11
NUR 102A	Practical Nursing II	2	0	0	2
Totals		13	8	6	18

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS 113	Computer Basics	0	2	0	1
NUR 102B	Practical Nursing II	6	0	12	10
NUR 103A	Practical Nursing III	2	0	3	3
PSY 110	Life Span Development	3	0	0	3
Totals		11	2	15	17

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG 111	Expository Writing	3	0	0	3
NUR 103B	Practical Nursing III	4	0	9	7
Totals		7	0	9	10

TOTAL REQUIRED CREDITS.... 45

Students with a felony conviction may have limited certification 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.

RADIOGRAPHY (A45700)

Effective: Fall 2002

Revised: 05/06/03

Length: 5 Semesters

Prerequisites: 2 Units Algebra, 1 Unit Biology, Chemistry

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA-111	College Student Success	1	0	0	1
or					
ACA-115	Success & Study Skills	0	2	0	1
BIO-168	Anatomy and Physiology I	3	3	0	4
ENG-111	Expository Writing	3	0	0	3
RAD-110	RAD Intro & Patient Care	2	3	0	3
RAD-111	RAD Procedures I	3	3	0	4
RAD-151	RAD Clinical Ed I	0	0	6	2
Totals		11/12	9/11	6	17

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS-113	Computer Basics	0	2	0	1
ENG-115	Oral Communication	3	0	0	3
RAD-112	RAD Procedures II	3	3	0	4
RAD-121	Radiographic Imaging I	2	3	0	3
RAD-161	RAD Clinical Ed II	0	0	15	5
BIO-169	Anatomy and Physiology II	3	3	0	4
Totals		11	11	15	20

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
RAD-122	Radiographic Imaging II	1	3	0	2
RAD-131	Radiographic Physics I	1	3	0	2
RAD-171	RAD Clinical Ed III	0	0	12	4
Totals		2	6	12	8

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
PSY-150	General Psychology	3	0	0	3
RAD-211	RAD Procedures III	2	3	0	3
RAD-231	Radiographic Physics II	1	3	0	2
RAD-241	Radiation Protection	2	0	0	2
RAD-251	RAD Clinical Ed IV	0	0	21	7
Totals		8	6	21	17

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
RAD-245	Radiographic Analysis	2	3	0	3
RAD-261	RAD Clinical Ed V	0	0	21	7
RAD-281	RAD Clinical Elective	0	0	3	1
	Humanities/Fine Arts Elective	3	0	0	3
Totals		5	3	24	14

TOTAL REQUIRED CREDITS.... 76

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

RECREATION AND LEISURE STUDIES A55360

The Recreation and Leisure Studies curriculum prepares individuals to plan, direct, and implement recreation activities in diverse environments for all age groups. The program is designed to meet the needs of students interested in the private, public, commercial, or therapeutic environment.

Course work includes introductory courses concerning history, terminology, programming, and general information concerning the recreation profession. Students learn recreation programs and activities in the following areas: cultural arts, team sports, outdoor education, wellness, individual activities, and adapted activities.

Upon completion, graduates should qualify for a variety of assistant-level positions at recreation centers, schools, hospitals, nursing facilities, parks, and commercial recreation establishments. They will be an asset in designing and implementing recreation programs and activities.

RECREATION & LEISURE STUDIES (A55360)

Effective: Fall 1998-99

Revised: 05/26/03

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

Fall Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Exp.	Credit
ACA	115	Success & Study Skills	0	2	0	0	1
ENG	111	Expository Writing	3	0	0	0	3
HEA	112	First Aid & CPR	1	2	0	0	2
REC	110	Intro to Leisure Services	3	0	0	0	3
REC	127	Team Sports & Games	1	2	0	0	2
REC	216	Rec Arts & Crafts	1	3	0	0	2
REC	226	Pathways to Wellness	3	0	0	0	3
Totals			12	9	0	0	16

Spring Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Exp.	Credit
ENG	114	Prof Research & Reporting	3	0	0	0	3
REC	120	Intro Special Populations	3	0	0	0	3
REC	124	Social Rec Activities	1	2	0	0	2
REC	126	Outdoor Recreation	1	2	0	0	2
REC	128	Individual Sports & Games	1	2	0	0	2
REC	224	Leisure & the Aging	2	2	0	0	3
		Humanities/Fine Arts Elective	3	0	0	0	3
Totals			14	8	0	0	18

Summer Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Exp.	Credit
CIS	113	Computer Basics	0	2	0	0	1
		Major Elective	3	0	0	0	3
Totals			3	2	0	0	4

Fall Semester 2

Prefix	No.	Title	Class	Lab	Clinical	Exp.	Credit
MAT	115	Mathematical Models	2	2	0	0	3
REC	125	Public Relations	1	3	0	0	2
REC	129	Fitness Management	2	3	0	0	3
REC	214	Camp Administration	3	2	0	0	4
REC	222	Commercial Rec & Tourism	3	0	0	0	3
TRE	120	Adapted Activities	1	2	0	0	2
Totals			12	12	0	0	17

Spring Semester 2

Prefix	No.	Title	Class	Lab	Clinical	Exp.	Credit
ENG	115	Oral Communication	3	0	0	0	3
PSY	118	Interpersonal Psychology	3	0	0	0	3
REC	122	Program Administration	3	0	0	0	3
REC	123	Intramural Management	1	3	0	0	2
REC	217	Maintenance/Facility Mgt	2	2	0	0	3
REC	218	Cultural Programs	1	3	0	0	2
		Major Elective	3	0	0	0	3
Totals			16	8	0	0	19

TOTAL CREDIT HOURS.....74

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

RESPIRATORY CARE

A45720

The Respiratory Care curriculum prepares individuals to function as respiratory care technicians and/or respiratory care therapists. In these roles, individuals perform diagnostic testing, treatments 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.

RESPIRATORY CARE (A45720)

Effective: Fall 2002

Revised: 03/06/03

Length: 5 Semesters

Prerequisites: 1 Unit Algebra, 1 Unit Biology, Chemistry

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
or						
ACA	115	Success & Study Skills	0	2	0	1
BIO	163	Basic Anatomy and Physiology	4	2	0	5
CIS	111	Basic PC Literacy	1	2	0	2
ENG	111	Expository Writing	3	0	0	3
RCP	110	Intro to Respiratory Care	3	3	0	4
RCP	113	RCP Pharmacology	2	0	0	2
Totals			13/14	6/9	0	17

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
BIO	175	General Microbiology	2	2	0	3
CHM	135	Survey of Chemistry I	3	2	0	4
ENG	115	Oral Communication	3	0	0	3
RCP	111	Therapeutics/Diagnostics	4	3	0	5
RCP	133	RCP Clinical Practice I	0	0	9	3
Totals			12	7	9	18

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
RCP	114	C-P Anatomy and Physiology	3	0	0	3
RCP	142	RCP Clinical Practice II	0	0	6	2
RCP	223	Special Practice Lab	0	3	0	1
Totals			3	3	6	6

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
RCP	156	RCP Clinical Practice III	0	0	18	6
RCP	210	Critical Care Concepts	3	3	0	4
RCP	214	Neonatal/Ped's RC	1	3	0	2
		Humanities/Fine Arts Elective	3	0	0	3
Totals			7	6	18	15

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
PSY	150	General Psychology	3	0	0	3
RCP	115	C-P Pathophysiology	2	0	0	2
RCP	211	Adv. Monitoring/Procedures	3	3	0	4
RCP	237	RCP Clinical Practice IV	0	0	21	7
Totals			8	3	21	16

TOTAL REQUIRED CREDITS.... 72

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

**SPEECH-LANGUAGE
PATHOLOGY ASSISTANT****A45730**

The Speech-Language Pathology Assistant curriculum prepares graduates to work under the supervision of a licensed Speech-Language Pathologist, who evaluates, diagnoses, 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 experiences include working with patients of various ages and with various disorders.

Graduates may be eligible for registration with the North Carolina Board of Examiners for Speech-Language Pathologists and Audiologists and must be supervised by a licensed Speech-Language Pathologist. They may be employed in healthcare or education settings.

SPEECH LANGUAGE PATHOLOGY ASSISTANT (A45730)

Effective: Fall 2002

Revised: 05/06/03

Length: 5 Semesters

Prerequisites: Algebra I & II, Biology

Award: Associate in Applied Science

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA-111	College Student Success	1	0	0	1
or					
ACA-115	Success & Study Skills	0	2	0	1
BIO-163	Anatomy and Physiology	4	2	0	5
CIS-113	Computer Basics	0	2	0	1
ENG-111	Expository Writing	3	0	0	3
PSY-150	General Psychology	3	0	0	3
COM-120	Interpersonal Communication	3	0	0	3
Totals		13/14	4/6	0	16

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
MAT-115	Mathematical Models	2	2	0	3
PSY-241	Developmental Psychology	3	0	0	3
SLP-111	Ethics and Standards for SLPAs	3	0	0	3
ENG-114	Profess. Research & Reporting				
or					
ENG-115	Oral Communication	3	0	0	3
SLP-140	Normal Communication	3	0	0	3
Totals		14	2	0	15

Summer Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
SLP-112	SLPA Anatomy and Physiology	3	0	0	3
SLP-130	Phonetics & Speech Patterns	2	2	0	3
PSY-265	Behavior Modification	3	0	0	3
Totals		8	2	0	9

Fall Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
SLP-120	SLPA Administrative Procedures & Management	2	0	0	2
SLP-211	Developmental Disorders	3	2	0	4
SLP-212	Acquired Disorders	3	2	3	5
ASL-111	American Sign Language	3	0	0	3
Totals		11	4	3	14

Spring Semester 2

Prefix	Title	Class	Lab	Clinical	Credit
SLP-220	Assistive Technology	1	2	0	2
SLP-230	SLPA Fieldwork	0	0	12	4
SLP-231	SLPA Fieldwork Seminar	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
Totals		7	2	12	12

TOTAL REQUIRED CREDITS.....66

Students with a felony conviction may have limited licensure 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.

SURVEYING TECHNOLOGY (A40380)

Effective: Fall 2002

Revised: 05/19/03

Length: 5 Semesters

Prerequisite: 2 Units of Algebra

Award: Associate in Applied Science

Fall Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
or						
ACA	115	Success & Study Skills	0	2	0	1
CIS	111	Basic PC Literacy	1	2	0	2
EGR	115	Intro to Technology	2	6	0	4
ENG	111	Expository Writing	3	0	0	3
MAT	121	Algebra/Trigonometry I	2	2	0	3
PSY	118	Interpersonal Psychology	3	0	0	3
Totals			11/12	10/12	0	16

Spring Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIV	125	Civil/Surveying CAD	1	6	0	3
MAT	122	Algebra/Trigonometry II	2	2	0	3
PHY	131	Physics-Mechanics	3	2	0	4
SRV	110	Surveying I	2	6	0	4
		Humanities/Fine Arts Elective	3	0	0	3
Totals			11	16	0	17

Summer Semester 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIV	110	Statics/Strength of Materials	2	6	0	4
SRV	111	Surveying II	2	6	0	4
Totals			4	12	0	8

Fall Semester 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIV	111	Soils and Foundations	2	3	0	3
CIV	211	Hydraulics and Hydrology	2	3	0	3
CIV	230	Construction Estimating	2	3	0	3
SRV	210	Surveying III	2	6	0	4
SRV	220	Surveying Law	2	2	0	3
Totals			10	17	0	16

Spring Semester 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
ENG	115	Oral Communication	3	0	0	3
CIV	212	Environmental Planning	2	3	0	3
SRV	230	Subdivision Planning	1	6	0	3
SRV	240	Topo/Site Surveying	2	6	0	4
		Elective	3	0	0	3
Totals			11	15	0	16

TOTAL REQUIRED CREDITS.....73

Co-op Option: Qualified students may elect to take up to six (6) credit hours of Cooperative Education in lieu of CIV 212 and/or 3 credit hours of electives provided they acquire approval from the Co-op Director and the Department Chairperson.

SURGICAL TECHNOLOGY**(A45740)**

The Surgical Technology curriculum prepares individuals to assist in the care of the surgical patient in the operating room and to function as a member of the surgical team.

Students will apply theoretical knowledge to the care of patients undergoing surgery and develop skills necessary to prepare supplies, equipment, and instruments; maintain aseptic conditions; prepare patients for surgery; and assist surgeons during operations.

Graduates of this program will be eligible to apply to take the Liaison Council's Certification Examination for Surgical Technologists. Employment opportunities include labor/delivery/emergency departments, inpatient/outpatient surgery centers, dialysis units/facilities, physicians' offices, and central supply processing units.

SURGICAL TECHNOLOGY (A45740)

Effective: Fall 2004

Revised: 10/02/03

Length: 5 Semesters

Prerequisite: 1 Unit Biology and Algebra

Award: Associate Degree in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA-111	College Student Success	1	0	0	1
or					
ACA-115	Success & Study Skills	0	2	0	1
BIO-163	Basic Anat & Physiology	4	2	0	5
CIS-113	Computer Basics	0	2	0	1
ENG-111	Applied Communications I	3	0	0	3
SUR-110	Intro to Surg Tech	3	0	0	3
SUR-111	Periop Patient Care	5	6	0	7
Totals		15/16	10/12	0	20

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO-175	General Microbiology	2	2	0	3
PSY-150	General Psychology	3	0	0	3
SUR-122	Surgical Procedures I	5	3	0	6
SUR-123	SUR Clinical Practice I	0	0	21	7
Totals		10	5	21	19

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
SUR-134	Surgical Procedures II	5	0	0	5
SUR-135	SUR Clinical Practice II	0	0	12	4
SUR-137	Prof Success Prep	1	0	0	1
Totals		6	0	12	10

FALL SEMESTER 2

ENG-114	Prof Research & Reporting	3	0	0	3
COM-231	Public Speaking	3	0	0	3
	Humanities/Elective	3	0	0	3
	Math/Science/Elective	3	0	0	3
Totals		12	0	0	12

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS-137	Principles of Management	3	0	0	3
ECO-151	Survey of Economics	3	0	0	3
SUR-210	Advanced SUR Clinical Pract.	0	0	6	2
SUR-211	Advanced Theoretical Conc.	2	0	0	2
Totals		8	0	6	10

TOTAL REQUIRED CREDITSY71

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

SURGICAL TECHNOLOGY**D45740**

The Surgical Technology curriculum prepares individuals to assist in the care of the surgical patient in the operating room and to function as a member of the surgical team.

Students will apply theoretical knowledge to the care of patients undergoing surgery and develop skills necessary to prepare supplies, equipment, and instruments; maintain aseptic conditions, prepare patients for surgery; and assist surgeons during operations.

Graduates of this program will be eligible to apply to take the Liaison Council's Certification Examination for Surgical Technologists. Employment opportunities include labor/delivery/emergency departments, inpatient/outpatient surgery centers, dialysis units/facilities, physicians' offices and central supply processing units.

SURGICAL TECHNOLOGY (D45740)

Effective: Fall 2004

Revised: 10/02/03

Length: 3 Semesters

Prerequisite: 1 Unit Biology and Algebra

Award: Diploma

FALL SEMESTER I

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
BIO-163	Basic Anat & Physiology	4	2	0	5
ENG-101	Applied Communications I	3	0	0	3
SUR-110	Intro to Surg Tech	3	0	0	3
SUR-111	Periop Patient Care	5	6	0	7
	Totals	15	8	0	18

SPRING SEMESTER I

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
BIO-175	General Microbiology	2	2	0	3
CIS-113	Computer Basics	0	2	0	1
PSY-150	General Psychology	3	0	0	3
SUR-122	Surgical Procedures I	5	3	0	6
SUR-123	SUR Clinical Practice I	0	0	21	7
	Totals	10	7	21	20

SUMMER SEMESTER I

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
SUR-134	Surgical Procedures II	5	0	0	5
SUR-135	SUR Clinical Practice II	0	0	12	4
SUR-137	Prof Success Prep	1	0	0	1
	Totals	6	0	12	10

TOTAL REQUIRED CREDITS.... 48

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

SURGICAL TECHNOLOGY**D45740B**

The Surgical Technology curriculum prepares individuals to assist in the care of the surgical patient in the operating room and to function as a member of the surgical team.

Students will apply theoretical knowledge to the care of patients undergoing surgery and develop skills necessary to prepare supplies, equipment, and instruments; maintain aseptic conditions; prepare patients for surgery; and assist surgeons during operations.

Graduates of this program will be eligible to apply to take the Liaison Council's Certification Examination for Surgical Technologists. Employment opportunities include labor/delivery/emergency departments, inpatient/outpatient surgery centers, dialysis units/facilities, physicians' offices, and central supply processing units. Completion of the degree is recommended since it prepares the graduate for advanced placement in the Surgical Environment.

SURGICAL TECHNOLOGY (D45740B)

Effective: Fall 2004

Revised: 10/02/03

Length: 2 Semesters

Prerequisite: 1 Unit Biology and Algebra

Current Surgical Technologist

Documented 1000 hours working experience as a Surgical Technologist

Documentation of having independently scrubbed on 125 surgical cases

2 Letters of Recommendation from former and/or current supervisors

Award: Diploma

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO-163	Basic Anat & Physiology	4	2	0	5
ENG-101	Applied Communications I	3	0	0	3
SUR-110	**Intro to Surg 1 st 8 weeks	3	0	0	3
SUR-111	**Periop Patient Care 2 nd 8 weeks	5	6	0	7
Totals		15	8	0	18

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO-175	General Microbiology	2	2	0	3
CIS-113	Computer Basics	0	2	0	1
PSY-150	General Psychology	3	0	0	3
SUR-122	**Surgical Procedures 1 st 8 weeks	5	3	0	6
SUR-134	**Surgical Procedures II 2 nd 8 weeks	5	0	0	5
Totals		15	7	0	18

EXPERIENTIAL CREDIT

ENG-111	Expository Writing recommended if student wishes AAS degree or higher				
SUR-123	Clinical Practice I	0	0	21	7
SUR-135	Clinical Practice II	0	0	12	4
SUR-137	Prof Success Prep	1	0	0	1
Totals		1	0	33	12

TOTAL REQUIRED CREDITS.... 48

**All surgical courses (SUR) are taught online.

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

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 provides 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 metal-working industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

WELDING TECHNOLOGY (D50420)

Effective: Fall 2002

Revised: 06/02/03

Length: 3 Semesters

Prerequisite: High School Diploma

Award: Diploma

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS 113	Computer Basics	0	2	0	1
PSY 118	Interpersonl Psychology	3	0	0	3
WLD 110	Cutting Processes	1	3	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 141	Symbols & Specifications	2	2	0	3
WLD 143	Welding Metallurgy	1	2	0	2
Totals		9	18	0	16

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG 101	Applied Communications I	3	0	0	3
WLD 116	SMAW (Stick) Plate/Pipe	1	9	0	4
WLD 121	GMAW (Mig) FCAW/Plate	2	6	0	4
WLD 131	GTAW (Tig) Plate	2	6	0	4
Totals		8	21	0	15

Summer Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
WLD 261	Certification Practices	1	3	0	2
WLD 262	Inspection & Testing	2	2	0	3
	Elective	3	0	0	3
Totals		6	5	0	8

TOTAL REQUIRED CREDITS.....39

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.

WELDING TECHNOLOGY

C50420C1

**BASIC WELDING TECHNOLOGY CERTIFICATE
EVENING/WEEKEND PROGRAM**

This evening certificate program is designed to give individuals the opportunity to acquire fundamental skills in welding. Course-work 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.

WELDING TECHNOLOGY (C50420C1)

Evening/Weekend Program

Effective: Fall 2001

Revised: 06/01/01

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
WLD 110	Cutting Processes	1	3	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	5
Totals		3	12	0	7

Spring Semester 1

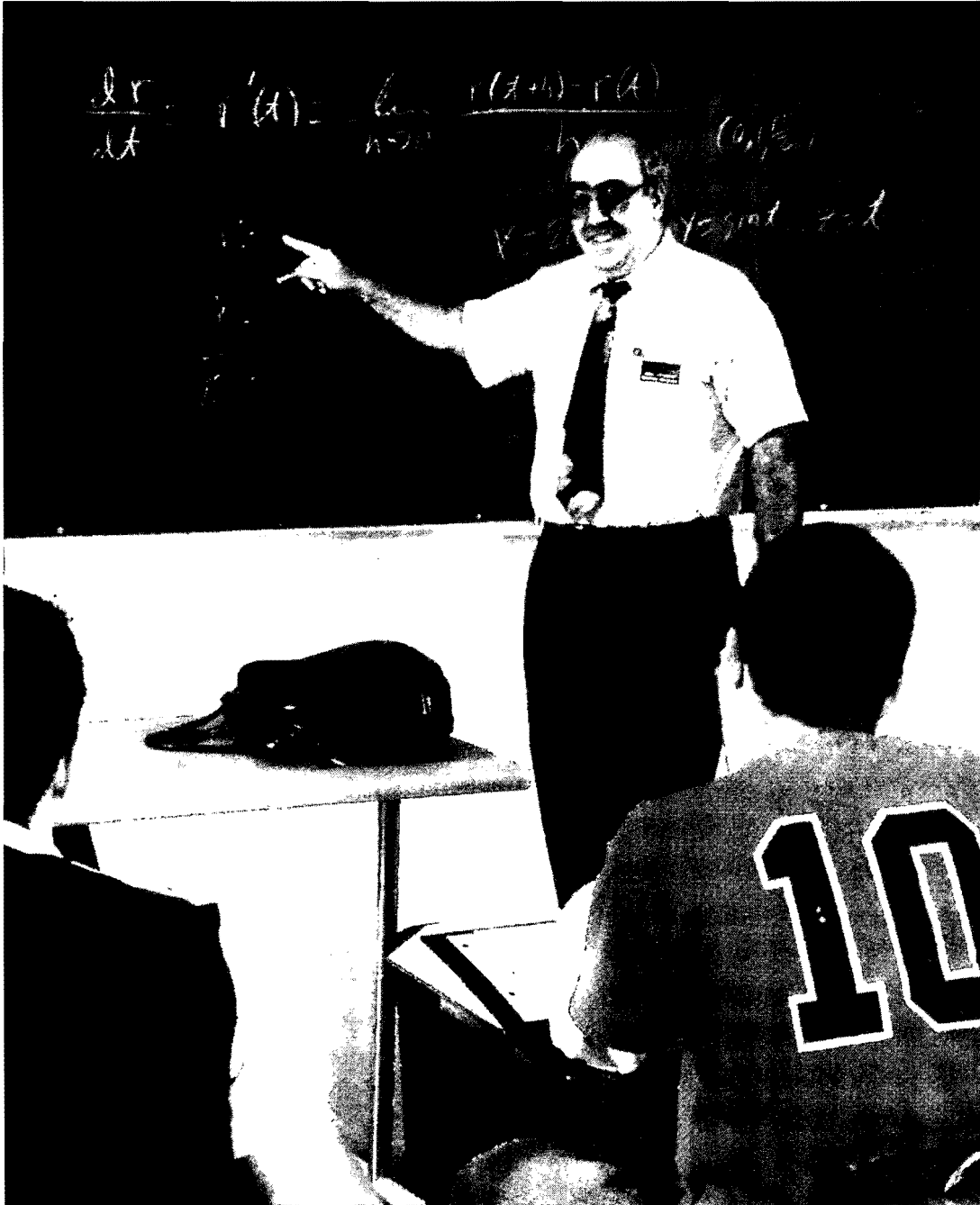
Prefix No.	Title	Class	Lab	Clinical	Credit
WLD 116	SMAW (Stick) Plate/Pipe	1	9	0	4
WLD 141	Symbols & Specifications	2	2	0	3
Totals		3	11	0	7

TOTAL REQUIRED CREDITS.....14

Co-op Option: N/A

Note: This certificate is not approved for VA benefits or financial aid.

COURSE DESCRIPTIONS



		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		
ACA 111	College Student Success	01	00	00	01		ACC 121	Prin of Managerial Acct	03	02	00	04
Prerequisites: None						Prerequisites: ACC 120						
Corequisites: None						Corequisites: None						
Component: None						Component: ACC 121A, ACC 121B						
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.						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).						
ACA 115	Success & Study Skills	00	02	00	01		ACC 129	Individual Income Taxes	02	02	00	03
Prerequisites: None						Prerequisites: None						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course provides an orientation to the campus resources and academic skills necessary to achieve educational objectives. Emphasis is placed on an exploration of facilities and services, study skills, library skills, self-assessment, wellness, goal-setting, and critical thinking. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals.						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.						
ACC 111	Financial Accounting	03	00	00	03		ACC 130	Business Income Taxes	02	02	00	03
Prerequisites: None						Prerequisites: None						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course introduces the basic framework of accounting. Emphasis is placed on the accounting cycle and financial statement preparation and analysis. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.						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.						
ACC 115	College Accounting	03	02	00	04		ACC 131	Federal Income Taxes	02	02	00	03
Prerequisites: None						Prerequisites: ACC 111 or ACC 120						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course introduces basic accounting principles for a business. Topics include the complete accounting cycle with end-of-period statements, bank reconciliation, payrolls, and petty cash. Upon completion, students should be able to demonstrate an understanding of accounting principles and apply those skills to a business organization.						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.						
ACC 120	Prin of Financial Acct	03	02	00	04		ACC 140	Payroll Accounting	01	02	00	02
Prerequisites: None						Prerequisites: ACC 115 or ACC 120						
Corequisites: None						Corequisites: None						
Component: ACC 120A, ACC 120B						Component: None						
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).						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, stu-						

		CLASS	LAB	CLINIC	CREDIT			CLASS	LAB	CLINIC	CREDIT		
		HRS	HRS	HRS	HRS			HRS	HRS	HRS	HRS		
dents 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).													
ACC 150	Acct Software Appl	01	02	00	02			ACC 225	Cost Accounting	03	00	00	03
Prerequisites: ACC 115 or ACC 120								Prerequisites: ACC 121					
Corequisites: None								Corequisites: None					
Component: None								Component: None					
This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems. This course is also available through the Virtual Learning Community (VLC).								This course 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.					
ACC 175	Hotel and Restaurant Accounting	03	02	00	04			ACC 226	Adv Managerial Acct	03	00	00	03
Prerequisites: None								Prerequisites: ACC 121					
Corequisites: None								Corequisites: None					
Component: None								Component: None					
This course covers generally accepted accounting principles and the uniform system of accounts for small hotels and motels of the American Hotel and Motel Association. Emphasis is placed on the accounting cycle, analysis of financial statements, and payroll procedures including treatment of tips. Upon completion, students should be able to demonstrate competence in the accounting principles and procedures used in hotels and restaurants.								This course 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.					
ACC 220	Intermediate Accounting I	03	02	00	04			ACC 227	Practices in Accounting	03	00	00	03
Prerequisites: ACC 121								Prerequisites: ACC 220					
Corequisites: None								Corequisites: None					
Component: None								Component: None					
This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and an extensive analyses of financial statements. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.								This course 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.					
ACC 221	Intermediate Accounting II	03	02	00	04			ACC 240	Governmental & Not-for-Profit Accounting	03	00	00	03
Prerequisites: ACC 220								Prerequisites: ACC 121					
Corequisites: None								Corequisites: None					
Component: None								Component: None					
This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.								This course 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.					
ACC 221	Intermediate Accounting II	03	02	00	04			ACC 250	Advanced Accounting	03	00	00	03
Prerequisites: ACC 220								Prerequisites: ACC 220					
Corequisites: None								Corequisites: None					
Component: None								Component: None					
This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.								This course is designed to analyze special accounting issues, which may include business combinations, partnerships, international accounting, estates, and trusts. Emphasis is placed on analyzing transactions and preparing working papers and financial statements. Upon completion, students should be able to solve a wide variety of problems by advanced application of accounting principles and procedures.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS			CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		
ACC 269	Audit & Assurance Servcs	03	00	00	03			AHR 114	Heat Pump Technology	02	04	00	04
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.							
AHR 110	Introduction to Refrigeration	02	06	00	05			AHR 115	Refrigeration Systems	01	03	00	02
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.							
AHR 111	HVACR Electricity	02	02	00	03			AHR 120	HVACR Maintenance	01	03	00	02
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.							
AHR 112	Heating Technology	02	04	00	04			AHR 130	HVAC Controls	02	02	00	03
Prerequisites: AHR 110						Prerequisites: AHR 111 or ELC 111							
Corequisites: None						Corequisites: None							
Component: None						Component: None							
This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system.						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.							
AHR 113	Comfort Cooling	02	04	00	04			AHR 133	HVAC Servicing	02	06	00	04
Prerequisites: None						Prerequisites: AHR 112 or AHR 113							
Corequisites: None						Corequisites: None							
Component: None						Component: None							
This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychometrics, manufacturer specifications, and test instruments to determine proper system operation.						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.							

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS			CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
AHR 151	HVAC Duct Systems I	01	03	00	02	AHR 212	Advanced Comfort Systems	02	06	00	04
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.					
AHR 160	Refrigerant Certification	01	00	00	01	AHR 215	Commercial HVAC Controls	01	03	00	02
Prerequisites: None						Prerequisites: AHR 111					
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.					
AHR 180	HVACR Customer Relations	01	00	00	01	AHR 240	Hydronic Heating	01	03	00	02
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.					
AHR 210	Residential Building Code	01	02	00	02	AHR 245	Chiller Systems	01	03	00	02
Prerequisites: AHR 151						Prerequisites: AHR 110					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course covers the residential building codes that are applicable to the design and installation of HVAC systems. Topics include current residential codes as applied to HVAC design, service, and installation. Upon completion, students should be able to demonstrate the correct usage of residential building codes that apply to specific areas of the HVAC trade.						This course introduces the fundamentals of liquid chilling equipment. Topics include characteristics of water, principles of water chilling, the chiller, the refrigerant, water and piping circuits, freeze prevention, purging, and equipment flexibility. Upon completion, students should be able to describe the components, controls, and overall operation of liquid chilling equipment and perform basic maintenance tasks.					
AHR 211	Residential System Design	02	02	00	03						
Prerequisites: AHR 151											
Corequisites: None											
Component: None											
This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.											

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
AHR 250	HVAC System Diagnostics	00	04	00	02					
Prerequisites: AHR 112										
Corequisites: None										
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.										
ANT 210	General Anthropology	03	00	00	03					
Prerequisites: None										
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.										
ANT 220	Cultural Anthropology	03	00	00	03					
Prerequisites: None										
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.										
ANT 221	Comparative Cultures	03	00	00	03					
Prerequisites: None										
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.										
ANT 230	Physical Anthropology	03	00	00	03					
Prerequisites: None										
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.										
ANT 230A	Physical Anthropology Lab		00	02	00	01				
Prerequisites: None										
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.										
ANT 240	Archaeology	03	00	00	03					
Prerequisites: None										
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.										
ARC 111	Introduction to Architectural Technology		01	06	00	03				
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.										

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ARC 112	Construction Materials & Methods	03	02	00	04					
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.										
ARC 113	Residential Architectural Tech	01	06	00	03					
Prerequisites: ARC 111										
Corequisites: None										
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.										
ARC 114	Architectural CAD	01	03	00	02					
Prerequisites: ARC 111										
Corequisites: ARC 114A										
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.										
ARC 114A	Architectural CAD Lab	00	03	00	01					
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.										
ARC 131	Building Codes	02	02	00	03					
Prerequisites: ARC 112										
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.										
ARC 211	Light Construction Technology	01	06	00	03					
Prerequisites: ARC 111										
Corequisites: None										
Component: None										
This course covers working drawings for light construction. Topics include plans, elevations, sections, and details; schedules; and other related topics. Upon completion, students should be able to prepare a set of working drawings which are within accepted architectural standards.										
ARC 213	Design Project	02	06	00	04					
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.										
ARC 220	Advanced Architect CAD	01	03	00	02					
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.										
ARC 221	Architectural 3-D CAD	01	04	00	03					
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.										
ARC 230	Environmental Systems	03	03	00	04					
Prerequisites: ARC 111 and MAT 121										
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.										

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ART 117	Non-Western Art History	03	00	00	03

Prerequisites: None

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.

ART 121	Design I	00	06	00	03
---------	-----------------	----	----	----	----

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.

ART 122	Design II	00	06	00	03
---------	------------------	----	----	----	----

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.

ART 131	Drawing I	00	06	00	03
---------	------------------	----	----	----	----

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.

ART 132	Drawing II	00	06	00	03
---------	-------------------	----	----	----	----

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 com-

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

petence 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.

ART 135	Figure Drawing I	00	06	00	03
---------	-------------------------	----	----	----	----

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.

ART 171	Computer Art I	00	06	00	03
---------	-----------------------	----	----	----	----

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.

ART 240	Painting I	00	06	00	03
---------	-------------------	----	----	----	----

Prerequisites: None

Corequisites: None

Component: None

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.

ART 241	Painting II	00	06	00	03
---------	--------------------	----	----	----	----

Prerequisites: ART 240

Corequisites: None

Component: None

This 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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
AST 151A	General Astronomy I Lab	00	02	00	01

Prerequisites: None

Corequisites: AST 151

Component: None

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.

AST 152	General Astronomy II	03	00	00	03
----------------	-----------------------------	----	----	----	----

Prerequisites: AST 151

Corequisites: AST 152A

Component: None

This course is a continuation of AST 151 with primary emphasis beyond the solar system. Topics include the sun, stars, galaxies, and the larger universe, including cosmology. Upon completion, students should be able to demonstrate a working knowledge of astronomy. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

AST 152A	General Astronomy II Lab	00	02	00	01
-----------------	---------------------------------	----	----	----	----

Prerequisites: AST 151

Corequisites: AST 152

Component: None

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.

ATR 211	Robot Programming	02	03	00	03
----------------	--------------------------	----	----	----	----

Prerequisites: A set of courses required: ELN 232 or ELN 232C and ELN 232L

Corequisites: None

Component: None

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.

AUB 111	Painting & Refinishing I	02	06	00	04
----------------	-------------------------------------	----	----	----	----

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 prepara-

tion, 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.

AUB 112	Painting & Refinishing II	02	06	00	04
----------------	--------------------------------------	----	----	----	----

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.

AUB 114	Special Finishes	01	02	00	02
----------------	-------------------------	----	----	----	----

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.

AUB 121	Non-Structural Damage I	01	04	00	03
----------------	--------------------------------	----	----	----	----

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.

AUB 122	Non-Structural Damage II	02	06	00	04
----------------	---------------------------------	----	----	----	----

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.

AUB 131	Structural Damage I	02	04	00	04
----------------	----------------------------	----	----	----	----

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,

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		
AUT 151	Brake Systems	02	02	00	03		AUT 164	Automotive Electronics	02	02	00	03
Prerequisites: None						Prerequisites: AUT 161						
Corequisites: AUT 152						Corequisites: None						
Component: None						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.						This course covers fundamentals of electrical/electronic circuitry, semi-conductors, and microprocessors. Topics include Ohm's law, circuits, AC/DC current, solid state components, digital applications, and the use of digital multimeters. Upon completion, students should be able to apply Ohm's law to diagnose and repair electrical/electronic circuits using digital multimeters and appropriate service information.						
AUT 152	Brake Systems Lab	00	02	00	01		AUT 171	Heating & Air Conditioning	02	03	00	03
Prerequisites: None						Prerequisites: None						
Corequisites: AUT 151						Corequisites: None						
Component: None						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 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.						
AUT 161	Electrical Systems	02	06	00	04		AUT 181	Engine Performance-Electrical	02	03	00	03
Prerequisites: None						Prerequisites: None						
Corequisites: None						Corequisites: AUT 182						
Component: None						Component: None						
This course covers basic electrical theory and wiring diagrams, test equipment, and diagnosis/repair/replacement of batteries, starters, alternators, and basic electrical accessories. Topics include diagnosis and repair of battery, starting, charging, lighting, and basic accessory systems problems. Upon completion, students should be able to diagnose, test, and repair the basic electrical components of an automobile.						This course covers the principles, systems, and procedures required for diagnosing and restoring engine performance using electrical/electronics test equipment. Topics include procedures for diagnosis and repair of ignition, emission control, and related electronic systems. Upon completion, students should be able to describe operation of and diagnose/repair ignition/emission control systems using appropriate test equipment and service information.						
AUT 162	Chassis Electrical & Electronics	02	02	00	03		AUT 182	Engine Performance-Electrical Lab	00	03	00	01
Prerequisites: None						Prerequisites: None						
Corequisites: One course required: AUT 163, COE 111 or COE 212						Corequisites: One course required: AUT 181, COE 111 or COE 112						
Component: None						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 provides a laboratory setting to enhance the skills for diagnosing and restoring engine performance using electrical/electronics test equipment. Emphasis is placed on practical experiences that enhance the topics presented in AUT 181. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 181.						
AUT 163	Chassis Electrical & Electronics Lab	00	02	00	01		AUT 183	Engine Performance-Fuels	02	03	00	03
Prerequisites: None						Prerequisites: None						
Corequisites: AUT 162						Corequisites: AUT 184						
Component: None						Component: None						
This course provides a laboratory setting to enhance chassis electrical and electronic system skills. Emphasis is placed on practical experiences that enhance the topics presented in AUT 162. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 162.						This course covers the principles of fuel delivery/management, exhaust/emission systems, and procedures for diagnosing and						

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
BAF 116 Supervision for Bankers	03	00	00	03

Prerequisites: None

Corequisites: None

Component: None

This course is designed to provide an overview of basic supervision considerations. Topics include supervisory management fundamentals, problem solving, and decision making. Upon completion, students should be able to demonstrate an understanding of basic managerial functions of supervision, including planning, organizing, staffing, directing, budgeting, and labor relations.

BAF 131 Fund of Bank Lending	03	00	00	03
-------------------------------------	----	----	----	----

Prerequisites: ACC 120

Corequisites: None

Component: None

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.

BAF 133 Bank Cards	03	00	00	03
---------------------------	----	----	----	----

Prerequisites: None

Corequisites: None

Component: None

This course provides an overview of bank cards including operational aspects, interface with payment system, and relationship to electronic funds transfer technology. Topics include bank cards in the American economy, operations, payment and transfer systems, competition, and legal and regulatory issues. Upon completion, students should be able to demonstrate an understanding of bank cards in the overall framework of the commercial bank's services and profitability.

BAF 141 Law & Banking: Principles	03	00	00	03
--	----	----	----	----

Prerequisites: None

Corequisites: None

Component: None

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.

BAF 142 Deposit Operations	03	00	00	03
-----------------------------------	----	----	----	----

Prerequisites: None

Corequisites: None

Component: None

This course provides an overview of the US payments system and banking law and regulation. Topics include banking law and regulations, current industry practices, bank deposit-taking activities, man-

aging deposited funds, and EFT systems. Upon completion, students should be able to explain how banks operate relative to their deposit-taking activities and management of deposited funds.

BAF 152 Trust Business	03	00	00	03
-------------------------------	----	----	----	----

Prerequisites: None

Corequisites: None

Component: None

This course provides an overview of the trust department. Emphasis is placed on the different types of individual and corporate trusts, agencies, and services. Upon completion, students should be able to explain the role of the trust department and identify the services provided and to whom they are delivered.

BAF 222 Money and Banking	03	00	00	03
----------------------------------	----	----	----	----

Prerequisites: None

Corequisites: 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.

BAF 232 Consumer Lending	03	00	00	03
---------------------------------	----	----	----	----

Prerequisites: None

Corequisites: 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.

BAF 234 Residential Mortgage Lending	03	00	00	03
---	----	----	----	----

Prerequisites: None

Corequisites: 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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		
BAF 235	Analyzing Financial Statements	03	00	00	03		BIO 090	Foundations of Biology	03	02	00	04
Prerequisites: ACC 120						Prerequisites: None						
Corequisites: None						Corequisites: RED 090						
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 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.						
BAF 236	Financing Real Estate	03	00	00	03		BIO 092	Basics of Cell Biology	03	02	00	04
Prerequisites: None						Prerequisites: None						
Corequisites: None						Corequisites: RED 090 or COMPASS Reading Score of 68						
Component: None						Component: BIO 092C, BIO 092L						
This course introduces construction lending and other areas of commercial real estate finance with particular emphasis on managing credit risk. Topics include real estate law, appraisal, and investment analysis. Upon completion, students should be able to explain the basic formulas used in the analysis of commercial real estate investments and the principles of risk.						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.						
BAF 244	Bank Management	03	00	00	03		BIO 094	Concepts of Human Biology	03	02	00	04
Prerequisites: None						Prerequisites: None						
Corequisites: None						Corequisites: RED 090 or COMPASS Reading Score of 68						
Component: None						Component: BIO 094C, BIO 094L						
This course introduces the handling of day-to-day bank activities. Emphasis is placed on the objectives, planning, structure, control, and interrelationship of various bank departments. Upon completion, students should be able to demonstrate an understanding of bank objectives and policies and the administration of deposits, loans, and other investments.						This course focuses on fundamental concepts of human biology. Topics include terminology, biochemistry, cell biology, tissues, body systems, and other related topics. Upon completion, students should be able to demonstrate preparedness for college-level anatomy and physiology courses.						
BAF 245	Bank Investments	03	00	00	03		BIO 106	Introduction to Anat/Phys/Micro	02	02	00	03
Prerequisites: None						Prerequisites: None						
Corequisites: None						Corequisites: None						
Component: None						Component: BIO 106C, BIO 106L						
This course introduces the factors that affect investment strategies and decisions grounded in a framework of fundamental investment concepts such as risk, liquidity and yield. Topics include profit and risk analysis, characteristics of specific investment instruments, funds strategies, and investment risks and returns. Upon completion, students should be able to identify and describe bank securities, identify tax factors in bank investments, and define investment accounts and maturity strategies.						This course covers the fundamental and principle concepts of human anatomy and physiology and microbiology. Topics include an introduction to the structure and function of cells, tissues, and human organ systems, and an overview of microbiology, epidemiology, and control of microorganisms. Upon completion, students should be able to identify structures and functions of the human body and describe microorganisms and their significance in health and disease.						
BAF 253	Trust Operations	03	00	00	03		BIO 110	Principles of Biology	03	03	00	04
Prerequisites: None						Prerequisites: None						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course covers basic trust terminology and the concepts that comprise the various trust functions. Topics include securities funds, special investments, types of trust accounts and services, and cash and asset/liability transactions. Upon completion, students should be able to explain the management and operations of trust services and apply the fundamentals of trust accounting.						This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.						

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		
BIO 111	General Biology I	03	03	00	04		BIO 140	Environmental Biology	03	00	00	03
Prerequisites: None						Prerequisites: None						
Corequisites: None						Corequisites: BIO 140A						
Component: BIO 111C, BIO 111L						Component: None						
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.						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.						
BIO 112	General Biology II	03	03	00	04		BIO 140A	Environmental Biology Lab	00	03	00	01
Prerequisites: BIO 111						Prerequisites: None						
Corequisites: None						Corequisites: BIO 140						
Component: BIO 112C, BIO 112L						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.						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.						
BIO 120	Introductory Botany	03	03	00	04		BIO 161	Intro to Human Biology	03	00	00	03
Prerequisites: BIO 111						Prerequisites: OST 141 and OST 142						
Corequisites: None						Corequisites: None						
Component: BIO 120C, BIO 120L						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.						This course provides a basic survey of human biology. Emphasis is placed on the basic structure and function of body systems and the medical terminology used to describe normal and pathological states. Upon completion, students should be able to demonstrate an understanding of normal anatomy and physiology and the appropriate use of medical terminology.						
BIO 130	Introductory Zoology	03	03	00	04		BIO 163	Basic Anatomy and Physiology	04	02	00	05
Prerequisites: BIO 111						Prerequisites: None						
Corequisites: None						Corequisites: None						
Component: BIO 130C, BIO 130L						Component: BIO 163C, BIO 163L						
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.						This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.						
							BIO 165	Anatomy and Physiology I	03	03	00	04
						Prerequisites: None						
						Corequisites: None						
						Component: None						
						This course is the first of a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human						

body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

BIO 166 Anatomy and Physiology II 03 03 00 04
 Prerequisites: BIO 165
 Corequisites: None
 Component: None

This course is the second in a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and the interrelationships of all body systems. This course has been Approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

BIO 168 Anatomy and Physiology I 03 03 00 04
 Prerequisites: None
 Corequisites: None
 Component: BIO 168C, BIO 168L

This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

BIO 169 Anatomy and Physiology II 03 03 00 04
 Prerequisites: BIO 168
 Corequisites: None
 Component: BIO 169C, BIO 169L

This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

BIO 175 General Microbiology 02 02 00 03
 Prerequisites: One course required: BIO 110, BIO 163, BIO 166 or BIO 169
 Corequisites: None
 Component: BIO 175C, BIO 175L

This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and

control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

BIO 180 Biological Chemistry 02 02 00 03
 Prerequisites: None
 Corequisites: None
 Component: BIO 180C, BIO 180L

This course provides an introduction to basic biochemical processes in living systems. Topics include properties of carbohydrates, lipids, proteins, nucleic acids, vitamins, and buffers, with emphasis on biosynthesis, degradation, function, and equilibrium. Upon completion, students should be able to demonstrate an understanding of fundamental biochemical concepts. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

BIO 221 Botany I 03 03 00 04
 Prerequisites: BIO 112
 Corequisites: None
 Component: None

This course provides an introduction to the higher vascular plants. Topics include the structure, function, growth, life cycles, reproduction, and economic importance. Upon completion, students should be able to describe the biology and value of the higher vascular plants. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

BIO 222 Botany II 03 03 00 04
 Prerequisites: BIO 112
 Corequisites: None
 Component: None

This course includes a survey of the plant kingdom complete with a plant collection and field work. Emphasis is placed on ecology and the taxonomy of higher plants. Upon completion, students should be able to classify common plants. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

BIO 223 Field Botany 02 03 00 03
 Prerequisites: BIO 112
 Corequisites: None
 Component: None

This course provides a field and laboratory study of local flora. Emphasis is placed on local flora classification, identification, and ecology by the use of keys and field studies. Upon completion, students should be able to use keys for the classification and identification of local flora and to demonstrate an understanding of plant ecology. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		
BIO 230	Entomology	03	03	00	04		BIO 275	Microbiology	03	03	00	04
Prerequisites: BIO 112						Prerequisites: One course required: BIO 112, BIO 163 or BIO 168						
Corequisites: None						Corequisites: None						
Component: None						Component: BIO 275C, BIO 275L						
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.						This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.						
BIO 232	Vertebrate Zoology	03	03	00	04		BIO 280	Biotechnology	02	03	00	03
Prerequisites: BIO 112						Prerequisites: BIO 111 or CHM 151						
Corequisites: None						Corequisites: None						
Component: 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.						This course provides experience in selected laboratory procedures. Topics include proper laboratory techniques in biology and chemistry. Upon completion, students should be able to identify laboratory techniques and instrumentation in basic biotechnology. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.						
BIO 240	Waste Management	03	00	00	03		BIO 285	Research & Measurement	02	03	00	03
Prerequisites: One course required: BIO 110 or BIO 111						Prerequisites: BIO 112 and CHM 132						
Corequisites: None						Corequisites: None						
Component: 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.						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.						
BIO 250	Genetics	03	03	00	04		BPR 111	Blueprint Reading	01	02	00	02
Prerequisites: BIO 112						Prerequisites: None						
Corequisites: None						Corequisites: None						
Component: 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 pre-major and/or elective course requirement.						This course introduces the basic principles of blueprint reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic blueprints and visualize the features of a part.						
							BPR 121	Blueprint Reading: Mechanical	01	02	00	02
						Prerequisites: BPR 111						
						Corequisites: None						
						Component: None						
						This course covers the interpretation of intermediate blueprints. Topics include tolerancing, auxiliary views, sectional views, and assembly drawings. Upon completion, students should be able to read and interpret a mechanical working drawing.						

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
BPR 130	Blueprint Reading: Construction	01	02	00	02

Prerequisites: None

Corequisites: None

Component: None

This course covers the interpretation of blueprints and specifications that are associated with the construction trades. Emphasis is placed on interpretation of details for foundations, floor plans, elevations, and schedules. Upon completion, students should be able to read and interpret a set of construction blueprints.

BTC 181	Basic Lab Techniques	03	03	00	04
----------------	-----------------------------	----	----	----	----

Prerequisites: None

Corequisites: None

Component: None

This course introduces the basic skills and knowledge necessary in a biological or chemical laboratory. Emphasis is placed on good manufacturing practices, safety, solution preparation, and equipment operation and maintenance following standard operating procedures. Upon completion, students should be able to prepare and perform basic laboratory procedures using labware, solutions, and equipment according to prescribed protocols.

BTC 281	Bioprocess Techniques	02	06	00	04
----------------	------------------------------	----	----	----	----

Prerequisites: BTC 181

Corequisites: None

Component: None

This course covers processes used in the production of biomolecules. Emphasis is placed on the production, characterization, and purification of biological products using fermentation, centrifugation, filtration, electrophoresis, and other techniques used in industry. Upon completion, students should be able to produce biological products using the various methods of bioprocessing.

BTC 285	Cell Culture	02	03	00	03
----------------	---------------------	----	----	----	----

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.

BTC 286	Immunological Techniques	03	03	00	04
----------------	---------------------------------	----	----	----	----

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.

BTC 288	Biotech Lab Experience	00	06	00	02
----------------	-------------------------------	----	----	----	----

Prerequisites: BIO 250, BTC 281, and BTC 285 or 286

Corequisites: None

Component: None

This course provides an opportunity to pursue an individual laboratory project in biotechnology. Emphasis is placed on developing, performing, and maintaining records of a project in a specific area of interest. Upon completion, students should be able to complete the project with accurate records and demonstrate an understanding of the process.

BUS 110	Introduction to Business	03	00	00	03
----------------	---------------------------------	----	----	----	----

Prerequisites: None

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.

BUS 115	Business Law I	03	00	00	03
----------------	-----------------------	----	----	----	----

Prerequisites: None

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.

BUS 116	Business Law II	03	00	00	03
----------------	------------------------	----	----	----	----

Prerequisites: BUS 115

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.

BUS 121	Business Math	02	02	00	03
----------------	----------------------	----	----	----	----

Prerequisites: None

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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS			CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		
BUS 125	Personal Finance	03	00	00	03			BUS 153	Human Resource Management	03	00	00	03
Prerequisites: None						Prerequisites: None							
Corequisites: None						Corequisites: None							
Component: None						Component: None							
This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.						This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.							
BUS 135	Principles of Supervision	03	00	00	03			BUS 217	Employment Law and Regulations	03	00	00	03
Prerequisites: None						Prerequisites: None							
Corequisites: None						Corequisites: None							
Component: None						Component: None							
This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher-level supervisors, subordinates, and associates. Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon completion, students should be able to apply supervisory principles in the work place.						This course 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.							
BUS 137	Principles of Management	03	00	00	03			BUS 225	Business Finance	02	02	00	03
Prerequisites: None						Prerequisites: ACC 120							
Corequisites: None						Corequisites: None							
Component: None						Component: None							
This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management.						This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.							
BUS 147	Business Insurance	03	00	00	03			BUS 228	Business Statistics	02	02	00	03
Prerequisites: None						Prerequisites: One course required: MAT 115, MAT 140 or MAT 161							
Corequisites: None						Corequisites: None							
Component: None						Component: None							
This course surveys the basic concepts of risk management. Topics include principles and applications of health property, life, and casualty insurance. Upon completion, students should be able to evaluate different insurance needs and assist an organization in acquiring adequate insurance coverage.						This course introduces the use of statistical methods and tools in evaluating research data for business applications. Emphasis is placed on basic probability, measures of spread and dispersion, central tendency, sampling, regression analysis, and inductive inference. Upon completion, students should be able to apply statistical problem solving to business. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.							
BUS 152	Human Relations	03	00	00	03			BUS 230	Small Business Management	03	00	00	03
Prerequisites: None						Prerequisites: None							
Corequisites: None						Corequisites: None							
Component: None						Component: None							
This course introduces the concepts of effective human interaction in the business work environment. Topics include effective communication techniques, motivation, ego states, stress, and conflict. Upon completion, students should be able to explain the importance of human relations, apply motivational techniques, and implement strategies for resolving work-related conflicts.						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.							

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
BUS 234	Training and Development	03	00	00	03

Prerequisites: None

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.

BUS 235	Performance Management	03	00	00	03
----------------	-------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course includes the legal background for performance management and the basic methodology used in developing and validating a performance management system. Emphasis is placed on job analysis, job descriptions, appraisal instruments, and action plans. Upon completion, students should be able to develop, implement, and maintain a performance management system.

BUS 237	Current Management Issues	02	00	00	02
----------------	--------------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course introduces current management issues and problems. Emphasis is placed on the management topics and challenges faced by all employees in an organization. Upon completion, students should be able to critically analyze alternative solutions within a team environment.

BUS 239	Business Applications Seminar	01	02	00	02
----------------	--	-----------	-----------	-----------	-----------

Prerequisites: A course from each set required: ACC 120 and BUS 115 and BUS 137 and MKT 120 and ECO 151 or ECO 251 or ECO252

Corequisites: None

Component: None

This course is designed as a capstone course for Business Administration majors. Emphasis is placed on decision making in the areas of management, marketing, production, purchasing, and finance. Upon completion, students should be able to apply the techniques, processes, and vital professional skills needed in the work place.

BUS 240	Business Ethics	03	00	00	03
----------------	------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
BUS 252	Labor Relations	03	00	00	03

Prerequisites: None

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.

BUS 253	Leadership and Management Skills	03	00	00	03
----------------	---	-----------	-----------	-----------	-----------

Prerequisites: None

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.

BUS 256	Recruit Select & Personnel Planning	03	00	00	03
----------------	--	-----------	-----------	-----------	-----------

Prerequisites: None

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.

BUS 258	Compensation and Benefits	03	00	00	03
----------------	--------------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
BUS 259	HRM Applications	03	00	00	03					
Prerequisites: All courses required: BUS 217, BUS 234, BUS 256, BUS 258						to apply the specific knowledge and skills covered to become more effective managers and employees.				
Corequisites: None						CAB 110 Shop Operations 03 03 00 04				
Component: None						Prerequisites: 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.						Corequisites: None				
						Component: None				
						This course covers establishing and maintaining a custom cabinet shop. Topics include financing, equipment acquisition, maintenance, inventory techniques, OSHA requirements, shop organization, and safety and delivery systems. Upon completion, students should be able to organize and maintain a custom cabinet business.				
BUS 260	Business Communication	03	00	00	03					
Prerequisites: All courses required: CIS 111 and ENG 111						CAB 111 Cabinetmaking I 04 09 00 07				
Corequisites: None						Prerequisites: None				
Component: None						Corequisites: 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.						Component: None				
						This course introduces wood technology, materials, purchasing, estimating, design considerations, and cabinet construction. Topics include wood identification and use, hand tools, safe machine operation, glue and clamping, abrasives, wood joinery, kitchen and bath layout, laminates, and finishing techniques. Upon completion, students should be able to select and process materials; make sound production decisions; and design, lay out, construct, and install cabinets.				
BUS 261	Diversity in Management	03	00	00	03					
Prerequisites: None						CAB 112 Cabinetmaking II 05 12 00 09				
Corequisites: None						Prerequisites: CAB 111				
Component: None						Corequisites: 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.						Component: None				
						This course uses previously learned skills in the design and construction of furniture, European cabinetry, and special cabinet requirements. Topics include furniture repair, wood carving, inlaying, veneering, and millwork products. Upon completion, students should be able to design and construct a piece of furniture, repair defects, and understand the foundation of the 32 mm system.				
BUS 270	Professional Development	03	00	00	03					
Prerequisites: None						CAB 113 Cabinetmaking III 04 06 00 06				
Corequisites: None						Prerequisites: CAB 112				
Component: None						Corequisites: None				
This course provides basic knowledge of self-improvement techniques as related to success in the professional world. Topics include positive human relations, job-seeking skills, and projecting positive self-image. Upon completion, students should be able to demonstrate competent personal and professional skills necessary to get and keep a job. Quality management concepts, team skills, and effective communication.						Component: None				
						This course provides an opportunity to construct a cabinetmaking project. Emphasis is placed on following construction plans, quality construction, and efficient use of time and materials. Upon completion, students should be able to plan and construct an item of furniture and/or set of cabinets.				
BUS 285	Business Management Issues	02	02	00	03					
Prerequisites: BUS 137						CAR 110 Introduction to Carpentry 02 00 00 02				
Corequisites: None						Prerequisites: None				
Component: None						Corequisites: None				
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						Component: None				
						This course introduces the student to the carpentry trade. Topics include duties of a carpenter, hand and power tools, building materials, construction methods, and safety. Upon completion, students should be able to identify hand and power tools, common building materials, and basic construction methods.				

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CAR 111	Carpentry I	03	15	00	08

Prerequisites: None

Corequisites: None

Component: CAR 111A, CAR 111B

This course introduces the theory and construction methods associated with the building industry, including framing, materials, tools, and equipment. Topics include safety, hand/power tool use, site preparation, measurement and layout, footings and foundations, construction framing, and other related topics. Upon completion, students should be able to safely lay out and perform basic framing skills with supervision.

CAR 112	Carpentry II	03	15	00	08
----------------	---------------------	-----------	-----------	-----------	-----------

Prerequisites: A set of courses is required: CAR 111 or CAR 111A and CAR 111B

Corequisites: None

Component: CAR 112A, CAR 112B

This course covers the advanced theory and construction methods associated with the building industry including framing and exterior finishes. Topics include safety, hand/power tool use, measurement and layout, construction framing, exterior trim and finish, and other related topics. Upon completion, students should be able to safely frame and apply exterior finishes to a residential building with supervision.

CAR 113	Carpentry III	03	09	00	06
----------------	----------------------	-----------	-----------	-----------	-----------

Prerequisites: A set of courses is required: CAR 111 or CAR 111A and CAR 111B

Corequisites: None

Component: None

This course covers interior trim and finishes. Topics include safety, hand/power tool use, measurement and layout, specialty framing, interior trim and finishes, cabinetry, and other related topics. Upon completion, students should be able to safely install various interior trim and finishes in a residential building with supervision.

CAR 114	Residential Building Codes	03	00	00	03
----------------	-----------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course covers building codes and the requirements of state and local construction regulations. Emphasis is placed on the minimum requirements of the North Carolina building codes related to residential structures. Upon completion, students should be able to determine if a structure is in compliance with North Carolina building codes.

CAR 115	Residential Planning/ Estimating	03	00	00	03
----------------	---	-----------	-----------	-----------	-----------

Prerequisites: All Courses Required: BPR 130

Corequisites: None

Component: None

This course covers project planning, management, and estimating for residential or light commercial buildings. Topics include planning and scheduling, interpretation of working drawings and specifications, estimating practices, and other related topics. Upon completion, students should be able to perform quantity take-offs and cost estimates.

CET 245	Internet Servers	02	03	00	03
----------------	-------------------------	-----------	-----------	-----------	-----------

Prerequisites: CSC 134 or CSC 148

Corequisites: None

Component: None

This course covers the setup and management of Internet server hardware and software. Topics include TCP/IP, FTP, SMTP, and SNMP; installation and configuration of server software for WWW, FTP, DNS, news, mail, and listserve services; and other topics. Upon completion, students should be able to set up and maintain Internet servers.

CHM 081	Basic Chemistry I	03	02	00	04
----------------	--------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: MAT 070

Component: CHM 081C, CHM 081L

This course covers basic fundamental principles and laws of chemistry. Topics include matter, energy, atomic structure, periodic classification, nomenclature, bonding, molecular geometry, measurement, chemical reactions, stoichiometry, and gas laws. Upon completion, students should be able to explain and apply the chemical concepts and laboratory skills as needed in CHM 082.

CHM 082	Basic Chemistry II	03	02	00	04
----------------	---------------------------	-----------	-----------	-----------	-----------

Prerequisites: A set of courses is required: CHM 081 or CHM 081C and CHM 081L

Corequisites: None

Component: CHM 082C, CHM 082L

This course provides a continuation of the study of basic fundamental principles and laws of chemistry. Topics include intermolecular forces, solutions, acids and bases, redox reactions, chemical equilibrium, with elements of organic and nuclear chemistry. Upon completion, students should be able to explain and apply basic chemical concepts and laboratory skills needed for success in college-level chemistry courses.

CHM 090	Chemistry Concepts	04	00	00	04
----------------	---------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course provides a non-laboratory based introduction to basic concepts of chemistry. Topics include measurements, matter, energy, atomic theory, bonding, molecular structure, nomenclature, 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.

CHM 092	Fundamentals of Chemistry	03	02	00	04
----------------	--------------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: CHM 092C and CHM 092L

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

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS			CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		
CHM 135	Survey of Chemistry I	03	02	00	04			CHM 251	Organic Chemistry I	03	03	00	04
Prerequisites: MAT 070						Prerequisites: CHM 152							
Corequisites: None						Corequisites: None							
Component: CHM 135C, CHM 135L						Component: CHM 251C, CHM 251L							
This course provides an introduction to inorganic chemistry. Emphasis is placed on measurement, atomic structure, bonding, molecular geometry, nomenclature, reactions, the mole concept, stoichiometric calculations, states of matter, and the gas laws. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.						This course provides a systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of hydrocarbons, alkyl halides, alcohols, and ethers; further topics include isomerization, stereochemistry, and spectroscopy. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of covered organic topics as needed in CHM 252. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.							
CHM 136	Survey of Chemistry II	03	02	00	04			CHM 252	Organic Chemistry II	03	03	00	04
Prerequisites: CHM 135						Prerequisites: CHM 251							
Corequisites: None						Corequisites: None							
Component: CHM 136C, CHM 136L						Component: CHM 252C, CHM 252L							
This course is a continuation of CHM 135 with further study of inorganic reactions and an introduction to organic, biological, and nuclear chemistry. Topics include solutions, acid-base theory, redox reactions, chemical kinetics, organic chemistry, biochemistry, and nuclear chemistry. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.						This course provides continuation of the systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of aromatics, aldehydes, ketones, carboxylic acids and derivatives, amines and heterocyclics; multi-step synthesis will be emphasized. Upon completion, students should be able to demonstrate an understanding of organic concepts as needed to pursue further study in chemistry and related professional fields. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.							
CHM 151	General Chemistry I	03	03	00	04			CIS 110	Introduction to Computers	02	02	00	03
Prerequisites: MAT 161						Prerequisites: None							
Corequisites: None						Corequisites: None							
Component: CHM 151C, CHM 151L						Component: None							
This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.						This course provides an introduction to computers and computing. Topics include the impact of computers on society, ethical issues, and hardware/software applications, including spreadsheets, databases, word processors, graphics, the Internet, and operating systems. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.							
CHM 152	General Chemistry II	03	03	00	04			CIS 111	Basic PC Literacy	01	02	00	02
Prerequisites: CHM 151						Prerequisites: None							
Corequisites: None						Corequisites: None							
Component: CHM 152C, CHM 152L						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 provides a brief overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and workplace use. Upon completion, students should be able to demonstrate basic personal computer skills.							

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS			CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CIS 112	Windows (tm)	01	02	00	02	CIS 124	DTP Graphics Software	02	02	00	03
Prerequisites: None						Prerequisites: CIS 110 or CIS 111					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course includes the fundamentals of the Windows (tm) software. Topics include graphical user interface, icons, directories, file management, accessories, and other applications. Upon completion, students should be able to use Windows(tm) software in an office environment.						This course introduces graphic design software using a variety of software packages. Emphasis is placed on efficient utilization of software capabilities. Upon completion, students should be able to incorporate appropriate graphic designs into desktop publishing publications.					
CIS 113	Computer Basics	00	02	00	01	CIS 126	Graphics Software Intro	02	02	00	03
Prerequisites: None						Prerequisites: None					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course introduces basic computer usage for non-computer majors. Emphasis is placed on developing basic personal computer skills. Upon completion, students should be able to demonstrate competence in basic computer applications sufficient to use computer-assisted instructional software.						This course provides an introduction to graphic design and execution of pictorial graphics using a variety of software packages. Emphasis is placed on creation and manipulation of images using graphic design software. Upon completion, students should be able to create graphic designs and incorporate these designs into printed publications.					
CIS 115	Introduction to Programming & Logic	02	02	00	03	CIS 128	Computer Language Survey	03	00	00	03
Prerequisites: MAT 070						Prerequisites: None					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course introduces computer programming and problem solving in a programming environment, including an introduction to operating systems, text editor, and a language translator. Topics include language syntax, data types, program organization, problem-solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. Problem solutions will be developed in COBOL using flowcharting software. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.						This course provides an opportunity to compare various computer languages. Emphasis is placed on appropriate uses, syntax, and comparative programming. Upon completion, students should be able to select the appropriate language for problem solving.					
CIS 120	Spreadsheet I	02	02	00	03	CIS 130	Survey of Operating Systems	02	03	00	03
Prerequisites: One course required: CIS 110, 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.						The course covers operating system concepts which are necessary for maintaining and using computer systems. Topics include disk, file, and directory structures; installation and setup; resource allocation, optimization, and configuration; system security; and other related topics. Upon completion, students should be able to install and configure operating systems and optimize performance.					
CIS 122	Introduction to Business Computers	02	02	00	03	CIS 148	Operating Sys— Windows NT	02	02	00	03
Prerequisites: CIS 110 or CIS 111						Prerequisites: None					
Corequisites: None						Corequisites: CIS 130					
Component: None						Component: None					
This course provides preparation in solving business problems using computers. Topics include hardware and software concepts, the DOS operating system, Windows(tm), spreadsheets, and communications. Upon completion, students should be able to use DOS commands, navigate a Windows(tm) environment, use spreadsheet capabilities, and access information in a business environment.						This course introduces operating systems concepts for the Windows NT operating system. Topics include hardware management, file and memory management, system configuration/optimization, networking options, and utilities. Upon completion, students should be able to perform operating system functions at the single/multi-user support level in a Windows NT environment.					

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CIS 152 Database Concepts & Apps	02	02	00	03

Prerequisites: One course required: CIS 110, CIS 111 or CIS 115
 Corequisites: None
 Component: None

This course introduces database design and creation using a DBMS product. Topics include database terminology, usage in industry, design theory, types of DBMS models, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to create simple database tables, queries, reports, and forms which follow acceptable design practices.

CIS 154 Database Utilization	01	02	00	02
-------------------------------------	-----------	-----------	-----------	-----------

Prerequisites: CIS 110 or CIS 111 or OST 137
 Corequisites: None
 Component: None

This course introduces basic database functions and uses. Emphasis is placed on database manipulation with queries, reports, forms, and some table creation. Upon completion, students should be able to enter and manipulate data from the end-user mode.

CIS 157 Database Programming I	02	02	00	03
---------------------------------------	-----------	-----------	-----------	-----------

Prerequisites: All courses required: CIS 152
 Corequisites: None
 Component: None

This course is designed to develop programming proficiency in a selected DBMS. Emphasis is placed on the Data Definition Language (DDL) and Data Manipulation Language (DML) of the DBMS as well as on report generation. Upon completion, students should be able to write programs which create, update, and produce reports representative of industry requirements.

CIS 162 Multimedia Presentation Software	02	02	00	03
---	-----------	-----------	-----------	-----------

Prerequisites: CIS 110 or CIS 111
 Corequisites: None
 Component: None

This course is designed to integrate visual and audio resources using presentation software in a simple interactive multimedia project. Emphasis is placed upon design and audience considerations, general prototyping, and handling of media resources. Upon completion, students should be able to demonstrate an original interactive multimedia presentation implementing all of these resources in a professional manner.

CIS 163 Prog Interfaces Internet	02	02	00	03
---	-----------	-----------	-----------	-----------

Prerequisites: CIS 110 or CIS 111
 Corequisites: None
 Component: None

This course creates interactive multimedia applications and applets for the Internet using web-specific languages. Emphasis is placed on audio, video, graphic, and network resources and various file formats. Upon completion, students should be able to create an interactive multimedia application or applet for the Internet.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CIS 169 Business Presentations	01	02	00	02

Prerequisites: CIS 110 or CIS 111
 Corequisites: None
 Component: None

This course provides hands-on experience with a graphics presentation package. Topics include terminology, effective chart usage, design and layout, integrating hardware components, and enhancing presentations with text and graphics. Upon completion, students should be able to design and demonstrate an effective presentation.

CIS 172 Introduction to the Internet	02	03	00	03
---	-----------	-----------	-----------	-----------

Prerequisites: None
 Corequisites: None
 Component: None

This course introduces the various navigational tools and services of the Internet. Topics include using Internet protocols, search engines, file compression/decompression, FTP, e-mail, listservers, and other related topics. Upon completion, students should be able to use Internet resources, retrieve/decompress files, and use e-mail, FTP, and other Internet tools.

CIS 174 Network System Manager I	02	02	00	03
---	-----------	-----------	-----------	-----------

Prerequisites: None
 Corequisites: None
 Component: None

This course covers effective network management. Topics include Network file system design and security, login scripts and user menus, printing services, e-mail and backup. Upon completion, students should be able to administer an office network system.

CIS 175 Network Management I	02	02	00	03
-------------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None
 Corequisites: None
 Component: None

This course covers fundamental network administration and system management. Topics include accessing and configuring basic network services, managing directory services, and using network management software. Upon completion, students should be able to apply system administrator skills in developing a network management strategy.

CIS 215 Hardware Installation/Maintenance	02	03	00	03
--	-----------	-----------	-----------	-----------

Prerequisites: One course required: CIS 110, CIS 111 or CIS 115
 Corequisites: None
 Component: None

This course covers the basic hardware of a personal computer, including operations and interactions with software. Topics include component identification, the memory system, peripheral installation and configuration, preventive maintenance, and diagnostics and repair. Upon completion, students should be able to select appropriate computer equipment, upgrade and maintain existing equipment, and troubleshoot and repair non-functioning personal computers.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CIS 216	Software Installation/ Maintenance	01	02	00	02					
Prerequisites: CIS 130						and embedded programming. Upon completion, students should be able to develop a DBMS application which includes a GUI front end and report generation.				
Corequisites: None						CIS 274 Network System Manager II				
Component: None						02 02 00 03				
This course introduces the installation and troubleshooting aspects of personal computer software. Emphasis is placed on initial installation and optimization of system software, commercial programs, system configuration files, and device drivers. Upon completion, students should be able to install, upgrade, uninstall, optimize, and troubleshoot personal computer software.						Prerequisites: CIS 174				
CIS 220 Spreadsheets II						Corequisites: None				
01 02 00 02						Component: None				
Prerequisites: CIS 120						This course is a continuation of CIS 174 focusing on advanced network management, configuration, and installation. Emphasis is placed on server configuration files, startup procedures, server protocol support, memory and performance concepts, and management and maintenance. Upon completion, students should be able to install and upgrade networks and servers for optimal performance. This course has a unique concentration requirement in the Network Administration and Support concentration in the Information Systems program.				
Corequisites: None						CIS 275 Network Management II				
Component: None						02 02 00 03				
This course covers advanced spreadsheet design and development. Topics include advanced functions, charting, macros, databases, and linking. Upon completion, students should be able to demonstrate competence in designing complex spreadsheets.						Prerequisites: CIS 175				
CIS 226 Trends in Technology						Corequisites: None				
01 02 00 02						Component: None				
Prerequisites: None						This course is a continuation of CIS 175 focusing on advanced enterprise networks. Topics include directory service tree planning, management distribution and protection, improving network security, auditing the network, printing, networking, and system administration of an Internet node. Upon completion, students should be able to manage client services and network features and optimize network performance.				
Corequisites: None						CIS 286 Systems Analysis & Design				
Component: None						03 00 00 03				
This course introduces emerging information systems technologies. Emphasis is placed on evolving technologies and trends in business and industry. Upon completion, students should be able to articulate an understanding of the current trends and issues in emerging technologies for information systems.						Prerequisites: All courses required: CIS 115, CIS 152 and CIS 235				
CIS 245 Operating System— Multi-User						Corequisites: None				
02 03 00 03						Component: None				
Prerequisites: CIS 130						This course examines established and evolving methodologies for the analysis, design, and development of a business information system. Emphasis is placed on business systems characteristics, managing information systems projects, prototyping, CASE tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.				
Corequisites: None						CIS 287 Network Support				
Component: None						02 02 00 03				
This course includes operating systems concepts for multi-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating system functions in a multi-user environment.						Prerequisites: CIS 274 or CIS 275				
CIS 246 Operating System—UNIX						Corequisites: None				
02 03 00 03						Component: None				
Prerequisites: None						This course provides experience using CD ROM and on-line research tools and hands-on experience for advanced hardware support and trouble shooting. Emphasis is placed on troubleshooting network adapter cards and cabling, network storage devices, the DOS workstation, and network printing. Upon completion, students should be able to analyze, diagnose, and fix network hardware problems. This course has a unique concentration requirement in the Network Administration and Support concentration in the Information Systems program.				
Corequisites: None						CIS 287 Network Support				
Component: None						02 02 00 03				
This course includes operating systems concepts for UNIX operating systems. Topics include hardware management, file and memory management, system configuration/optimization, utilities, and other related topics. Upon completion, students should be able to effectively use the UNIX operating system and its utilities.						Prerequisites: CIS 274 or CIS 275				
CIS 257 Database Programming II						Corequisites: None				
2 2 3						Component: None				
Prerequisites: CIS 157						This course is designed to enhance programming skills developed in CIS 157. Topics include application development with GUI front ends				
Corequisites: None										
This course is designed to enhance programming skills developed in CIS 157. Topics include application development with GUI front ends										

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		
CIS 288	Systems Project	01	04	00	03		CIV 211	Hydraulics and Hydrology	02	03	00	03
Prerequisites: CIS 286						Prerequisites: All courses required: CIV 110, PHY 131C and PHY 131L						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course provides an opportunity to complete a significant systems 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.						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.						
CIV 110	Statics/Strength of Materials	02	06	00	04		CIV 212	Environmental Planning	02	03	00	03
Prerequisites: MAT 121						Prerequisites: CIV 211						
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 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.						
CIV 111	Soils and Foundations	02	03	00	03		CIV 222	Reinforced Concrete	02	03	00	03
Prerequisites: CIV 110						Prerequisites: CIV 110						
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 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.						
CIV 125	Civil/Surveying CAD	01	06	00	03		CIV 230	Construction Estimating	02	03	00	03
Prerequisites: CIS 111 and ERG 115						Prerequisites: One course required: CIS 110, CIS 111 or ERG 115						
Corequisites: SRV 110						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 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.						
CIV 210	Engineering Materials	01	03	00	02		CIV 240	Project Management	02	03	00	03
Prerequisites: None						Prerequisites: CIV 210 and EGR 115						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
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.						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.						

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CIV 250	Civil Eng Technology Project	01	03	00	02

Prerequisites: Departmental approval

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.

CJC 100	Basic Law Enforcement Training	08	30	00	18
----------------	---------------------------------------	-----------	-----------	-----------	-----------

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.

CJC 111	Introduction to Criminal Justice	03	00	00	03
----------------	---	-----------	-----------	-----------	-----------

Prerequisites: None

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.

CJC 112	Criminology	03	00	00	03
----------------	--------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course introduces deviant behavior as it relates to criminal activity. 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.

CJC 113	Juvenile Justice	03	00	00	03
----------------	-------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treat-

ment 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.

CJC 114	Investigative Photography	01	02	00	02
----------------	----------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course covers the operation of various photographic equipment and its application to criminal justice. Topics include using various cameras, proper exposure of film, developing film/prints, and preparing photographic evidence. Upon completion, students should be able to demonstrate and explain the role of photography and proper film exposure and development techniques.

CJC 121	Law Enforcement Operations	03	00	00	03
----------------	-----------------------------------	-----------	-----------	-----------	-----------

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.

CJC 122	Community Policing	03	00	00	03
----------------	---------------------------	-----------	-----------	-----------	-----------

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.

CJC 131	Criminal Law	03	00	00	03
----------------	---------------------	-----------	-----------	-----------	-----------

Prerequisites: None

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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities.										
CJC 214	Victimology	03	00	00	03					
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.										
CJC 215	Organization & Administration	03	00	00	03					
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.										
CJC 221	Investigative Principles	03	02	00	04					
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.										
CJC 222	Criminalistics	03	00	00	03					
Prerequisites: None										
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.										
CJC 223	Organized Crime	03	00	00	03					
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.										
CJC 225	Crisis Intervention	03	00	00	03					
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.										
CJC 231	Constitutional Law	03	00	00	03					
Prerequisites: None										
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.										
CJC 232	Civil Liability	03	00	00	03					
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.										
CJC 233	Correctional Law	03	00	00	03					
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.										

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS			CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		
CJC 241	Community-Based Correction	03	00	00	03			CJC 251	Forensic Chemistry I	03	02	00	04
Prerequisites: None						Prerequisites: None							
Corequisites: None						Corequisites: None							
Component: 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.						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.							
CJC 244	Footwear and Tire Imprints	02	03	00	03			CJC 252	Forensic Chemistry II	03	02	00	04
Prerequisites: None						Prerequisites: CJC 251							
Corequisites: None						Corequisites: None							
Component: 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.						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.							
CJC 245	Friction Ridge Analysis	02	03	00	03			COE 110	World of Work	01	00	00	01
Prerequisites: None						Prerequisites: None							
Corequisites: None						Corequisites: None							
Component: 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.						This course covers basic knowledge necessary for gaining and maintaining employment. Topics include job search skills, work ethics, meeting employer expectations, workplace safety, and human relations. Upon completion, students should be able to successfully make the transition from school to work.							
CJC 246	Adv Friction Ridge Analysis	02	03	00	03			COE 111	Co-op Work Experience I	00	00	10	01
Prerequisites: CJC 245						Prerequisites: None							
Corequisites: None						Corequisites: None							
Component: 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.						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.							
CJC 250	Forensic Biology I	01	02	00	02			COE 111A	Co-op Work Experience I	00	00	01	01
Prerequisites: None						Prerequisites: None							
Corequisites: BIO 110 or BIO 111						Corequisites: None							
Component: 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.						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. Culinary Technology students will receive practical work experience with in the foodservice industry.							

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		
COE 111B	Co-op Work Experience I- Early Childhood	00	00	10	01		COE 112	Co-op Work Experience I	00	00	20	02
Prerequisites: None						Prerequisites: None						
Corequisites: EDU 298						Corequisites: None						
Component: 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. Early Childhood students will receive experience in the day-to-day operations of a child care center classroom during the last term of enrollment.						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.						
COE 111E	Co-op Work Experience I- Office Systems	00	00	10	01		COE 112A	Co-op Work Experience I- Culinary	00	00	20	02
Prerequisites: None						Prerequisites: None						
Corequisites: None						Corequisites: COE 115A						
Component: 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. Office Systems Technology students will be provided practical office operations experience during the last term of enrollment.						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. Culinary Technology students will receive practical work experience with in the foodservice industry during their last term of enrollment.						
COE 111H	Co-op Work Experience I- Hotel/Rest Mgmt	00	00	10	01		COE 112D	Co-op Work Experience I- Paralegal	00	00	20	02
Prerequisites: None						Prerequisites: Department Chair Approval						
Corequisites: None						Corequisites: None						
Component: 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. Hotel and Restaurant Management students will be provided practical experience with in the industry.						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. Paralegal students will be provided practical work experience under the direction of a licensed attorney.						
COE 111J	Co-op Work Experience I- Criminal Justice	00	00	10	01		COE 112F	Co-op Work Experience I- Funeral Service	00	00	20	02
Prerequisites: None						Prerequisites: None						
Corequisites: None						Corequisites: FSE 210						
Component: 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 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. Funeral Service Education students will acquire embalming skills under the direction of the licensed embalmer at the firm where they are employed.						

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		
COE 112I	Co-op Work Experience I	00	00	20	02		COE 121	Co-op Work Experience II	00	00	10	01
Prerequisites: None						Prerequisites: None						
Corequisites: None						Corequisites: None						
Component: 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. Community Spanish Interpreter student will receive practical work experience within an approved job setting.						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.						
COE 113	Co-op Work Experience I	00	00	30	03		COE 121B	Co-op Work Experience II- Early Childhood	00	00	10	01
Prerequisites: None						Prerequisites: None						
Corequisites: None						Corequisites: None						
Component: 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 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.						
COE 114	Co-op Work Experience I	00	00	40	04		COE 121H	Co-op Work Experience II- Hotel/Rest Mgmt	00	00	10	01
Prerequisites: None						Prerequisites: None						
Corequisites: None						Corequisites: None						
Component: None						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.						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. Hotel and Restaurant Management students will be provided practical work experience within the industry.						
COE 115	Work Experience Seminar I	01	00	00	01		COE 122	Co-op Work Experience II	00	00	20	02
Prerequisites: None						Prerequisites: COE 111 or COE 112						
Corequisites: One course required: COE 111, COE 112, COE 113 or COE 114						Corequisites: None						
Component: None						Component: None						
This course description may be written by the individual colleges.						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.						
COE 115A	Work Exp Seminar I- Culinary	01	00	00	01		COE 122F	Co-op Work Experience II- Funeral Service	00	00	20	02
Prerequisites: None						Prerequisites: None						
Corequisites: COE 112A						Corequisites: FSE 212						
Component: None						Component: None						
This course provides Culinary Technology-students the opportunity to share internship experiences under the guidance of a Culinary Technology Instructor.						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.						
COE 115I	Work Exp Seminar I	01	00	00	01							
Prerequisites: COE 112I												
Corequisites: None												
Component: None												
This course provides Community Spanish Interpreter students the opportunity to share internship experience under the guidance of a Community Spanish Interpreter instructor.												

variety of contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

COM 120 Interpersonal Communication 03 00 00 03

Prerequisites: None

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.

COM 231 Public Speaking 03 00 00 03

Prerequisites: None

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.

COM 232 Election Rhetoric 03 00 00 03

Prerequisites: None

Corequisites: CHM 131

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.

COM 233 Persuasive Speaking 03 00 00 03

Prerequisites: ENG 112 and ENG 113

Corequisites: 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 per-

suasive speaking in a public setting. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

COM 251 Debate I 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

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.

COM 252 Debate II 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

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.

COS 111 Cosmetology Concepts I 04 00 00 04

Prerequisites: None

Corequisites: COS 112 and COS 150

Component: None

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.

COS 112 Salon I 00 24 00 08

Prerequisites: None

Corequisites: All courses required: COS 111, COS 150

Component: None

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.

COS 113 Cosmetology Concepts II 04 00 00 04

Prerequisites: None

Corequisites: None

Component: None

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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
COS 114	Salon II	00	24	00	08					
Prerequisites: None										
Corequisites: None										
Component: COS 114A and COS 114B										
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.										
COS 115	Cosmetology Concepts III	04	00	00	04					
Prerequisites: None										
Corequisites: COS 116										
Component: COS 115A, COS 115B										
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.										
COS 116	Salon III	00	12	00	04					
Prerequisites: None										
Corequisites: None										
Component: COS 116A, COS 116B										
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.										
COS 117	Cosmetology Concepts IV	02	00	00	02					
Prerequisites: None										
Corequisites: 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.										
COS 118	Salon IV	00	21	00	07					
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.										
COS 150	Computerized Salon Operations						01	00	00	01
Prerequisites: None										
Corequisites: 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.										
COS 191	Selected Topics in Cosmetology						01	00	00	01
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 or study.										
CSC 133	C Programming						02	03	00	03
Prerequisites: None										
Corequisites: None										
Component: None										
This course introduces computer programming using the C programming language. Topics include: input/output operations, sequence, selection, iteration, arithmetic operations, arrays tables, pointers, and other related topics. Upon completion, students should be able to design, code, test, and debug C language programs.										
CSC 134	C++ Programming						02	03	00	03
Prerequisites: CIS 115										
Corequisites: None										
Component: None										
This course introduces object-oriented computer programming using the C++ programming language. 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 C++ language programs. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.										
CSC 135	COBOL Programming						02	03	00	03
Prerequisites: CIS 115										
Corequisites: None										
Component: None										
This course introduces computer programming using the COBOL programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays/tables, and other related topics. Upon completion, students should be able to design, code, test, and debug COBOL language programs.										

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CSC 136	FORTRAN Programming	02	03	00	03					
Prerequisites: None										
Corequisites: None										
Component: None										
This course introduces computer programming using the FORTRAN programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays, subprograms, and other related topics. Upon completion, students should be able to design, code, test, and debug FORTRAN language programs. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.										
CSC 137	Pascal Programming	02	03	00	03					
Prerequisites: None										
Corequisites: None										
Component: None										
This course introduces structured computer programming using the Pascal programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays, and other related topics. Upon completion, students should be able to design, code, test, and debug Pascal language programs. This course uses circuit analysis problems to teach Pascal to Electronics Engineering Technology students.										
CSC 138	RPG Programming	02	03	00	03					
Prerequisites: CIS 115										
Corequisites: None										
Component: None										
This course introduces computer programming using the RPG programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays/tables, and other related topics. Upon completion, students should be able to design, code, test, and debug RPG language programs.										
CSC 139	Visual BASIC Programming	02	03	00	03					
Prerequisites: CIS 115										
Corequisites: None										
Component: None										
This course introduces event-driven computer programming using the Visual BASIC programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays, forms, sequential files, and other related topics. Upon completion, students should be able to design, code, test, and debug Visual BASIC language programs. Emphasis is on GUI design skills to develop window-based applications.										
CSC 141	Visual C++ Programming	02	03	00	03					
Prerequisites: CIS 115										
Corequisites: None										
Component: None										
This course introduces event-driven computer programming using the Visual C++ programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays, and other related topics. Upon completion, students should be able to design, code, test, and debug Visual C++ language programs.										
CSC 142	Visual COBOL Programming	02	03	00	03					
Prerequisites: CIS 115										
Corequisites: None										
Component: None										
This course introduces computer programming using the Visual COBOL programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays/tables, and other related topics. Upon completion, students should be able to design, code, test, and debug Visual COBOL language programs.										
CSC 148	JAVA Programming	02	03	00	03					
Prerequisites: None										
Corequisites: None										
Component: None										
This course introduces computer programming using the JAVA language. Topics include selection, iteration, arithmetic and logical operators, classes, inheritance, methods, arrays, user interfaces, basic applet creation and other related topics. Upon completion, students should be able to design, code, test, and debug JAVA language programs. 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).										
CSC 160	Introduction to Internet Programming	02	02	00	03					
Prerequisites: None										
Corequisites: None										
Component: None										
This course introduces client-side Internet programming using HTML and Javascript. Topics include use of frames and tables, use of meta tags, Javascript techniques for site navigation. Upon completion, students should be able to write HTML documents that incorporate programming to provide web page organization and navigation functions.										
CSC 175	PHP Programming	02	02	00	03					
Prerequisites: None										
Corequisites: 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.										
CSC 185	Perl Programming	02	03	00	03					
Prerequisites: One course required: CSC 134 or CSC 148 or CSC 160										
Corequisites: 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										

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
other related topics. Upon completion, students should be able to design, code, test, and debug Perl language programs.				

CSC 234	Advanced C++	02	03	00	03
----------------	---------------------	-----------	-----------	-----------	-----------

Prerequisites: CSC 134

Corequisites: None

Component: None

This course is a continuation of CSC 134 using C++ 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.

CSC 235	Advanced COBOL	02	03	00	03
----------------	-----------------------	-----------	-----------	-----------	-----------

Prerequisites: CSC 135

Corequisites: None

Component: None

This course is a continuation of CSC 135 using COBOL 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.

CSC 238	Advanced RPG	02	03	00	03
----------------	---------------------	-----------	-----------	-----------	-----------

Prerequisites: CSC 138

Corequisites: None

Component: None

This course is a continuation of CSC 138 using RPG 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. Topics will also include CL programming.

CSC 239	Advanced Visual BASIC	02	03	00	03
----------------	------------------------------	-----------	-----------	-----------	-----------

Prerequisites: CSC 139

Corequisites: None

Component: None

This course is a continuation of CSC 139 using Visual BASIC 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. Students will also learn database access and manipulation.

CSC 241	Advanced Visual C++	02	03	00	03
----------------	----------------------------	-----------	-----------	-----------	-----------

Prerequisites: CSC 141

Corequisites: None

Component: None

This course is a continuation of CSC 141 using Visual C++ with object-oriented programming principles. Emphasis is placed on advanced arrays, file management/processing techniques, data structures, sub-programs, interactive processing, algorithms, and libraries.

Upon completion, students should be able to design, code, test, debug, and document programming solutions.

CSC 242	Advanced Visual COBOL	02	03	00	03
----------------	------------------------------	-----------	-----------	-----------	-----------

Prerequisites: CSC 142

Corequisites: None

Component: None

This course is a continuation of CSC 142 using Visual COBOL 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.

CSC 248	Advanced Internet Programming	02	03	00	03
----------------	--------------------------------------	-----------	-----------	-----------	-----------

Prerequisites: CSC 134 or CSC 140 or CSC 141 or CSC 148 or CSC 160

Corequisites: None

Component: None

This course covers advanced programming skills required to design Internet applications. Emphasis is placed on programming techniques required to support network applications. Upon completion, students should be able to design, code, debug, and document network-based programming solutions to various real-world problems using an appropriate programming language.

CST 131	OSHA/Safety/Certification	02	02	00	03
----------------	----------------------------------	-----------	-----------	-----------	-----------

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.

CST 211	Construction Surveying	02	03	00	03
----------------	-------------------------------	-----------	-----------	-----------	-----------

Prerequisites: MAT 120 or MAT 121

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.

CST 221	Statics/Structures	03	03	00	04
----------------	---------------------------	-----------	-----------	-----------	-----------

Prerequisites: MAT 120 or MAT 121 and CAR 111 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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS			CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CST 241	Planning/Estimating I	02	02	00	03						
Prerequisites: BPR 130 or MAT 120 or MAT 121											
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.											
CUL 110	Sanitation & Safety	02	00	00	02						
Prerequisites: None											
Corequisites: None											
Component: None											
This course introduces the basic principles of sanitation and safety and their relationship 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 sanitation and safety procedures in the hospitality industry.											
CUL 110A	Sanitation & Safety Lab	00	02	00	01						
Prerequisites: None											
Corequisites: CUL 110											
Component: None											
This course is a laboratory to accompany CUL 110. Emphasis is placed on practical experiences that enhance the materials presented in CUL 110. Upon completion, students should be able to demonstrate practical applications of sanitation and safety procedures in the hospitality industry.											
CUL 120	Purchasing	02	00	00	02						
Prerequisites: None											
Corequisites: None											
Component: None											
This course covers purchasing for hotels and restaurants. Emphasis is placed on procurement, yield tests, inventory control, specification, planning, forecasting, market trends, terminology, cost controls, pricing, and foodservice ethics. Upon completion, students should be able to apply effective purchasing techniques based on the end-use of the product.											
CUL 120A	Purchasing Lab	00	02	00	01						
Prerequisites: None											
Corequisites: CUL 120											
Component: None											
This course is a laboratory to accompany CUL 120. Emphasis is placed on practical experiences that enhance the materials presented in CUL 120. Upon completion, students should be able to demonstrate practical applications of purchasing within in the hospitality industry.											
CUL 125	Hospitality Information Systems							01	02	00	02
Prerequisites: None											
Corequisites: None											
Component: None											
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.											
CUL 130	Menu Design							02	00	00	02
Prerequisites: None											
Corequisites: None											
Component: None											
This course introduces menu design. Topics include development of standardized recipes, layout, nutritional concerns, product utilization, demographics, and customer needs. Upon completion, students should be able to write, lay out, and produce effective menus for a variety of hospitality settings.											
CUL 135	Food & Beverage Service	02	00	00	02						
Prerequisites: None											
Corequisites: CUL 135A											
Component: None											
This course covers the practical skills and knowledge for effective food and beverage service in a variety of settings. Topics include reservations, greeting and service of guests, styles of service, handling complaints, and sales and merchandising. Upon completion, students should be able to demonstrate competence in human relations and technical skills required in the service of foods and beverages.											
CUL 135A	Food & Beverage Service Lab							00	02	00	01
Prerequisites: None											
Corequisites: CUL 135											
Component: None											
This course is a laboratory to accompany CUL 135. Emphasis is placed on practical experiences that enhance the materials presented in CUL 135. Upon completion, students should be able to demonstrate practical applications of skills required in the service of foods and beverages.											
CUL 140	Basic Culinary Skills							02	06	00	05
Prerequisites: None											
Corequisites: None											
Component: None											
This course introduces the fundamental concepts, skills, and techniques involved in basic cookery. Emphasis is placed on recipe conversion, measurements, terminology, knife skills, safe food handling, cooking methods, flavorings, seasonings, stocks/sauces/soups, and other related topics. Upon completion, students should be able to exhibit the basic cooking skills used in the food service industry.											

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS			CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		
CUL 150	Food Science	01	02	00	02			CUL 210	Food Service for Spec Pop	01	08	00	05
Prerequisites: None						Prerequisites: None							
Corequisites: None						Corequisites: None							
Component: None						Component: None							
This course covers the chemical and physical changes in foods that occur with cooking, handling, and processing. Topics include heat transfer and its effect on color, flavor, and texture; and emulsification, protein coagulation, leavening agents, viscosity, and gel formation. Upon completion, students should be able to demonstrate an understanding of the principles covered as they apply to food preparation in an experimental setting.						This course covers nutrition and menu planning principles, food preparation, and food management skills needed to provide meals to special populations. Topics include food preparation for child care, geriatric, and school settings. Upon completion, students should be able to plan, organize, and prepare appealing and nutritious meals for special populations within appropriate guidelines.							
CUL 160	Baking I	01	04	00	03			CUL 214	Wine Appreciation	01	02	00	02
Prerequisites: None						Prerequisites: None							
Corequisites: None						Corequisites: None							
Component: None						Component: None							
This course covers basic ingredients, weights and measures, baking terminology, and formula calculations. Topics include yeast-raised products, quick breads, pastry dough, various cakes and cookies, and appropriate filling and finishing techniques. Upon completion, students should be able to prepare and evaluate baked products.						This course provides comprehensive and detailed information about wine from all the major wine producing countries. Emphasis is placed on the history of wine, production characteristics, laws, and purchasing and storing requirements. Upon completion, students should be able to determine what wines compliment various cuisines and particular tastes.							
CUL 170	Garde-Manger I	01	04	00	03			CUL 220	Food Service for Special Operations	01	08	00	05
Prerequisites: None						Prerequisites: None							
Corequisites: None						Corequisites: None							
Component: None						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 lay out a basic cold food display and exhibit an understanding of the cold kitchen and its related terminology.						This course covers menu planning principles, food preparation, food procurement, and food management skills needed to provide appealing and profitable food service in special operations. Topics include fast-food cookery, convenience-store food service, supermarkets, delicatessens, and take-out venue. Upon completion, students should be able to plan, organize, and prepare food service items for special operations.							
CUL 180	International & American Reg Cuisine	01	08	00	05			CUL 240	Advanced Culinary Skills	01	08	00	05
Prerequisites: CUL 140						Prerequisites: CUL 140							
Corequisites: None						Corequisites: None							
Component: 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.						This course is a continuation of CUL 140. Emphasis is placed on meat fabrication and butchery; vegetable, starch, and protein cookery; 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.							
CUL 192	Selected Topics in Culinary	02	00	00	02			CUL 250	Classical Cuisine	01	08	00	05
Prerequisites: None						Prerequisites: CUL 140 and CUL 240							
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 reinforces the classical culinary kitchen as established by Escoffier. Topics include the working Grand Brigade of the kitchen, table d'hôte menus, 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.							

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS			CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CUL 250A	Classical Cuisine Lab	00	03	00	01	DAN 110	Dance Appreciation	03	00	00	03
Prerequisites: CUL 140 and CUL 240						Prerequisites: None					
Corequisites: CUL 250						Corequisites: None					
Component: None						Component: None					
This is a laboratory course to accompany CUL 250. Emphasis is placed on the practical experiences that enhance the materials and skills presented in CUL 250. Upon completion, students should be able to exhibit culinary skills and techniques as they pertain to classical/upscale kitchens and banquet settings.						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.					
CUL 260	Baking II	01	04	00	03	DAN 211	Dance History I	03	00	00	03
Prerequisites: CUL 160						Prerequisites: None					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course is a continuation of CUL 160. Topics include specialty breads, understanding, development and maintaining of natural sourdough, classical desserts, laminated pastry dough, cake and torte decorating and dessert plating and presentation. Upon completion, students should be able to demonstrate pastry preparation and plating, specialty sourdough production, cake decorating, and dessert buffet production skills.						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.					
CUL 270	Garde-Manager II	01	04	00	03	DAN 212	Dance History II	03	00	00	03
Prerequisites: CUL 170						Prerequisites: None					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course is a continuation of CUL 170. Topics include pates, terrines, galantines, ice and tallow carving, chaud-froid/aspic work, charcuterie, smoking, canapes, hors d'oeuvres, and related food items. Upon completion, students should be able to design, set up, and evaluate a catering function to include a classical cold buffet with appropriate show pieces.						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.					
CUL 280	Pastry & Confections	01	04	00	03	DDF 110	Cabinet Design/Drafting	01	02	00	02
Prerequisites: CUL 160 and CUL 260						Prerequisites: DFT 117					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course is a continuation of CUL 260. Topics include confections and candy, chocolate tempering and molding, transfer sheets, pulled and blown sugar (basic pulling and ribboning), pastillage, marzipan and custom silicon molding. Upon completion, students should be able to design and produce centerpieces and showpieces made from tempered chocolate, pulled sugar, pastillage and marzipan, as produced through custom molding, pre-set molding, stencil cut-outs, pattern tracing and/or free-hand shaping.						This course covers the production of shop drawings and equipment lists. Topics include the use of orthographic projections and axonometric, oblique, and perspective projections in production drawings. Upon completion, students should be able to design and produce a set of plans that will facilitate the economical production of a project.					
CUL 280A	Pastry & Confections Lab	00	03	00	01	DDF 252	Solid Models & Rendering	03	02	00	04
Prerequisites: CUL 160						Prerequisites: None					
Corequisites: CUL 280						Corequisites: DFT 153					
Component: None						Component: None					
This is a laboratory course to accompany CUL 280. Emphasis is placed on the practical experiences that enhance the materials and skills presented in CUL 280. Upon completion, students should be able to demonstrate proficiency in the execution of plated desserts, dessert platters and showpieces.						This course introduces three-dimensional solid modeling and design software. Topics include parametric design principles, design constraints, work planes, view generation, and model shading and rendering. Upon completion, students should be able to create three-dimensional solid models using parametric design, generate two-dimensional views, and render three-dimensional models.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS			CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		
DEN 100	Basic Orofacial Anatomy	02	00	00	02			DEN 105	Practice Management	02	00	00	02
Prerequisites: None						Prerequisites: None							
Corequisites: None						Corequisites: DEN 106							
Component: 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 provides a study of principles and procedures related to management of the dental practice. Emphasis is placed on maintaining clinical and financial records, patient scheduling, and supply and inventory control. Upon completion, students should be able to demonstrate fundamental skills in dental practice management.							
DEN 101	Preclinical Procedures	04	06	00	07			DEN 106	Clinical Practice I	01	00	12	05
Prerequisites: Department Approval						Prerequisites: All courses required: DEN 101, DEN 102 and DEN 111							
Corequisites: DEN 102 and DEN 111						Corequisites: All courses required: DEN 102, DEN 104, DEN 105 and DEN 112							
Component: DEN 101C, DEN 101L						Component: DEN 106C, DEN 106L							
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 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.							
DEN 102	Dental Materials	03	04	00	05			DEN 107	Clinical Practice II	01	00	12	05
Prerequisites: Department Approval						Prerequisites: All Courses Required and DEN 106							
Corequisites: DEN 101						Corequisites: None							
Component: DEN 102C, DEN 102L						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 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.							
DEN 103	Dental Sciences	02	00	00	02			DEN 110	Orofacial Anatomy	02	02	00	03
Prerequisites: None						Prerequisites: None							
Corequisites: None						Corequisites: BIO-163C and BIO-163L							
Component: None						Component: DEN 110C, DEN 110L							
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 introduces the structures of the head, neck, and oral cavity. Topics include tooth morphology, head and neck anatomy, histology, and embryology. Upon completion, students should be able to relate the identification of normal structures and development to the practice of dental assisting and dental hygiene.							
DEN 104	Dental Health Education	02	02	00	03			DEN 111	Infection/Hazard Control	02	00	00	02
Prerequisites: A set of courses is required: DEN 101 and DEN 111 or DEN 101C and DEN 101L and DEN 111						Prerequisites: None							
Corequisites: DEN 106						Corequisites: None							
Component: DEN 104C, DEN 104L						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 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.							

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
DEN 112	Dental Radiography	02	03	00	03

Prerequisites: Enrollment in Dental Assisting or Dental Hygiene Program

Corequisites: DEN 100 or DEN 110 and DEN 111

Component: DEN 112C and DEN 112L

This course provides a comprehensive view of the principles and procedures of radiology as they apply to dentistry. Topics include techniques in exposing, processing, and evaluating radiographs, as well as radiation safety, quality assurance, and legal issues. Upon completion, students should be able to demonstrate proficiency in the production of diagnostically acceptable radiographs using appropriate safety precautions.

DEN 120	Dental Hygiene Preclinical Lecture	02	00	00	02
----------------	---	-----------	-----------	-----------	-----------

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.

DEN 121	Dental Hygiene Preclinical Lab	00	06	00	02
----------------	---	-----------	-----------	-----------	-----------

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.

DEN 123	Nutrition/Dental Health	02	00	00	02
----------------	--------------------------------	-----------	-----------	-----------	-----------

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.

DEN 124	Periodontology	02	00	00	02
----------------	-----------------------	-----------	-----------	-----------	-----------

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,

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
	compare, and contrast techniques involved in periodontal/maintenance therapy, as well as patient care management. ,				

DEN 125	Dental Office Emergencies	00	02	00	01
----------------	----------------------------------	-----------	-----------	-----------	-----------

Prerequisites: Enrollment in Dental Hygiene Program

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.

DEN 130	Dental Hygiene Theory I	02	00	00	02
----------------	--------------------------------	-----------	-----------	-----------	-----------

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.

DEN 131	Dental Hygiene Clinic I	00	00	09	03
----------------	--------------------------------	-----------	-----------	-----------	-----------

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. ,

DEN 140	Dental Hygiene Theory II	01	00	00	01
----------------	---------------------------------	-----------	-----------	-----------	-----------

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.

DEN 141	Dental Hygiene Clinic II	00	00	06	02
----------------	---------------------------------	-----------	-----------	-----------	-----------

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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
DEN 220	Dental Hygiene Theory III	02	00	00	02

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.

DEN 221	Dental Hygiene Clinic III	00	00	12	04
---------	---------------------------	----	----	----	----

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.

DEN 222	General & Oral Pathology	02	00	00	02
---------	--------------------------	----	----	----	----

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.

DEN 223	Dental Pharmacology	02	00	00	02
---------	---------------------	----	----	----	----

Prerequisites: Enrollment in Dental Hygiene Program

Corequisites: A set of courses is required: DEN 220 and BIO 163 or BIO 163C and BIO 163L

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.

DEN 224	Materials and Procedures	01	03	00	02
---------	--------------------------	----	----	----	----

Prerequisites: Enrollment in Dental Hygiene Program and DEN 111

Corequisites: DEN 231

Component: DEN 224C and Den 224L

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 chair-side 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.

DEN 230	Dental Hygiene Theory IV	01	00	00	01
---------	--------------------------	----	----	----	----

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.

DEN 231	Dental Hygiene Clinic IV	00	00	12	04
---------	--------------------------	----	----	----	----

Prerequisites: Enrollment in Dental Hygiene Program and DEN 221

Corequisites: DEN 230

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.

DEN 232	Community Dental Health	02	00	03	03
---------	-------------------------	----	----	----	----

Prerequisites: Enrollment in Dental Hygiene Program

Corequisites: DEN 220

Component: DEN 232C and Den 232L

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.

DEN 233	Professional Development	02	00	00	02
---------	--------------------------	----	----	----	----

Prerequisites: Enrollment in Dental Hygiene Program

Corequisites: DEN 230

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.

DFT 111	Technical Drafting I	01	03	00	02
---------	----------------------	----	----	----	----

Prerequisites: None

Corequisites: None

Component: None

This course introduces basic drafting skills, equipment, and applications. Topics include sketching, measurements, lettering, dimensioning, geometric construction, orthographic projections and pictorials drawings, sections, and auxiliary views. Upon completion, students should be able to understand and apply basic drawing principles and practices.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS	
DFT 111A	Technical Drafting Lab	00	03	00	01	apply basic geometric dimensioning and tolerancing principles to drawings.					
Prerequisites: None											
Corequisites: DFT 111											
Component: None											
This course provides a laboratory setting to enhance basic drafting skills. Emphasis is placed on practical experiences that enhance the topics presented in DFT 111. Upon completion, students should be able to apply the laboratory experience to the concepts presented in DFT 111.											
DFT 112	Technical Drafting II	01	03	00	02	DFT 151	CAD I	02	03	00	03
Prerequisites: None						Prerequisites: None					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course introduces basic drafting skills, equipment, and applications. Topics include sketching, measurements, lettering, dimensioning, geometric construction, orthographic projections and pictorials drawings, sections, and auxiliary views. Upon completion, students should be able to understand and apply basic drafting principles and practices.						This course 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.					
DFT 112A	Technical Drafting II Lab	00	03	00	01	DFT 152	CAD II	02	03	00	03
Prerequisites: None						Prerequisites: DFT 151					
Corequisites: DFT 112						Corequisites: None					
Component: None						Component: None					
This course provides a laboratory setting to enhance basic drafting skills. Emphasis is placed on practical experiences that enhance the topics Presented in DFT 112. Upon completion, students should be able to apply The laboratory experience to the concepts presented in DFT 112.						This course is a continuation of DFT 151. Topics include advanced two-dimensional, three-dimensional, and solid modeling and extended CAD applications. Upon completion, students should be able to generate and manage CAD drawings and models to produce engineering documents.					
DFT 117	Technical Drafting	01	02	00	02	DFT 153	CAD III	02	03	00	03
Prerequisites: None						Prerequisites: DFT 151					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course introduces basic drafting practices for non-drafting majors. Emphasis is placed on instrument use and care, shape and size description, sketching, and pictorials. Upon completion, students should be able to produce drawings of assigned parts.						This course covers basic principles of three-dimensional CAD wire-frame and surface models. Topics include user coordinate systems, three-dimensional viewpoints, three-dimensional wireframes, and surface components and viewpoints. Upon completion, students should be able to create and manipulate three-dimensional wire-frame and surface models.					
DFT 119	Basic CAD	01	02	00	02	DFT 214	Descriptive Geometry	01	02	00	02
Prerequisites: None						Prerequisites: DFT 111					
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 includes a graphic analysis of space problems. Topics include points, lines, planes, connectors, and combinations of these. Upon completion, students should be able to solve real world spatial problems using descriptive geometry techniques.					
DFT 121	Intro to GD & T	01	02	00	02	DRA 111	Theater Appreciation	03	00	00	03
Prerequisites: None						Prerequisites: None					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course introduces basic geometric dimensioning and tolerancing principles. Topics include symbols, annotation, theory, and applications. Upon completion, students should be able to interpret and						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.					

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
DRA 112 Literature of the Theater	03	00	00	03

Prerequisites: None

Corequisites: None

Component: None

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.

DRA 115 Theater Criticism	03	00	00	03
----------------------------------	----	----	----	----

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.

DRA 122 Oral Interpretation	03	00	00	03
------------------------------------	----	----	----	----

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.

DRA 126 Storytelling	03	00	00	03
-----------------------------	----	----	----	----

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.

DRA 211 Theatre History I	03	00	00	03
----------------------------------	----	----	----	----

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.

DRA 212 Theatre History II	03	00	00	03
-----------------------------------	----	----	----	----

Prerequisites: None

Corequisites: None

Component: None

This course covers the development of theater from 1660 through the diverse influences which shaped the theater of the twentieth century. Topics include the history, aesthetics, and representative dramatic literature of the period. Upon completion, students should be able to trace the evolution of theater and recognize the styles and types of world drama. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ECM 168 Electronic Business	02	02	00	03
------------------------------------	----	----	----	----

Prerequisites: None

Corequisites: None

Component: None

This course provides a survey of the world of electronic business. Topics include the definition of electronic business, current practices as they evolve using Internet strategy in business, and application of basic business principles to the world of e-commerce. Upon completion, students should be able to define electronic business and demonstrate an understanding of the benefits of e-commerce as a foundation for developing plans leading to electronic business implementation.

ECM 210 Intro. to E-Commerce	02	02	00	03
-------------------------------------	----	----	----	----

Prerequisites: None

Corequisites: None

Component: None

This course introduces the concepts and tools to implement electronic commerce via the Internet. Topics include application and server software selection, securing transactions, use and verification of credit cards, publishing of catalogs, and site administration. Upon completion, students should be able to setup a working e-commerce Internet web site.

ECM 220 E-Commerce Plan. & Implem.	02	02	00	03
---	----	----	----	----

Prerequisites: None

Corequisites: None

Component: None

This course builds on currently accepted business practices to develop a business plan and implementation model for e-commerce. Topics include analysis and synthesis of the planning cycle, cost/benefit analysis, technical systems, marketing, security, financial support, Internet strategies, website design, customer support and feedback and assessment. Upon completion, students should be able to develop a plan for e-commerce in a small to medium size business.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS			CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ECM 230	Capstone Project	01	06	00	03	EDU 111	Early Childhood Credentials I	02	00	00	02
Prerequisites: ECM 220						Prerequisites: None					
Corequisites: None						Corequisites: None					
Component: 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.						This course introduces developmentally appropriate practices, positive guidance, and standards of health, safety, and nutrition. Topics include the learning environment, planning developmentally appropriate activities, positive guidance techniques, and health, safety, and nutrition standards. Upon completion, students should be able to demonstrate developmentally appropriate activities and positive guidance techniques and describe health/sanitation/nutrition practices that promote healthy environments for children.					
ECO 151	Survey of Economics	03	00	00	03	EDU 112	Early Childhood Credentials II	02	00	00	02
Prerequisites: None						Prerequisites: EDU 111					
Corequisites: None						Corequisites: None					
Component: 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.						This course introduces developmentally appropriate practices, positive guidance, and standards of health, safety, and nutrition. Topics include the learning environment, planning developmentally appropriate activities, positive guidance techniques, and health, safety, and nutrition standards. Upon completion, students should be able to demonstrate developmentally appropriate activities and positive guidance techniques and describe health/sanitation/nutrition practices that promote healthy environments for children.					
ECO 251	Principles of Microeconomics	03	00	00	03	EDU 113	Family/Early Childhood Credentials	02	00	00	02
Prerequisites: None						Prerequisites: EDU 111					
Corequisites: None						Corequisites: None					
Component: 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.						This course covers business/professional practices for family early childhood providers, developmentally appropriate practices, positive guidance, and methods of providing a safe and healthy environment. Topics include developmentally appropriate practices; health, safety and nutrition; and business and professionalism. Upon completion, students should be able to develop a handbook of policies, procedures, and practices for a family child care home.					
ECO 252	Principles of Macroeconomics	03	00	00	03	EDU 116	Introduction to Education	03	02	00	04
Prerequisites: None						Prerequisites: None					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.						This course introduces the American educational system and the teaching profession. Topics include historical and philosophical foundations of education, contemporary educational trends and issues, curriculum development, and observation and participation in public school classrooms. Upon completion, students should be able to relate classroom observations to the roles of teachers and schools and the process of teacher education. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		
EDU 118	Teach Assoc Princ & Prac	03	00	00	03		EDU 145	Child Development II	03	00	00	03
Prerequisites: None						Prerequisites: EDU 144						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course covers the teacher associate's role in the educational system. Topics include history of education, professional responsibilities and ethics, cultural diversity, communication skills, and identification of the optimal learning environment. Upon completion, students should be able to describe the supporting professional role of the teacher associate, demonstrate positive communication, and discuss educational philosophy. This course is a unique concentration requirement in the Teacher Associate concentration in the Early Childhood Associate program.						This course covers theories of child development and developmental sequences of children from pre-school through middle childhood for early childhood educators. Emphasis is placed on characteristics of physical/motor, social, emotional, and cognitive/language development and appropriate experiences for children. Upon completion, students should be able to identify developmental characteristics, plan experiences to enhance development, and describe appropriate interaction techniques and environments.						
EDU 119	Early Childhood Education	03	02	00	04		EDU 146	Child Guidance	03	00	00	03
Prerequisites: None						Prerequisites: None						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course covers the foundations of the education profession, types of programs, professionalism, and planning quality programs for children. Topics include historical foundations, career options, types of programs, professionalism, observational skills, and planning developmentally appropriate schedules, environments, and activities for children. Upon completion, students should be able to demonstrate observational skills, identify appropriate schedules and environments, develop activity plans, and describe influences on the profession.						This course introduces practical principles and techniques for developmentally appropriate guidance. Emphasis is placed on encouraging self-esteem and cultural awareness, effective communication skills, and direct and indirect guidance techniques and strategies. Upon completion, students should be able to demonstrate strategies which encourage positive social interactions, promote conflict resolution, and develop self-control, self-motivation, and self-esteem in children.						
EDU 131	Child, Family, & Communications	03	00	00	03		EDU 147	Behavior Disorders	03	00	00	03
Prerequisites: None						Prerequisites: None						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course covers the relationships between the families, programs for children/schools, and the community. Emphasis is placed on establishing and maintaining positive collaborative relationships with families and community resources. Upon completion, students should be able to demonstrate strategies for effectively working with diverse families and identifying and utilizing community resources.						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.						
EDU 144	Child Development I	03	00	00	03		EDU 148	Learning Disabilities	04	02	00	05
Prerequisites: None						Prerequisites: None						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course covers the theories of child development and the developmental sequences of children from conception through the pre-school years for early childhood educators. Emphasis is placed on sequences in physical/motor, social, emotional, cognitive, and language development and appropriate experiences for the young child. Upon completion, students should be able to identify developmental milestones, plan experiences to enhance development, and describe appropriate interaction techniques and environments for typical/atypical development.						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.						

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
EDU 153	Health, Safety, & Nutrition	03	00	00	03
Prerequisites: None					
Corequisites: None					
Component: None					
This course focuses on promoting and maintaining the health and well-being of children. Topics include health and nutritional needs, safe and healthy environments, and recognition and reporting of child abuse and neglect. Upon completion, students should be able to set up and monitor safe indoor and outdoor environments and implement a nutrition education program.					
EDU 157	Active Play	02	02	00	03
Prerequisites: None					
Corequisites: None					
Component: None					
This course introduces the use of indoor and outdoor physical activities to promote the physical, cognitive, and social/emotional development of children. Topics include the role of active play, development of play skills, playground design, selection of safe equipment, and materials and surfacing for active play. Upon completion, students should be able to discuss the stages of play, the role of teachers in play, and the design of appropriate active play areas and activities.					
EDU 161	Introduction to Exceptional Children	03	03	00	04
Prerequisites: None					
Corequisites: None					
Component: None					
This course covers exceptional children as learners within the context of the community, school, and family. Emphasis is placed on the legal, social, physical, political, and cultural issues relating to the analysis and teaching of exceptional children. Upon completion, students should be able to demonstrate knowledge of identification processes, mainstreaming techniques, and professional practices and attitudes.					
EDU 162	Early Exp/Prosp Teachers	01	02	00	02
Prerequisites: None					
Corequisites: None					
Component: None					
This course provides an opportunity to observe teachers and pupils in a natural classroom environment. Emphasis is placed on observation methods, planning, teaching, evaluation, personal goal assessment, and curriculum. Upon completion, students should be able to demonstrate an understanding of their own personal teaching goals, teaching methods, planning methods, and student performance evaluation.					
EDU 171	Instructional Media	01	02	00	02
Prerequisites: None					
Corequisites: None					
Component: None					
This courses covers the development and maintenance of effective teaching materials and the operation of selected pieces of equipment. Topics include available community resources, various types of instructional materials and bulletin boards, and audiovisual and computer use with children. Upon completion, students should be					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
	able to construct and identify resources for instructional materials and bulletin boards and use audiovisual and computer equipment.				
EDU 172	Education Tools	02	02	00	03
Prerequisites: None					
Corequisites: None					
Component: None					
This course covers practical applications of technology in educational settings. Topics include software selection for classroom usage, record keeping, and adaptive technology for children with special needs. Upon completion, students should be able to demonstrate appropriate computer skills for the educational environment.					
EDU 186	Reading & Writing Methods	03	00	00	03
Prerequisites: None					
Corequisites: None					
Component: None					
This course covers concepts, resources, and methods for teaching reading and writing to school-age children. Topics include the importance of literacy, learning styles, skills assessment, various reading and writing approaches, and instructional strategies. Upon completion, students should be able to assess, plan, implement, and evaluate developmentally appropriate reading and writing experiences. This course is a unique concentration requirement in the Teacher Associate concentration in the Early Childhood Associate program.					
EDU 188	Issues in Early Childhood Education	02	00	00	02
Prerequisites: None					
Corequisites: None					
Component: None					
This course covers topics and issues in early childhood education. Emphasis is placed on current advocacy issues, emerging technology, professional growth experiences, and other related topics. Upon completion, students should be able to list, discuss, and explain current topics and issues in early childhood education.					
EDU 221	Children with Special Needs	03	00	00	03
Prerequisites: EDU 144 and EDU 145					
Corequisites: None					
Component: None					
This course introduces working with children with special needs. Emphasis is placed on the characteristics and assessment of children and strategies for adapting the home and classroom environment. Upon completion, students should be able to recognize atypical development, make appropriate referrals, and work collaboratively to plan, implement, and evaluate inclusion strategies.					
EDU 234	Infants, Toddlers, & Twos	03	00	00	03
Prerequisites: None					
Corequisites: None					
Component: None					
This course covers the skills needed to effectively implement group care for infants, toddlers, and two-year olds. Emphasis is placed on					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
EDU 259	Curriculum Planning	03	00	00	03					
Prerequisites: One course required: EDU 112, EDU 113 or EDU 119										
Corequisites: None										
Component: None										
This course covers early childhood curriculum planning. Topics include philosophy, curriculum, indoor and outdoor environmental design, scheduling, observation and assessment, and instructional planning and evaluation. Upon completion, students should be able to assess children and curriculum; plan for daily, weekly, and long-range instruction; and design environments with appropriate equipment and supplies.										
EDU 261	Early Childhood Administration I	02	00	00	02					
Prerequisites: None										
Corequisites: None										
Component: None										
This course covers the policies, procedures, and responsibilities for the management of early childhood education programs. Topics include implementation of goals, principles of supervision, budgeting and financial management, and meeting the standards for a NC Child Day Care license. Upon completion, students should be able to develop program goals, explain licensing standards, determine budgeting needs, and describe effective methods of personnel supervision.										
EDU 262	Early Childhood Administration II	03	00	00	03					
Prerequisites: EDU 261										
Corequisites: None										
Component: None										
This course provides a foundation for budgetary, financial, and personnel management of the child care center. Topics include budgeting, financial management, marketing, hiring, supervision, and professional development of a child care center. Upon completion, students should be able to formulate marketing, financial management, and fund development plans and develop personnel policies, including supervision and staff development plans.										
EDU 263	Developing a School-Age Program	02	00	00	02					
Prerequisites: None										
Corequisites: None										
Component: None										
This course introduces the methods and procedures for operating a school-age program in either the public or proprietary setting. Emphasis is placed on constructing and organizing the physical environment as well as planning and developing a school-age program. Upon completion, students should be able to plan and develop a quality school-age program.										
EDU 271	Media Technologies for Teachers	02	02	00	03					
Prerequisites: None										
Corequisites: None										
Component: None										
This course covers the operation and maintenance of recording and projection equipment, the creation of classroom materials, and the										
	application of new technologies in schools. Topics include audiovisual equipment and production, electronic and on-line information, instructional materials construction, and use of educational software. Upon completion, students should be able to use and maintain audiovisual equipment, develop instructional materials, and implement technologies for clerical management and instruction.									
EDU 275	Effective Teacher Training	02	00	00	02					
Prerequisites: None										
Corequisites: None										
Component: None										
This course provides specialized training using an experienced-based approach to learning. Topics include instructional preparation and presentation, student interaction, time management, learning expectations, evaluation, and curriculum principles and planning. Upon completion, students should be able to prepare and present a six-step lesson plan and demonstrate ways to improve students' time-on-task.										
EDU 280	Literacy Experiences	03	00	00	03					
Prerequisites: None										
Corequisites: None										
Component: None										
This course covers literacy, early literacy development, and appropriate early experiences with books and writing. Emphasis is placed on reading and writing readiness, major approaches used in teaching literacy, and strategies for sharing quality in children's literature. Upon completion, students should be able to select, plan, and evaluate appropriate early literacy experiences.										
EDU 282	Early Childhood Literature	03	00	00	03					
Prerequisites: None										
Corequisites: None										
Component: None										
This course covers the history, selection, and integration of literature and language in the early childhood curriculum. Topics include the history and selection of developmentally appropriate children's literature and the use of books and other media to enhance language and literacy in the classroom. Upon completion, students should be able to select appropriate books for storytelling, reading aloud, puppetry, flannel board use, and other techniques.										
EDU 285	Internship Exp-School Age	01	00	00	01					
Prerequisites: ENG 111										
Corequisites: COE 121 or COE 122										
Component: None										
This course provides an opportunity to discuss internship experiences with peers and faculty. Emphasis is placed on evaluating and integrating practicum experiences. Upon completion, students should be able to demonstrate competence in early childhood education. This course is a unique concentration requirement in the Teacher Associate concentration in the Early Childhood Associate program.										
EDU 298	Seminar in Early Childhood	03	00	00	03					
Prerequisites: Enrollment in program										
Corequisites: None										
Component: None										

		CLASS	LAB	CLINIC	CREDIT
		HRS	HRS	HRS	HRS

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.

EFL 083	Grammar III	05	00	00	05
----------------	--------------------	-----------	-----------	-----------	-----------

Prerequisites: None

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.

EFL 084	Grammar IV	05	00	00	05
----------------	-------------------	-----------	-----------	-----------	-----------

Prerequisites: None

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.

EFL 091	Composition I	05	00	00	05
----------------	----------------------	-----------	-----------	-----------	-----------

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.

EFL 092	Composition II	05	00	00	05
----------------	-----------------------	-----------	-----------	-----------	-----------

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.

EFL 093	Composition III	05	00	00	05
----------------	------------------------	-----------	-----------	-----------	-----------

Prerequisites: EFL 092

Corequisites: None

Component: None

		CLASS	LAB	CLINIC	CREDIT
		HRS	HRS	HRS	HRS

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.

EFL 094	Composition IV	05	00	00	05
----------------	-----------------------	-----------	-----------	-----------	-----------

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.

EFL 095	Composition V	05	00	00	05
----------------	----------------------	-----------	-----------	-----------	-----------

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.

EGR 115	Introduction to Technology	02	06	00	04
----------------	-----------------------------------	-----------	-----------	-----------	-----------

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.

ELC 111	Introduction to Electricity	02	02	00	03
----------------	------------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course introduces the fundamental concepts of electricity and test equipment to non-electrical/electronics majors. Topics include basic DC and AC principles (voltage, resistance, current, impedance); components (resistors, inductors, and capacitors); power; and operation of test equipment. Upon completion, students should be able to construct and analyze simple DC and AC circuits using electrical test equipment.

ELC 112	DC/AC Electricity	03	06	00	05
----------------	--------------------------	-----------	-----------	-----------	-----------

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 fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, and analyze simple DC/AC circuits.						ELC 119	NEC Calculations	01	02	00	02
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.					
ELC 113	Basic Wiring I	02	06	00	04						
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.						ELC 121	Electrical Estimating	01	02	00	02
Prerequisites: None						Prerequisites: ELC113					
Corequisites: None						Corequisites: None					
Component: 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.						ELC 114	Basic Wiring II	02	06	00	04
Prerequisites: ELC 113						Prerequisites: None					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course provides additional instruction in the application of electrical tools, materials, and test equipment associated with electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with electrical installations.						ELC 127	Software for Technicians	01	02	00	02
Prerequisites: ELC 113						Prerequisites: None					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course introduces computer software which can be used to solve electrical/electronics problems. Topics include electrical/electronics calculations, applications, and controls. Upon completion, students should be able to utilize a personal computer for electrical/electronics-related applications.						ELC 128	Introduction to PLC	02	03	00	03
Prerequisites: ELC 113						Prerequisites: None					
Corequisites: None						Corequisites: None					
Component: 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.						ELC 131	DC/AC Circuit Analysis	04	03	00	05
Prerequisites: ELC 113						Prerequisites: None					
Corequisites: None						Corequisites: MAT 121					
Component: 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.						ELC 131A	DC/AC Circuit Analysis Lab	0	3	1	
Prerequisites: ELC 112 or ELC 131						Prerequisites: None					
Corequisites: None						Corequisites: ELC 131					
Component: 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.						This course 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					
ELC 115	Industrial Wiring	02	06	00	04						
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.											
ELC 117	Motors and Controls	02	06	00	04						
Prerequisites: ELC 112 or ELC 131											
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.											
ELC 118	National Electrical Code	01	02	00	02						
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.											

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
EMS 110	EMT-Basic	05	06	00	07					
Prerequisites: Departmental Approval										
Corequisites: None										
Component: None										
This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children, and operations. Upon completion, students should be able to demonstrate the knowledge and skills necessary to achieve North Carolina State or National Registry EMT-Basic certification.										
EMS 115	Defense Tactics for EMS	01	03	00	02					
Prerequisites: Department Approval										
Corequisites: None										
Component: None										
This course is designed to provide tactics that can be used for self-protection in dangerous and violent situations. Emphasis is placed on prediction, recognition, and response to dangerous and violent situations. Upon completion, students should be able to recognize potentially hostile situations and protect themselves during a confrontation.										
EMS 120	Intermediate Interventions	02	03	00	03					
Prerequisites: EMS 110										
Corequisites: EMS 121, EMS 130 and EMS 131										
Component: None										
This course is designed to provide the necessary information for interventions appropriate to the EMT-Intermediate and is required for intermediate certification. Topics include automated external defibrillation, basic cardiac electrophysiology, intravenous therapy, venipuncture, acid-base balance, and fluids and electrolytes. Upon completion, students should be able to properly establish an IV line, obtain venous blood, utilize AEDs, and correctly interpret arterial blood gases.										
EMS 121	EMS Clinical Practicum I	00	00	06	02					
Prerequisites: EMS 110										
Corequisites: EMS 120, EMS 130 and EMS 131										
Component: None										
This course is the initial hospital and field internship and is required for intermediate and paramedic certification. Emphasis is placed on intermediate-level care. Upon completion, students should be able to demonstrate competence with intermediate-level skills.										
EMS 125	EMS Instructor Methodology	01	02	00	02					
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.										
EMS 130	Pharmacology I for EMS	01	03	00	02					
Prerequisites: EMS 110										
Corequisites: 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.										
EMS 131	Advanced Airway Management					01	02	00	02	
Prerequisites: EMS 110										
Corequisites: EMS 120 and EMS 130										
Component: None										
This course is designed to provide advanced airway management techniques and is required for intermediate and paramedic certification. Topics include respiratory anatomy and physiology, airway, ventilation, adjuncts, surgical intervention, and rapid sequence intubation. Upon completion, students should be able to properly utilize all airway adjuncts and pharmacology associated with airway control and maintenance.										
EMS 140	Rescue Scene Management	01	03	00	02					
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.										
EMS 150	Emergency Vehicles & EMS Communication	01	03	00	02					
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.										
EMS 210	Advanced Patient Assessment					01	03	00	02	
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.										
EMS 220	Cardiology	02	06	00	04					
Prerequisites: All courses required: EMS 120, EMS 121, EMS 130 and EMS 131										

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		
EMS 280	EMS Bridging Course	02	02	00	03		ENG 090A	Composition Strategies Lab	00	02	00	01
Prerequisites: Departmental 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.						
EMS 285	EMS Capstone	01	03	00	02		ENG 095	Reading & Comp Strategies	05	00	00	05
Prerequisites: All courses required: EMS 220, EMS 250 and EMS 260						Prerequisites: ENG 085 or ENG 080 and RED 080						
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.						
ENG 070	Basic Language Skills	02	02	00	03		ENG 095A	Reading & Comp Strat Lab	00	02	00	01
Prerequisites: Placement						Prerequisites: ENG 085 or ENG 080 and RED 080						
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.						
ENG 080	Writing Foundations	03	02	00	04		ENG 101	Applied Communications I	03	00	00	03
Prerequisites: ENG 070 or COMPASS Writing Score of 36						Prerequisites: None						
Corequisites: RED 080 or COMPASS Reading Score of 51						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.						
ENG 090	Composition Strategies	03	00	00	03		ENG 102	Applied Communications II	03	00	00	03
Prerequisites: ENG 080 or COMPASS Writing Score of 57						Prerequisites: None						
Corequisites: ENG 090A and RED 90 or COMPASS Reading Score of 68						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 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.						

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS			CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ENG 111	Expository Writing	03	00	00	03	ENG 115	Oral Communication	03	00	00	03
Prerequisites: ENG 090 or COMPASS Writing Score of 70; RED 090 or COMPASS Reading Score of 81						Prerequisites: None					
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.					
ENG 112	Argument-Based Research	03	00	00	03	ENG 125	Creative Writing I	03	00	00	03
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.					
ENG 113	Literature-Based Research	03	00	00	03	ENG 126	Creative Writing II	03	00	00	03
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.					
ENG 114	Professional Research & Reporting	03	00	00	03	ENG 131	Introduction to Literature	03	00	00	03
Prerequisites: ENG 111						Prerequisites: ENG 111					
Corequisites: None						Corequisites: None					
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.					
ENG 132	Introduction to Drama	03	00	00	03	ENG 132	Introduction to Drama	03	00	00	03
Prerequisites: ENG 111						Prerequisites: ENG 111					
Corequisites: None						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 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.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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.										
ENG 261	World Literature I	03	00	00	03					
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, ana-										
						lyze, 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 262	World Literature II	03	00	00	03					
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.										
ENG 271	Contemporary Literature	03	00	00	03					
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.										
ENG 272	Southern Literature	03	00	00	03					
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.										
ENG 273	African-American Literature	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 the development of African-American literature from its beginnings to the present. Emphasis is placed on historical and cultural context, themes, literary traditions, and backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and respond to selected texts. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.										
ENG 274	Literature by Women	03	00	00	03					
Prerequisites: One course required: ENG 112, ENG 113 or ENG 114										
Corequisites: None										
Component: None										
This course provides an analytical study of the works of several women authors. Emphasis is placed on the historical and cultural										

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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.										
ENG 275	Science Fiction	03	00	00	03					
Prerequisites: One course required: ENG 112, ENG 113 or ENG 114										
Corequisites: None										
Component: None										
This course covers the relationships between science and literature through analysis of short stories and novels. Emphasis is placed on scientific discoveries that shaped Western culture and our changing view of the universe as reflected in science fiction literature. Upon completion, students should be able to trace major themes and ideas and illustrate relationships between science, world view, and science fiction literature. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.										
FIP 152	Fire Protection Law	02	00	00	02					
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. FIP courses are offered under a collaborative agreement with Wilson Technical Community College.										
FIP 156	Computers in Fire Service	01	02	00	02					
Prerequisites: None										
Corequisites: None										
Component: None										
This course covers the use of computers by fire protection organizations. Topics include operating systems, networking concepts, fire incident reporting systems, and other software applications in fire protection. Upon completion, students should be able to demonstrate knowledge of computers and their applications to fire protection. FIP courses are offered under a collaborative agreement with Wilson Technical Community College.										
FIP 224	Instructional Methodology	04	00	00	04					
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 Fire Service Instructor Level Two. FIP courses are offered under a collaborative agreement with Wilson Technical Community College.										
FIP 228	Local Governmental Finance	02	00	00	02					
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. FIP courses are offered under a collaborative agreement with Wilson Technical Community College.										
FIP 240	Fire Service Supervision	02	00	00	02					
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 loss control. Upon completion, students should be able to demonstrate an understanding of the roles and responsibilities of the effective fire service supervisor. FIP courses are offered under a collaborative agreement with Wilson Technical Community College.										
FLO 189	Basic Floral Design	01	02	00	02					
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.										
FMW 102	Practical Wiring I	02	06	00	04					
Prerequisites: None										
Corequisites: None										
Component: None										
This course covers the tools and materials commonly used in the electrical field. Emphasis is placed on mounting, installing, and wiring electrical fixtures common to residential and simple commercial installations. Upon completion, students should be able to properly install boxes, wires, and switches. This is a diploma-level course.										
FMW 105	Basic Heating	02	02	00	03					
Prerequisites: None										
Corequisites: None										
Component: None										
This course covers the fundamentals of heating systems, including oil, gas, and electrical systems and heat pumps. Topics include safety precautions, tools, and materials needed to safely troubleshoot and repair heating systems. Upon completion, students should be able to explain and repair the major components of a heating system. This is a diploma-level course.										

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
FMW 107 Intro to Carpentry	01	04	00	03

Prerequisites: None

Corequisites: None

Component: None

This course introduces basic carpentry skills. Emphasis is placed on the proper and safe use of hand and power tools used by a beginning carpenter. Upon completion, students should be able to perform basic tasks involving forming, framing, and repair of windows and doors. This is a diploma-level course.

FRE 111 Elementary French I	03	00	00	03
------------------------------------	-----------	-----------	-----------	-----------

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.

FRE 112 Elementary French II	03	00	00	03
-------------------------------------	-----------	-----------	-----------	-----------

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.

FRE 181 French Lab 1	00	02	00	01
-----------------------------	-----------	-----------	-----------	-----------

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.

FRE 182 French Lab 2	00	02	00	01
-----------------------------	-----------	-----------	-----------	-----------

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

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.

FRE 211 Intermediate French I	03	00	00	03
--------------------------------------	-----------	-----------	-----------	-----------

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.

FRE 212 Intermediate French II	03	00	00	03
---------------------------------------	-----------	-----------	-----------	-----------

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.

FRE 221 French Conversation	03	00	00	03
------------------------------------	-----------	-----------	-----------	-----------

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.

FRE 281 French Lab 3	00	02	00	01
-----------------------------	-----------	-----------	-----------	-----------

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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
FRE 282	French Lab 4	00	02	00	01
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.					
FSE 112	Principles of Funeral Service	03	00	00	03
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.					
FSE 114	Embalming Chemistry	04	00	00	04
Prerequisites: None					
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.					
FSE 116	Funeral Law and Ethics	03	00	00	03
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.					
FSE 118	Embalming Anatomy	04	00	00	04
Prerequisites: None					
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 normal structure and function of the human body and how it relates to the embalming process.

FSE 120	Embalming Microbiology	03	00	00	03
Prerequisites: None					
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.					

FSE 210	Embalming Theory I	03	00	00	03
Prerequisites: None					
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.					

FSE 211	Embalming Lab I	00	04	00	02
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.					

FSE 212	Embalming Theory II	03	00	00	03
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.					

FSE 213	Embalming Lab II	00	04	00	02
Prerequisites: FSE 210 and FSE 211					
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.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS			CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
FSE 214	Pathology	03	00	00	03	GEL 113	Historical Geology	03	02	00	04
Prerequisites: None						Prerequisites: GEL 111 or GEL 120					
Corequisites: None						Corequisites: None					
Component: 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.						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.					
FSE 215	Funeral Home Operations	04	00	00	04	GEL 120	Physical Geology	03	02	00	04
Prerequisites: None						Prerequisites: None					
Corequisites: None						Corequisites: None					
Component: 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.						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.					
FSE 216	Restorative Arts	02	04	00	04	GEL 220	Marine Geology	03	02	00	04
Prerequisites: None						Prerequisites: GEL 120					
Corequisites: None						Corequisites: None					
Component: 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.						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.					
FSE 217	Funeral Service Projects	01	02	00	02	GEL 230	Environmental Geology	03	02	00	04
Prerequisites: Department Chairperson approval						Prerequisites: GEL 111, GEL 120 or PHS 130					
Corequisites: None						Corequisites: None					
Component: 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.						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.					
GEL 111	Introductory Geology	03	02	00	04	GEO 110	Introduction to Geography	03	00	00	03
Prerequisites: None						Prerequisites: None					
Corequisites: None						Corequisites: None					
Component: 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.						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					

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
earth, and 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				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
GEO 111 World Regional Geography	03	00	00	03

Prerequisites: None

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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
GEO 112 Cultural Geography	03	00	00	03

Prerequisites: None

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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
GEO 113 Economic Geography	03	00	00	03

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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
GEO 121 North Carolina Geography	03	00	00	03

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 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
GEO 130 General Physical Geography	03	00	00	03

Prerequisites: None

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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
GEO 131 Physical Geography I	03	02	00	04

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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
GEO 132 Physical Geography II	03	02	00	04

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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
GER 111 Elementary German I	03	00	00	03

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		
GER 112	Elementary German II	03	00	00	03		GER 212	Intermediate German II	03	00	00	03
Prerequisites: GER 111						Prerequisites: GER 211						
Corequisites: None						Corequisites: None						
Component: 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.						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.						
GER 181	German Lab 1	00	02	00	01		GER 221	German Conversation	03	00	00	03
Prerequisites: None						Prerequisites: None						
Corequisites: None						Corequisites: None						
Component: 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.						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.						
GER 182	German Lab 2	00	02	00	01		GER 281	German Lab 3	00	02	00	01
Prerequisites: GER 181						Prerequisites: GER 182						
Corequisites: None						Corequisites: None						
Component: 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.						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.						
GER 211	Intermediate German I	03	00	00	03		GER 282	German Lab 4	00	02	00	01
Prerequisites: GER 112						Prerequisites: GER 281						
Corequisites: None						Corequisites: None						
Component: 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.						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.						

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
GRA 121	Graphic Arts I	02	04	00	04		01	03	00	02
Prerequisites: GRD 110, GRD 141, and GRD 151										
Corequisites: None										
Component: None										
This course introduces terminology, tools and materials, procedures, and equipment used in graphic arts production. Topics include copy preparation and pre-press production relative to printing. Upon completion, students should be able to demonstrate an understanding of graphic arts production.										
GRA 140	Graphic Arts Imaging	01	02	00	02		01	03	00	02
Prerequisites: GRD 152										
Corequisites: None										
Component: None										
This course covers the use of photographic and electronic imaging techniques in the printing industry. Topics include exposure control and manipulation for a variety of process photography procedures and emerging electronic imaging techniques. Upon completion, students should be able to create line, special effect, and halftone images by both conventional and computer imaging methods.										
GRD 110	Typography I	02	02	00	03					
Prerequisites: None										
Corequisites: None										
Component: None										
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.										
GRD 117	Design Career Exploration	02	00	00	02					
Prerequisites: None										
Corequisites: None										
Component: None										
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.										
GRD 121	Drawing Fundamentals I	01	03	00	02					
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.										
GRD 131	Illustration I									
Prerequisites: 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.										
GRD 132	Illustration II									
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.										
GRD 133	Illustration III									
Prerequisites: GRD 132										
Corequisites: None										
Component: None										
This course is designed to strengthen visual techniques and conceptual approaches to illustration. Emphasis is placed on advanced rendering techniques, requirements, and limitations. Upon completion, students should be able to create comprehensive illustrations that meet client/printer requirements.										
GRD 141	Graphic Design I	02	04	00	04					
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.										
GRD 142	Graphic Design II	02	04	00	04					
Prerequisites: GRA 121, GRD 141, GRD 152, GRD 192, GRD 231, and MKT 220										
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.										

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
GRD 151	Computer Design Basics	01	04	00	03		00	02	00	01
Prerequisites: None										
Corequisites: None										
Component: None										
This course covers designing and drawing with various types of 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.										
GRD 152	Computer Design Tech I	01	04	00	03					
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.										
GRD 153	Computer Design Tech II	01	04	00	03					
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.										
GRD 160	Photo Fundamentals I	01	04	00	03					
Prerequisites: None										
Corequisites: None										
Component: None										
This course introduces basic camera operations, roll film processing, and photographic print production. Topics include contrast, depth-of-field, subject composition, enlarger operation, and density control. Upon completion, students should be able to produce photographic prints with acceptable density values and quality.										
GRD 161	Photo Fundamentals II	01	04	00	03					
Prerequisites: GRD 160										
Corequisites: None										
Component: None										
This course is a continuation of GRD 160. Topics include conversions, toning, color, specialized equipment, lighting, processing, and other methods and materials. Upon completion, students should be able to demonstrate proficiency in producing photographic prints.										
GRD 192	Selected Topics in Design	01	03	00	02					
Prerequisites: GRD 110, GRD 141, and GRD 151										
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.										
GRD 220	Calligraphy						00	02	00	01
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.										
GRD 230	Technical Illustration					01	03	00	02	
Prerequisites: GRD 121										
Corequisites: None										
Component: None										
This course introduces technical and industrial illustration techniques. Topics include orthographic, isometric, linear perspective, and exploded views. Upon completion, students should be able to demonstrate competence in various technical rendering techniques.										
GRD 231	Marker Illustration					01	03	00	02	
Prerequisites: ART 131 or GRD 121										
Corequisites: None										
Component: None										
This course covers marker illustration. Emphasis is placed on various marker types, techniques, and surfaces used in marker illustration. Upon completion, students should be able to demonstrate competence in the use of markers as a medium for commercial illustration.										
GRD 241	Graphic Design III					02	04	00	04	
Prerequisites: GRD 142										
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.										
GRD 242	Graphic Design IV					02	04	00	04	
Prerequisites: GRD 241										
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.										
GRD 263	Illustrative Imaging					01	04	00	03	
Prerequisites: GRD 131, GRD 151, GRD 152, AND GRD 153										
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.										

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		
GRD 265	Digital Print Production	01	04	00	03		GRD 282	Advertising Copywriting	01	02	00	02
Prerequisites: GRD 152 or GRA 151						Prerequisites: ENG 111						
Corequisites: None						Corequisites: None						
Component: 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.						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.						
GRD 271	Multimedia Design I	01	03	00	02		GRD 285	Client/Media Relations	01	02	00	02
Prerequisites: GRD 152						Prerequisites: GRD 142, GRD 152, GRD 282, and MKT 220						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course introduces the fundamentals of multimedia design and 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.						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.						
GRD 272	Multimedia Design II	01	03	00	02		HEA 110	Personal Health/Wellness	03	00	00	03
Prerequisites: GRD 271						Prerequisites: None						
Corequisites: None						Corequisites: None						
Component: 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.						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.						
GRD 280	Portfolio Design	02	04	00	04		HEA 111	First Aid & Safety	03	00	00	03
Prerequisites: GRD 131, GRD 142, GRD 152, GRD 153, and GRD 282						Prerequisites: None						
Corequisites: None						Corequisites: None						
Component: 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.						This course provides first aid and safety education. Emphasis is placed on safe attitudes, accident prevention, and response to accidents and injuries. Upon completion, students should be able to demonstrate proper first aid and safety skills.						
GRD 281	Design of Advertising	02	00	00	02		HEA 112	First Aid & CPR	01	02	00	02
Prerequisites: GRD 142 and GRD 282						Prerequisites: None						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course explores the origins, roles, scope, forms, and development of advertising. Emphasis is placed on advertising development from idea through production and the interrelationship of marketing to types of advertising, media, and organizational structure. Upon completion, students should be able to demonstrate an understanding of the complexities and relationships involved in advertising design.						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.						

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS			CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
HEA 120	Community Health	03	00	00	03	HIS 112	World Civilizations II	03	00	00	03
Prerequisites: None						Prerequisites: None					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
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 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.					
HEA 130	Health-Adult Sexuality	03	00	00	03	HIS 114	Comparative World History	03	00	00	03
Prerequisites: None						Prerequisites: None					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course provides information about health issues related to adult human sexuality. Topics include basic reproductive anatomy, contraceptive methods, STDs, and related information. Upon completion, students should be able to identify various related community agencies and available resources relating to sexual issues.						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.					
HEA 140	Health-Child Sexuality	03	00	00	03	HIS 115	Introduction to Global History	03	00	00	03
Prerequisites: None						Prerequisites: None					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course provides health-related information about the concept of human sexuality in children. Topics include typical and atypical sexual behaviors and health relating to children's sexuality and relationships. Upon completion, students should be able to identify health issues relating to children's sexual development and behavior.						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.					
HEA 150	Drugs and Behavior	03	00	00	03	HIS 116	Current World Problems	03	00	00	03
Prerequisites: None						Prerequisites: None					
Corequisites: Nonw						Corequisites: None					
Component: None						Component: None					
This course provides a survey of stimulant, depressant, psychedelic, and inhalant drugs used in contemporary society and their effects on human behavior. Emphasis is placed on the sociological, psychological, and physiological effects of drug use and abuse. Upon completion, students should be able to describe the effects of specific drugs and identify the personal, social, and environmental factors which influence drug use.						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.					
HIS 111	World Civilizations I	03	00	00	03	HIS 121	Western Civilization I	03	00	00	03
Prerequisites: None						Prerequisites: None					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
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.						This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural					

developments in early western civilization. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

HIS 122 Western Civilization II 03 00 00 03

Prerequisites: None

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.

HIS 131 American History I 03 00 00 03

Prerequisites: None

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.

HIS 132 American History II 03 00 00 03

Prerequisites: None

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.

HIS 162 Women and History 03 00 00 03

Prerequisites: None

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.

HIS 167 The Vietnam War 03 00 00 03

Prerequisites: None

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.

HIS 221 African-American History 03 00 00 03

Prerequisites: None

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.

HIS 222 African-American History I 03 00 00 03

Prerequisites: None

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.

HIS 223 African-American History II 03 00 00 03

Prerequisites: None

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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ITN 220	Adv Internet Multimedia	02	02	00	03
Prerequisites: ITN 120 and ITN 140					
Corequisites: None					
Component: None					
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.					
ITN 240	Internet Security	02	02	00	03
Prerequisites: None					
Corequisites: None					
Component: None					
This course covers security issues related to Internet services. Topics include the operating system and Internet service security mechanisms. Upon completion, students should be able to implement security procedures for operating system level and server level alerts.					
ITN 250	Implement Internet Services	02	02	00	03
Prerequisites: None					
Corequisites: None					
Component: None					
This course covers the setup and configuration of news, mail, ftp, and WWW services. Topics include selection and installation of software to support common Internet services and related topics. Upon completion, students should be able to install and configure the most commonly used Internet service software.					
ITN 270	Adv Internet Databases	2	2	0	3
Prerequisites: ITN 170					
Corequisites: None					
Component: Nonr					
This is the second of two courses on internet databases. Topics include database distribution and replicatio, data warehousing, integration of desktop and Internet database structures. Upon completion, students should be able to design and implement an Internet database.					
LAT 111	Elementary Latin I	03	00	00	03
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.					
LAT 112	Elementary Latin II	03	00	00	03
Prerequisites: None					
Corequisites: None					
Component: None					
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.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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.					
LAT 181	Latin Lab I	00	02	00	01
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					
LAT 182	Latin Lab II	00	02	00	01
Prerequisites: LAT 181					
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.					
LAT 211	Intermediate Latin I	03	00	00	03
Prerequisites: LAT 112					
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.					
LAT 212	Intermediate Latin II	03	00	00	03
Prerequisites: LAT 211					
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.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
LAT 281	Latin Lab 3	00	02	00	01					
Prerequisites: LAT 182										
Corequisites: None										
Component: None										
This course provides an opportunity to enhance the review and expansion of written skills in Latin. Emphasis is placed on the study of representative literary and cultural texts. Upon completion, students should be able to comprehend and respond with grammatical accuracy to written Latin and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.										
LAT 282	Latin Lab 4	00	02	00	01					
Prerequisites: LAT 281										
Corequisites: None										
Component: None										
This course provides an opportunity to enhance the review and expansion of the essential skills of Latin. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of supplementary learning materials. Upon completion, students should be able to demonstrate increased proficiency in reading and writing Latin. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.										
LEX 110	Introduction to Paralegal Study	02	00	00	02					
Prerequisites: None										
Corequisites: None										
Component: None										
This course introduces the paralegal profession and the legal system. Topics include regulations and concepts, ethics, case analysis, legal reasoning, career opportunities, certification, professional organizations, and other related topics. Upon completion, students should be able to understand the role of a paralegal and identify the skills, knowledge, and ethics required of paralegals.										
LEX 120	Legal Research/Writing I	02	02	00	03					
Prerequisites: None										
Corequisites: 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.										
LEX 121	Legal Research/Writing II	02	02	00	03					
Prerequisites: LEX 120										
Corequisites: None										
Component: None										
This course covers advanced topics in legal research and writing. Topics include more complex legal issues and assignments involving preparation of legal memos, briefs, and other documents and the advanced use of electronic research methods. Upon completion, stu-										
						dents should be able to perform legal research and writing assignments using techniques covered in the course.				
LEX 130	Civil Injuries	03	00	00	03					
Prerequisites: None										
Corequisites: None										
Component: None										
This course covers traditional tort concepts and the evolving body of individual rights created by statute. Topics include intentional and non-intentional torts with emphasis on negligence, strict liability, civil rights, workplace and environmental liability, remedies, and damages. Upon completion, students should be able to recognize, explain, and evaluate elements of civil injuries and related defenses.										
LEX 140	Civil Litigation I	03	00	00	03					
Prerequisites: None										
Corequisites: 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.										
LEX 141	Civil Litigation II	02	02	00	03					
Prerequisites: LEX 140										
Corequisites: None										
Component: None										
This course covers advanced topics in the civil litigation process. Topics include motions, discovery, and trial and appellate procedures. Upon completion, students should be able to assist an attorney in preparing and organizing documents for trial, settlement and post-trial practice.										
LEX 150	Commercial Law I	02	02	00	03					
Prerequisites: LEX 140										
Corequisites: None										
Component: None										
This course covers legally enforceable agreements, forms of organization, and selected portions of the Uniform Commercial Code. Topics include drafting and enforcement of contracts, leases, and related documents and selection and implementation of business organization forms, sales, and commercial papers. Upon completion, students should be able to apply the elements of a contract, prepare various business documents, and understand the role of commercial paper.										
LEX 160	Criminal Law & Procedure	02	02	00	03					
Prerequisites: None										
Corequisites: None										
Component: None										
This course introduces substantive criminal law and procedural rights of the accused. Topics include elements of state/federal crimes, defenses, constitutional issues, pre-trial and trial process, and other related topics. Upon completion, students should be able to explain elements of specific crimes and assist an attorney in preparing a criminal case.										

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS	
LEX 180	Case Analysis & Reasoning	01	02	00	02	LEX 260	Bankruptcy & Collections	02	00	00	02
Prerequisites: LEX 140						Prerequisites: LEX 210					
Corequisites: LEX 120						Corequisites: None					
Component: None						Component: None					
This course covers the techniques of reading and applying legal opinions and the skills of case analysis. Emphasis is placed on the components of opinions and on types of legal writing. Upon completion, students should be able to read, analyze, and brief opinions and prepare legal memoranda, briefs, and other legal documents.						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.					
LEX 210	Real Property I	03	00	00	03	LEX 270	Law Office Management/ Technology	01	02	00	02
Prerequisites: None						Prerequisites: LEX 140					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course introduces the study of real property law. Topics include the distinction between real and personal property, various estates, mechanics of conveyance and encumbrance, recordation, special proceedings, and other related topics. Upon completion, students should be able to identify estates, forms of deeds, requirements for recording, and procedures to enforce rights to real property.						This course 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.					
LEX 211	Real Property II	01	04	00	03	LEX 283	Investigation	01	02	00	02
Prerequisites: LEX 210						Prerequisites: None					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course continues the study of real property law relating to title examination and preparation of closing documents. Topics include use of courthouse and other public records in title examination and preparation of documents required in real estate transactions and closings. Upon completion, students should be able to plot/draft a description, perform complete title examination, draft closing documents including title insurance forms, and prepare disbursement reconciliation.						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.					
LEX 240	Family Law	03	00	00	03	LEX 285	Workers' Comp Law	02	00	00	02
Prerequisites: LEX 140						Prerequisites: LEX 130					
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 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.					
LEX 250	Wills, Estates, & Trusts	02	02	00	03	LSG 111	Basic Landscape Technology	02	00	00	02
Prerequisites: None						Prerequisites: None					
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 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.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS			CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		
LSG 121	Fall Gardening Lab	00	06	00	02			MAC 111	Machining Technology I	02	12	00	06
Prerequisites: None						Prerequisites: None							
Corequisites: None						Corequisites: None							
Component: None						Component: None							
This course provides basic hands-on experience in fall gardening techniques. Emphasis is placed on pruning, irrigation, planting, fertilizing, pest control, equipment operation, and turf maintenance. Upon completion, students should be able to perform various techniques essential to maintaining the fall landscape.						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.							
LSG 122	Spring Gardening Lab	00	06	00	02			MAC 112	Machining Technology II	02	12	00	06
Prerequisites: LSG 111 and LSG 121						Prerequisites: MAC 111							
Corequisites: All courses required: HOR 114, HOR 134 and TRF 110						Corequisites: None							
Component: 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.						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.							
LSG 123	Summer Gardening Lab	00	06	00	02			MAC 113	Machining Technology III	02	12	00	06
Prerequisites: LSG 122						Prerequisites: MAC 112							
Corequisites: LSG 111						Corequisites: None							
Component: 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.						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.							
LSG 231	Landscape Supervision	00	09	00	03			MAC 114	Introduction to Metrology	02	00	00	02
Prerequisites: LSG 123 and HOR 260						Prerequisites: None							
Corequisites: None						Corequisites: MAC 111							
Component: 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.						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.							
LSG 232	Garden Management	00	09	00	03			MAC 121	Introduction to CNC	02	00	00	02
Prerequisites: LSG 123 and HOR 260						Prerequisites: MAC 111							
Corequisites: None						Corequisites: None							
Component: 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.						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.							

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS			CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
MAC 122	CNC Turning	01	03	00	02	MAC 243	Die Making I	02	06	00	04
Prerequisites: MAC 121						Prerequisites: MAC 112					
Corequisites: None						Corequisites: None					
Component: 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.						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.					
MAC 124	CNC Milling	01	03	00	02	MAC 245	Mold Construction I	02	06	00	04
Prerequisites: MAC 121						Prerequisites: MAC 112					
Corequisites: None						Corequisites: None					
Component: 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.						This course introduces the principles of mold making. Topics include types, construction, and application of molds. Upon completion, students should be able to design and build simple molds.					
MAC 151	Machining Calculations	01	02	00	02	MAS 110	Masonry I	05	15	00	10
Prerequisites: None						Prerequisites: None					
Corequisites: None						Corequisites: None					
Component: 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.						This course introduces the basic principles of construction with masonry units. Topics include history of the masonry field, safety practices, blueprint reading, and principles of laying masonry units to the line using tools, equipment, and materials. Upon completion, students should be able to demonstrate knowledge of safety practices, blueprint reading, and basic tool use; identify materials; operate machinery; and lay masonry units.					
MAC 152	Adv Machining Calc	01	02	00	02	MAS 120	Masonry II	05	15	00	10
Prerequisites: MAC 151						Prerequisites: None					
Corequisites: None						Corequisites: None					
Component: 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.						This course provides practical experience in cost estimating, foundations, bonding variations, expansion joints, wall ties, building codes, and other related topics. Emphasis is placed on material estimation, layout of footing, construction of walls, reinforcements, scaffolding, insulating, and building codes. Upon completion, students should be able to determine cost, plan sound building procedures, construct masonry projects, and apply building codes.					
MAC 226	CNC EDM Machining	01	03	00	02	MAS 130	Masonry III	06	06	00	08
Prerequisites: MAC 121						Prerequisites: None					
Corequisites: None						Corequisites: None					
Component: None						Component: None					
This course introduces the programming, setup, and operation of CNC electrical discharge machines. Topics include programming formats, control functions, program editing, production of parts, and inspection. Upon completion, students should be able to manufacture simple parts using CNC electrical discharge machines.						This course provides fundamentals and skills used in masonry construction. Emphasis is placed on building chimneys, fireplaces, columns, concrete masonry, and arches; using materials economically; satisfying needs and expectations; and proper work ethics. Upon completion, students should be able to build structures covered in the course, demonstrate increased speed and accuracy, and make smooth transitions between construction stages.					
MAC 241	Jigs & Fixtures I	02	06	00	04						
Prerequisites: MAC 112											
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.											

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS			CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		
MAS 140	Intro to Masonry	01	02	00	02			MAT 090	Accelerated Algebra	03	02	00	04
Prerequisites: None						Prerequisites: HS Alg I and Alg II							
Corequisites: None						Corequisites: RED 080							
Component: None						Component: None							
This course introduces basic principles and practices of masonry. Topics include standard tools, materials, and practices used in basic masonry and other related topics. Upon completion, students should be able to demonstrate an understanding of masonry and be able to use basic masonry techniques.						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.							
MAT 050	Basic Math Skills	03	02	00	04			MAT 095	Algebraic Concepts	03	00	00	03
Prerequisites: Placement						Prerequisites: None							
Corequisites: None						Corequisites: None							
Component: 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.						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.							
MAT 060	Essential Mathematics	03	02	00	04			MAT 101	Applied Mathematics I	02	02	00	03
Prerequisites: MAT 050 or COMPASS Pre-Algebra Score of 25						Prerequisites: MAT 060 or COMPASS Algebra Score of 47							
Corequisites: None						Corequisites: None							
Component: 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.						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.							
MAT 070	Introductory Algebra	03	02	00	04			MAT 110	Mathematical Measurement	02	02	00	03
Prerequisites: MAT 060 or COMPASS Pre-Algebra Score of 45						Prerequisites: MAT 070							
Corequisites: None						Corequisites: None							
Component: None						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 provides an activity-based approach to utilizing, interpreting, and communicating data in a variety of measurement systems. Topics include accuracy, precision, conversion, and estimation within metric, apothecary, and avoirdupois systems; ratio and proportion; measures of central tendency and dispersion; and charting of data. Upon completion, students should be able to apply proper techniques to gathering, recording, manipulating, analyzing, and communicating data.							
MAT 080	Intermediate Algebra	03	02	00	04			MAT 115	Mathematical Models	02	02	00	03
Prerequisites: MAT 070						Prerequisites: MAT 070 or COMPASS Algebra Score of 46							
Corequisites: None						Corequisites: None							
Component: None						Component: None							
This course continues the study of algebraic concepts with emphasis on applications. Topics include factoring; rational expressions; rational exponents; rational, radical, and quadratic equations; systems of equations; inequalities; graphing; functions; variations; complex numbers; and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.						This course 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.							

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		
MAT 120	Geometry and Trigonometry	02	02	00	03		MAT 140A	Survey of Mathematics Lab	00	02	00	01
Prerequisites: Mat 070 or COMPASS Algebra Score of 46						Prerequisites: None						
Corequisites: None						Corequisites: MAT 140						
Component: 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.						This course is a laboratory for MAT 140. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.						
MAT 121	Algebra/Trigonometry I	02	02	00	03		MAT 145	Analytical Math	03	00	00	03
Prerequisites: One course required: MAT 080, MAT 090 or COMPASS Algebra Score of 58						Prerequisites: One course required: MAT 080, MAT 090 or COMPASS Algebra Score of 58						
Corequisites: None						Corequisites: None						
Component: 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.						This course is designed to develop problem-solving and reasoning skills by the study of selected areas of mathematics. Topics include elementary and Boolean algebra, sets, logic, number theory, numeration systems, probability, statistics, and linear programming. Upon completion, students should be able to apply logic and other mathematical concepts. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.						
MAT 122	Algebra/Trigonometry II	02	02	00	03		MAT 151	Statistics I	03	00	00	03
Prerequisites: MAT 121						Prerequisites: One course required: MAT 080, MAT 090 or COMPASS Algebra Score of 58						
Corequisites: None						Corequisites: None						
Component: 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.						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 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.						
MAT 140	Survey of Mathematics	03	00	00	03		MAT 151A	Statistics I Lab	00	02	00	01
Prerequisites: MAT 070 or COMPASS Algebra Score of 46						Prerequisites: None						
Corequisites: None						Corequisites: MAT 151						
Component: 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.						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 pre-major and/or elective course requirement.						

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
MAT 155	Statistical Analysis	03	00	00	03					
Prerequisites: One course required: MAT 080, MAT 090 or COM-PASS Algebra Score of 58										
Corequisites: None										
Component: None										
This course is an introduction to descriptive and inferential statistics. Topics include sampling, distributions, plotting data, central tendency, dispersion, Central Limits Theorem, confidence intervals, hypothesis testing, correlations, regressions, and multinomial experiments. Upon completion, students should be able to describe data and test inferences about populations using sample data. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.										
MAT 155A	Statistics Analysis Lab	00	02	00	01					
Prerequisites: None										
Corequisites: MAT 155										
Component: None										
This course is a laboratory for MAT 155. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.										
MAT 161	College Algebra	03	00	00	03					
Prerequisites: One course required: MAT 080, MAT 090 or COM-PASS Algebra Score of 58										
Corequisites: MAT 161A										
Component: None										
This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on equations and inequalities; polynomials, rational, exponential and logarithmic functions; and graphing and data analysis/modeling. Upon completion, students should be able to choose an appropriate model to fit a data set and use the model for analysis and prediction. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.										
MAT 161A	College Algebra Lab	00	02	00	01					
Prerequisites: None										
Corequisites: MAT 161										
Component: None										
This course is a laboratory for MAT 161. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.										
MAT 162	College Trigonometry	03	00	00	03					
Prerequisites: MAT 161										
Corequisites: None										
Component: None										
This course provides an integrated technological approach to trigonometry applications used in problem solving. Emphasis is										
placed on applications involving trigonometric ratios, right triangles, oblique triangles, trigonometric functions, graphing, vectors, and complex numbers. Upon completion, students should be able to apply the above principles of trigonometry to problem solving and communication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.										
MAT 162A	College Trigonometry Lab	00	02	00	01					
Prerequisites: None										
Corequisites: MAT 162										
Component: None										
This course is a laboratory for MAT 162. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.										
MAT 165	Finite Mathematics	03	00	00	03					
Prerequisites: MAT 161										
Corequisites: MAT 165A										
Component: None										
This course provides topics used to formulate models and to solve and interpret solutions using an algorithmic approach. Topics include linear algebra, linear programming, simplex method, sets and counting, probability, mathematics of finance, and logic. Upon completion, students should be able to demonstrate both an understanding of the theoretical concepts of finite mathematics and the ability to solve related problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.										
MAT 165A	Finite Mathematics Lab	00	02	00	01					
Prerequisites: None										
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 pre-major and/or elective course requirement.										
MAT 167	Discrete Mathematics	03	00	00	03					
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 pre-major and/or elective course requirement.										

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		
MAT 223	Applied Calculus	02	02	00	03		MAT 263A	Brief Calculus Lab	00	02	00	01
Prerequisites: MAT 122						Prerequisites: MAT 161						
Corequisites: None						Corequisites: MAT 263						
Component: 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.						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.						
MAT 252	Statistics II	03	00	00	03	MAT 271	Calculus I	03	02	00	04	
Prerequisites: A set of courses required: MAT 151 and MAT 121 or MAT 161						Prerequisites: One course required: MAT 172, MAT 175 or COM-PASS Trig Score of 50						
Corequisites: None						Corequisites: None						
Component: 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, social, natural, and applied sciences. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.						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.						
MAT 252A	Statistics II Lab	00	02	00	01	MAT 272	Calculus II	03	02	00	04	
Prerequisites: A set of courses required: MAT 151 and MAT 121 or MAT 161						Prerequisites: MAT 271						
Corequisites: MAT 252						Corequisites: None						
Component: None						Component: None						
This course is a laboratory for MAT 252. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.						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.						
MAT 263	Brief Calculus	03	00	00	03	MAT 273	Calculus III	03	02	00	04	
Prerequisites: MAT 161						Prerequisites: MAT 272						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course introduces concepts of differentiation and integration and their applications to solving problems; the course is designed for students needing one semester of calculus. Topics include functions, graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. This course has been approved to satisfy the comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.						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.						

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
MEC 263	Electro-Pneumatic Components	02	04	00	04
Prerequisites: None					
Corequisites: None					
Component: None					
This course introduces principles and practical applications of electrical/pneumatic control systems, and primary control devices incorporated in those systems. Emphasis is placed on reading and interpreting ladder diagrams, building control circuits, and troubleshooting valves, switches, and sensors. Upon completion, students should be able to design, build, and troubleshoot basic electro-pneumatic control systems.					
MED 121	Medical Terminology I	03	00	00	03
Prerequisites: None					
Corequisites: None					
Component: None					
This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.					
MED 122	Medical Terminology II	03	00	00	03
Prerequisites: MED 121					
Corequisites: None					
Component: None					
This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.					
MIT 110	Introduction to Distance Learning	02	02	00	03
Prerequisites: None					
Corequisites: None					
Component: None					
This course covers the principles of distance learning, including an introduction to using an interactive distance learning classroom. Emphasis is placed on the different technologies utilized to provide distance learning events (NCIH, telecourses, Internet, etc.). Upon completion, students should be able to demonstrate an understanding of distance learning principles and the technologies that are used to implement distance learning events.					
MIT 115	Introduction to Video Concepts	02	02	00	03
Prerequisites: None					
Corequisites: None					
Component: None					
This course provides an opportunity to gain a basic level of competence in integration of digital and analog video. Emphasis is placed on understanding integration of basic video resources such as AVI, FLI, MPEG, M-JPEG, and digital/analog video. Upon completion,					

students should be able to use basic video integration techniques and applications for stand-alone personal computers, networks, and integrated room systems.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
MIT 120	Introduction to Audio Concepts	02	02	00	03
Prerequisites: None					
Corequisites: None					
Component: None					
This course provides an opportunity to gain a basic level of competence in the integration of digital and analog audio. Emphasis is placed on understanding integration of audio resources such as MIDI, WAV, Real-audio, and Redbook Resources. Upon completion, students should be able to demonstrate familiarity with basic audio integration techniques and applications for stand-alone personal computers, networks, and integrated room systems.					
MIT 215	Video Integration	02	04	00	04
Prerequisites: MIT 115					
Corequisites: None					
Component: None					
This course provides an opportunity to gain competence in the integration of digital and analog video resources. Emphasis is placed on configuration, troubleshooting, and management of analog/digital video resources. Upon completion, students should be able to demonstrate familiarity with video setup and configurations and be able to integrate video resources.					
MIT 220	Audio Integration	02	04	00	04
Prerequisites: MIT 120					
Corequisites: None					
Component: None					
This course provides an opportunity to gain a basic level of competence in integration of digital/analog audio resources. Emphasis is placed on configuration, troubleshooting, and management of analog/digital audio resources. Upon completion, students should be able to integrate audio resources into various multimedia systems to meet user requirements.					
MIT 230	Media System Design/ Implementation	01	04	00	03
Prerequisites: CIS 215 and MIT 220					
Corequisites: MIT 215					
Component: MIT 215					
This course provides an opportunity to design an entire media integration project. Emphasis is placed on using the system life-cycle method and structured design techniques to design media integration platforms and scheduling the project for completion. Upon completion, students should be able to design and implement an appropriate media integration project based on user specifications.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS			CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
MIT 250	Technical Implementation Project	02	04	00	04						
Prerequisites: MIT 230											
Corequisites: None											
Component: None											
This course provides experience in the implementation of an entire multimedia integration project. Emphasis is placed on designing an appropriate media integration project, scheduling the project for completion within sixteen weeks, and implementing a functioning media project. Upon completion, students should be able to function as a media integration technician in a multimedia environment.											
MKT 120	Principles of Marketing	03	00	00	03						
Prerequisites: None											
Corequisites: None											
Component: None											
This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.											
MKT 121	Retailing	03	00	00	03						
Prerequisites: None											
Corequisites: None											
Component: None											
This course examines the role of retailing in the economy. Topics include the development of present retail structure, functions performed, effective operations, and managerial problems resulting from current economic and social trends. Upon completion, students should be able to demonstrate an understanding of the basic principles of retailing.											
MKT 122	Visual Merchandising	03	00	00	03						
Prerequisites: None											
Corequisites: None											
Component: None											
This course introduces basic layout design and commercial display in retail and service organizations. Topics include an analysis of display as a visual merchandising medium and an examination of the principles and applications of display and design. Upon completion, students should be able to plan, build, and evaluate designs and displays. This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program.											
MKT 123	Fundamentals of Selling	03	00	00	03						
Prerequisites: None											
Corequisites: 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.											
MKT 220	Advertising and Sales Promotion	03	00	00	03						
Prerequisites: None											
Corequisites: None											
Component: None											
This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application.											
MKT 221	Consumer Behavior	03	00	00	03						
Prerequisites: None											
Corequisites: None											
Component: None											
This course is designed to describe consumer behavior as applied to the exchange processes involved in acquiring, consuming, and disposing of goods and services. Topics include an analysis of basic and environmental determinants of consumer behavior with emphasis on the decision-making process. Upon completion, students should be able to analyze concepts related to the study of the individual consumer.											
MKT 222	Credit Procedures	03	00	00	03						
Prerequisites: None											
Corequisites: None											
Component: None											
This course covers areas of collection that provide an understanding of the expertise needed to manage collection operations. Topics include principles and practices in the extension of credit, collection procedures, and laws pertaining to credit extension and collection. Upon completion, students should be able to demonstrate an understanding of the concepts covered.											
MKT 224	International Marketing	03	00	00	03						
Prerequisites: None											
Corequisites: None											
Component: None											
This course covers the basic concepts of international marketing activity and theory. Topics include product promotion, placement, and pricing strategies in the international marketing environment. Upon completion, students should be able to demonstrate a basic understanding of the concepts covered.											
MKT 225	Marketing Research	03	00	00	03						
Prerequisites: MKT 120											
Corequisites: None											
Component: None											
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.											

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		
MKT 227	Marketing Applications	03	00	00	03		MUS 110	Music Appreciation	03	00	00	03
Prerequisites: None						Prerequisites: None						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
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 of a marketing study. This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program.						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.						
MKT 228	Service Marketing	03	00	00	03		MUS 112	Introduction to Jazz	03	00	00	03
Prerequisites: None						Prerequisites: None						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course is designed to define service marketing, demonstrate its importance, and note its special characteristics. Topics include basic building blocks of service marketing, distinctive aspects of services, and applications of service marketing mix. Upon completion, students should be able to demonstrate a basic understanding of the marketing mix as it applies to the service industry.						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.						
MKT 230	Public Relations	03	00	00	03		MUS 113	American Music	03	00	00	03
Prerequisites: None						Prerequisites: None						
Corequisites: None						Corequisites: None						
Component: 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.						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.						
MNT 110	Introduction to Maintenance Procedures	01	03	00	02		MUS 114	Non-Western Music	03	00	00	03
Prerequisites: None						Prerequisites: None						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course covers basic maintenance fundamentals for power transmission equipment. Topics include equipment inspection, lubrication, alignment, and other scheduled maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current industry standards.						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.						
MNT 230	Pumps & Piping Systems	01	03	00	02		MUS 121	Music Theory I	03	02	00	04
Prerequisites: None						Prerequisites: None						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course covers pump installation and maintenance and related valves and piping systems. Topics include various types of pump systems and their associated valves, piping requirements, and other related topics. Upon completion, students should be able to select and install pump and piping systems and demonstrate proper maintenance and troubleshooting procedures.						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-train-						

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
NET 175 Wireless Technology	02	02	00	03

Prerequisites: NET 110

Corequisites: None

Component: None

This course introduces the student to wireless technology and interoperability with different communication protocols. Topics include Wireless Application Protocol (WAP), Wireless Mark-up language (WML), link manager, service discovery protocol, transport layer and frequency band. Upon completion, students should be able to discuss in written and oral form protocols and procedures required for different wireless applications.

NET 222 Security Administration I	02	02	00	03
--	-----------	-----------	-----------	-----------

Prerequisites: NET 110 and NET 112

Corequisites: None

Component: None

This course provides an overview of security administration and fundamentals of designing security architectures. Topics include TCP/IP concepts, protocols, network traffic analysis, monitoring, and security best practices. Upon completion, students should be able to identify normal network traffic using network analysis tools and design basic security defenses.

NET 225 Advanced Router and Switching I	01	04	00	03
--	-----------	-----------	-----------	-----------

Prerequisites: NET 126

Corequisites: None

Component: None

This course introduces advanced router configurations, advanced LAN switching theory, and design, VLANs, Novell IPX, and threaded case studies. Topics include router elements and operations, adding router protocols to a configuration, monitoring IPX operations on the router, LAN segmentation, and advanced switching methods. Upon completion, students should be able to describe LAN and network segmentation with bridges, routers and switches and describe a virtual LAN.

NET 226 Advanced Router and Switching II	01	04	00	03
---	-----------	-----------	-----------	-----------

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, channels, and function groups, and describe the Spanning Tree protocol.

NET 231 Intrusion Detection	02	02	00	03
------------------------------------	-----------	-----------	-----------	-----------

Prerequisites: NET 222

Corequisites: None

Component: None

This course introduces the student to intrusion detection methods in use today. Topics include the types of intrusion detection products

and planning and placements of intrusion detection solutions. Upon completion, students should be able to plan and implement intrusion detection solution for networks and host based systems.

NET 232 Security Administration II	02	02	00	03
---	-----------	-----------	-----------	-----------

Prerequisites: NET 222

Corequisites: None

Component: None

This course provides the skills necessary to design and implement information security controls. Topics include advanced TCP/IP concepts, network vulnerability analysis, and monitoring. Upon completion, students should be able to distinguish between normal anomalous network traffic, identify common network attack patterns, and implement security solutions.

NET 233 Defense In-Depth	02	02	00	03
---------------------------------	-----------	-----------	-----------	-----------

Prerequisites: NET 155 and NET 222

Corequisites: NET 232

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 program

NET 270 Scalable Networks Design	01	04	00	03
---	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course covers principles and techniques of scalable networks. Topics include building multi-layer networks, controlling overhead traffic in growing routed networks, and router capabilities used to control traffic over LANs and WANs. Upon completion, students should be able to design; implement; and improve traffic flow, reliability, redundancy, and performance in enterprise networks.

NET 271 Multi-Layer Networks	01	04	00	03
-------------------------------------	-----------	-----------	-----------	-----------

Prerequisites: NET 270

Corequisites: None

Component: None

This course covers building campus networks using multi-layer switching technologies over a high-speed Ethernet. Topics include improving IP routing performance with multi-layer switching, implementing fault tolerance routing, and managing high bandwidth broadcast while controlling IP multi-cast access to networks. Upon completion, students should be able to install and configure multi-layer enterprise networks and determine the required router configurations to support new services and applications.

NET 272 remote Access Networks	01	04	00	03
---------------------------------------	-----------	-----------	-----------	-----------

Prerequisites: NET 271

Corequisites: None

Component: None

This course covers how to build a remote access network to interconnect central sites to branch offices, home offices, and telecommuters.

CLASS LAB CLINIC CREDIT
HRS HRS HRS HRS

mum 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.

NUR 110 Nursing I 05 03 06 08

Prerequisites: Departmental Approval
Corequisites: BIO 168C, BIO 168L, PSY 150 and ACA 115
Component: None

This course introduces concepts basic to beginning nursing practice. Emphasis is placed on introducing the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to demonstrate beginning competence in caring for individuals with common alterations in health.

NUR 120 Nursing II 05 03 06 08

Prerequisites: NUR 110
Corequisites: BIO 169C, BIO 169L and PSY 241
Component: None

This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on developing the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to participate in the delivery of nursing care for individuals with common alterations in health. The focus will be on integumentary, immune, musculoskeletal, gastrointestinal and endocrine functioning.

NUR 130 Nursing III 04 03 06 07

Prerequisites: NUR 120
Corequisites: CIS 113
Component: None

This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on expanding the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to deliver nursing care to individuals with common alterations in health. The focus will be on reproductive health, intra-partal, newborn, and postpartal nursing.

NUR 189 Nursing Transition 01 03 00 02

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.

NUR 210 Nursing IV 05 03 12 10

Prerequisites: NUR 130
Corequisites: BIO 275C, BIO 275L and ENG 111
Component: None

This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on

using collaboration as a provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to modify nursing care for individuals with common alterations in health. The focus will be on psychiatric concepts, community based approaches, renal, cardiovascular, and respiratory functioning.

NUR 220 Nursing V 04 03 15 10

Prerequisites: NUR 210
Corequisites: ENG 115 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.

NUT 110 Nutrition 03 00 00 03

Prerequisites: None
Corequisites: None
Component: None

This course covers basic principles of nutrition and their relationship to human health. Topics include meeting nutritional needs of healthy people, menu modification based on special dietary needs, food habits, and contemporary problems associated with food selection. Upon completion, students should be able to apply basic nutritional concepts as they relate to health and well-being.

OMT 110 Introduction to Operations Management 03 00 00 03

Prerequisites: None
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.

OMT 112 Materials Management 03 00 00 03

Prerequisites: None
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.

OMT 153 Motivation and Evaluation 02 00 00 02

Prerequisites: None
Corequisites: None
Component: None

This course provides skills for motivation and evaluation of individuals in a workplace setting. Topics include establishing performance

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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.				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
OMT 155 Meeting & Present Skills	03	00	00	03

Prerequisites: None

Corequisites: None

Component: None

This course is designed to develop skills for facilitating successful meetings by enhancing employee involvement and initiative. Topics include planning meetings that promote results, encouraging diverse points of view, handling disruptive behavior, encouraging participation, and taking action when required. Upon completion, students should be able to plan and participate in meetings that accomplish positive results.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
OMT 156 Problem-Solving Skills	03	00	00	03

Prerequisites: None

Corequisites: None

Component: None

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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
OMT 210 Oper & Prod Planning	03	00	00	03

Prerequisites: None

Corequisites: None

Component: None

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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
OMT 227 Maintenance Practices	03	00	00	03

Prerequisites: None

Corequisites: None

Component: None

This course introduces the methods of planning, organizing, and controlling maintenance. Topics include scheduling and supervision, development and use of reports, entrance and retrieval of data, and maintenance of inventory control systems. Upon completion, students should be able to demonstrate an understanding of maintenance practices and procedures.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
OMT 246 Strategic Mgt. of Resourc	02	00	00	02

Prerequisites: None

Corequisites: None

Component: None

This course includes the planning and design of production systems and the selection of appropriate technology. Emphasis is placed on

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
investigation into computerized production technology and appropriate systems to implement the technology. Upon completion, students should be able to demonstrate an understanding of production systems and technology and be prepared for the APICS CPIM examination.				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
OMT 260 Issues in Operations Mgt.	03	00	00	03

Prerequisites: ISC 121, ISC 210, OMT 112 and ISC 130, ISC 131, 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
OST 080 Keyboarding Literacy	01	02	00	02

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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
OST 122 Office Computations	01	02	00	02

Prerequisites: None

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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
OST 131 Keyboarding	01	02	00	02

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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
OST 132 Keyboard Skill Building	01	02	00	02

Prerequisites: None

Corequisites: None

Component: None

This course provides accuracy- and speed-building drills. Emphasis is placed on diagnostic tests to identify accuracy and speed deficiencies followed by corrective drills. Upon completion, students should be able to keyboard rhythmically with greater accuracy and speed.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
OST 133 Advanced Keyboard Skill Building	01	02	00	02

Prerequisites: OST 132

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.

OST 134 Text Entry & Formatting	02	02	00	03
---	-----------	-----------	-----------	-----------

Prerequisites: OST 132 and OST 136

Corequisites: None

Component: None

This course is designed to provide the skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce mailable documents and key timed writings at speeds commensurate with employability. This course is also available through the Virtual Learning Community (VLC).

OST 135 Advanced Text Entry & Formatting	03	02	00	04
--	-----------	-----------	-----------	-----------

Prerequisites: All courses required: OST 134, OST 236 and OST 233

Corequisites: None

Component: None

This course is designed to incorporate computer application skills in the generation of office documents. Emphasis is placed on the production of letters, manuscripts, business forms, tabulation, legal documents, and newsletters. Upon completion, students should be able to make independent decisions regarding planning, style, and method of presentation.

OST 136 Word Processing	01	02	00	02
-----------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course introduces word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.

OST 137 Office Software Applications	01	02	00	02
--	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
OST 141 Medical Terms I- Medical Office	03	00	00	03

Prerequisites: None

Corequisites: 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.

OST 142 Medical Terms II- Medical Office	03	00	00	03
--	-----------	-----------	-----------	-----------

Prerequisites: OST 141

Corequisites: 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.

OST 148 Medical Coding Billing & Insurance	03	00	00	03
--	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course introduces CPT and ICD coding as they apply to medical insurance and billing. Emphasis is placed on accuracy in coding, forms preparation, and posting. Upon completion, students should be able to describe the steps of the total billing cycle and explain the importance of accuracy.

OST 149 Medical Legal Issues	02	00	00	02
--	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

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.

OST 162 Executive Terminology	03	00	00	03
---	-----------	-----------	-----------	-----------

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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS			CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		
OST 164	Text Editing Applications	03	00	00	03			OST 224	Machine Transcription II	01	02	00	02
Prerequisites: None						Prerequisites: OST 223							
Corequisites: None						Corequisites: None							
Component: None						Component: None							
This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.						This course provides advanced transcription skills. Emphasis is placed on specialized transcription features. Upon completion, students should be able to transcribe complex business documents into mailable copy with minimal assistance.							
OST 181	Introduction to Office Systems	02	02	00	03			OST 233	Office Publications Design	02	02	00	03
Prerequisites: OST 131 or equivalent						Prerequisites: OST 136							
Corequisites: None						Corequisites: None							
Component: None						Component: None							
This course introduces the skills and abilities needed in today's office. Topics include effectively interacting with co-workers and the public, processing simple financial and informational documents, and performing functions typical of today's offices. Upon completion, students should be able to display skills and decision-making abilities essential for functioning in the total office context.						This course provides entry-level skills in using software with desktop publishing capabilities. Topics include principles of page layout, desktop publishing terminology and applications, and legal and ethical considerations of software use. Upon completion, students should be able to design and produce professional business documents and publications.							
OST 184	Records Management	01	02	00	02			OST 236	Advanced Word/Information Processing	02	02	00	03
Prerequisites: OST 131 or equivalent						Prerequisites: OST 135 or OST 136							
Corequisites: None						Corequisites: None							
Component: None						Component: None							
This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.						This course develops proficiency in the utilization of advanced word/information processing functions. Topics include tables, graphics, macros, sorting, document assembly, merging, and newspaper and brochure columns. Upon completion, students should be able to produce a variety of complex business documents.							
OST 192	Selected Topics in OST	01	02	00	02			OST 241	Medical Office Transcription I	01	02	00	02
Prerequisites: ENG 111, OST 134 and OST 164						Prerequisites: One course required: MED 121, OST 141 or OST 223							
Corequisites: None						Corequisites: None							
Component: None						Component: None							
This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study. This course will concentrate on developing skills in writing business communications that will enable students to communicate effectively in an office environment.						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.							
OST 223	Machine Transcription I	01	02	00	02			OST 242	Medical Office Transcription II	01	02	00	02
Prerequisites: All courses required: ENG 111, OST 134 and OST 136						Prerequisites: OST 241							
Corequisites: OST 164						Corequisites: None							
Component: None						Component: None							
This course covers the use of transcribing machines to produce mailable documents. Emphasis is placed on appropriate formatting, advanced text editing skills, and transcription techniques. Upon completion, students should be able to transcribe documents into mailable copy.						This course continues building machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as continued proofreading/editing skills and vocabulary building. Upon completion, students should be able to perform competently in preparing accurate and usable transcripts of voice recordings in the covered specialties.							

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		
OST 243	Medical Office Simulation	02	02	00	03		OST 286	Professional Development	03	00	00	03
Prerequisites: All courses required: OST 134, OST 142, OST 148 and OST 241						Prerequisites: OST 236						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections. This course is a unique concentration requirement in the Medical Office Systems Technology concentration in the Office Systems Technology program.						This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multi-cultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society.						
OST 244	Medical Document Production	01	02	00	02		OST 289	Office Systems Management	02	02	00	03
Prerequisites: OST 134						Prerequisites: All courses required: OST 164 and OST 134 or OST 136						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course provides production-level skill development in processing medical documents. Emphasis is placed on producing mailable documents through the use of medical-related materials. Upon completion, students should be able to perform competently in preparing accurate, correctly formatted, and usable documents.						This course provides a capstone course for the office professional. Topics include administrative office procedures, imaging, communication techniques, ergonomics, and equipment utilization. Upon completion, students should be able to function proficiently in a changing office environment.						
OST 247	CPT Coding in the Med Off	01	02	00	02		PAD 151	Introduction to Public Administration	03	00	00	03
Prerequisites: OST 142						Prerequisites: None						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS rules for Medicare billing. Upon completion, students should be able to properly code procedures and services performed by physicians in ambulatory settings.						This course includes an overview of the role of the public administrator in government and an examination of the development and implementation of public policy. Topics include public personnel administration and management, decision making, public affairs, ethics, organizational theories, budgetary functions within governmental agencies, and other governmental issues. Upon completion, students should be able to explain the functions of government in society and in the lives of people composing that society. This course is a unique concentration requirement of the Public Administration concentration in the Business Administration program.						
OST 248	Diagnostic Coding	01	02	00	02		PAD 152	Ethics in Government	03	00	00	03
Prerequisites: OST 142						Prerequisites: None						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This courses provides an in-depth study of diagnostic coding for the medical office. Emphasis is placed on ICD-9-CM codes used on superbills and other encounter forms. Upon completion, students should be able to apply the principles of diagnostic coding in the physician's office.						This course introduces the ethical issues and problems within the public administration field. Emphasis is placed on building analytical skills, stimulating moral imagination, and recognizing the discretionary power of the administrator's role. Upon completion, students should be able to understand the moral dimensions of public administrative decision making. This course is a unique concentration requirement of the Public Administration concentration in the Business Administration program.						
OST 284	Emerging Technologies	01	02	00	02		PAD 251	Public Finance & Budgeting	03	00	00	03
Prerequisites: ENG 111, OST 134 and OST 164						Prerequisites: None						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
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.						This course provides an overview of the public finance and budgeting processes used in the allocation of public resources to meet differing						

public interests. Topics include the political environment, government expenditures, revenues, taxation, budgetary process theories and techniques, and the relation of government finance to the economy. Upon completion, students should be able to recognize impacts of government revenue and expenditure policies and understand the role of budgeting in executing governmental policy. This course is a unique concentration requirement of the Public Administration concentration in the Business Administration program.

PAD 252 Public Policy Analysis 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course is a study of methods and techniques used to determine the effectiveness of public programs. Emphasis is placed on the concept of ecology and environmental impact, informal groups and information networks, and the relationship between public and private sectors. Upon completion, students should be able to analyze case studies with the use of political analysis techniques. This course is a unique concentration requirement of the Public Administration concentration in the Business Administration program.

PAD 253 Introduction to Urban Planning 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course includes an analysis of current urban problems and the forces responsible for urban and regional growth. Topics include historical perspectives on the planning approach to urban phenomena and the evaluation of current proposals dealing with aspects of the urban situation. Upon completion, students should be able to evaluate urban and regional growth problems through case study analysis.

PAD 254 Grant Writing 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course covers the basic techniques of successful grant writing. Topics include concept development, funding sources research, and writing skills relevant to the grants process. Upon completion, students should be able to demonstrate a basic understanding of the grants process.

PAD 255 Government Contracting 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course is a study of the nature, process, and legal ramifications of contracting with and for the federal government. Emphasis is placed on developing and writing bid specifications for contracts and on negotiating and working with contractors. Upon completion, students should be able to read, write, and interpret government contracts.

CLASS LAB CLINIC CREDIT
HRS HRS HRS HRS

PBT 100 Phlebotomy Technology 05 02 00 06

Prerequisites: None

Corequisites: PBT 101

Component: PBT 100C and PBT 100L

This course provides instruction in the skills needed for the proper collection of blood and other specimens used for diagnostic testing. Emphasis is placed on ethics, legalities, medical terminology, safety and universal precautions, health care delivery systems, patient relations, anatomy and physiology, and specimen collection. Upon completion, students should be able to demonstrate competence in the theoretical comprehension of phlebotomy techniques.

PBT 101 Phlebotomy Practicum 00 00 09 03

Prerequisites: None

Corequisites: PBT 100

Component: None

This course provides supervised experience in the performance of venipuncture and microcollection techniques in a clinical facility. Emphasis is placed on patient interaction and application of universal precautions, proper collection techniques, special procedures, specimen handling, and data management. Upon completion, students should be able to safely perform procedures necessary for specimen collections on patients in various health care settings.

PED 110 Fit and Well for Life 01 02 00 02

Prerequisites: None

Corequisites: None

Component: None

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 111 Physical Fitness I 00 03 00 01

Prerequisites: None

Corequisites: None

Component: None

This course provides an individualized approach to physical fitness utilizing the five major components. Emphasis is placed on the 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.

PED 112 Physical Fitness II 00 03 00 01

Prerequisites: PED 111

Corequisites: None

Component: None

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

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.				

PED 122	Yoga I	00	02	00	01
----------------	---------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course introduces the basic discipline of yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of yoga. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 123	Yoga II	00	02	00	01
----------------	----------------	-----------	-----------	-----------	-----------

Prerequisites: PED 122

Corequisites: None

Component: None

This course introduces more detailed aspects of the discipline of yoga. Topics include breathing and physical postures, relaxation, and mental concentration. Upon completion, students should be able to demonstrate advanced procedures of yoga. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 124	Run, Swim, Cycle	00	03	00	01
----------------	-------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course introduces the sport of the triathlon. Topics include the rules, equipment, and skills necessary for the triathlon. Upon completion, students should be able to participate in a triathlon competition. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 125	Self-Defense-Beginning	00	02	00	01
----------------	-------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 126	Self-Defense-Intermediate	00	02	00	01
----------------	----------------------------------	-----------	-----------	-----------	-----------

Prerequisites: PED 125

Corequisites: None

Component: None

This course is designed to aid students in building on the techniques and skills developed in PED 125. Emphasis is placed on the appropriate psychological and physiological responses to various encounters. Upon completion, students should be able to demonstrate intermediate skills in self-defense stances, blocks, punches, and kick combinations. This course has been approved to satisfy the

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
Comprehensive Articulation Agreement pre-major and/or elective course requirement.				

PED 127	Karate	00	03	00	01
----------------	---------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course introduces the martial arts using the Japanese Shotokan form. Topics include proper conditioning exercise, book control, proper terminology, historical foundations, and etiquette relating to karate. Upon completion, students should be able to perform line drill techniques and Kata for various ranks. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 128	Golf-Beginning	00	02	00	01
----------------	-----------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 129	Golf-Intermediate	00	02	00	01
----------------	--------------------------	-----------	-----------	-----------	-----------

Prerequisites: PED 128

Corequisites: None

Component: None

This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and course management. Upon completion, students should be able 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.

PED 130	Tennis-Beginning	00	02	00	01
----------------	-------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 131	Tennis-Intermediate	00	02	00	01
----------------	----------------------------	-----------	-----------	-----------	-----------

Prerequisites: PED 130

Corequisites: None

Component: None

This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies in singles and doubles play. Upon completion, students should be able to play com-

petitive tennis. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 132 Racquetball-Beginning 00 02 00 01

Prerequisites: None
Corequisites: None
Component: None

This course introduces the fundamentals of racquetball. Emphasis is placed on rules, fundamentals, and strategies of beginning racquetball. Upon completion, students should be able to play recreational racquetball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 133 Racquetball-Intermediate 00 02 00 01

Prerequisites: PED 132
Corequisites: None
Component: None

This course covers more advanced racquetball techniques. Emphasis is placed on refining basic skills, performing advanced shots, and playing strategies for singles and doubles. Upon completion, students should be able to play competitive racquetball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 135 Fencing-Beginning 00 02 00 01

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.

PED 136 Fencing-Intermediate 00 02 00 01

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.

PED 137 Badminton 00 02 00 01

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.

PED 138 Archery 00 02 00 01

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.

PED 139 Bowling-Beginning 00 02 00 01

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.

PED 140 Bowling-Intermediate 00 02 00 01

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.

PED 141 Tumbling and Gymnastics 00 02 00 01

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.

PED 142 Lifetime Sports 00 02 00 01

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.

PED 143 Volleyball-Beginning 00 02 00 01

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.

PED 144 Volleyball-Intermediate 00 02 00 01

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.

PED 145 Basketball-Beginning 00 02 00 01

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.

PED 146 Basketball-Intermediate 00 02 00 01

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.

PED 147 Soccer 00 02 00 01

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.

CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
-----------	---------	------------	------------

PED 148 Softball 00 02 00 01

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.

PED 149 Flag Football 00 02 00 01

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.

PED 150 Baseball/Beginning 00 03 00 01

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.

PED 151 Baseball/Intermediate 00 03 00 01

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.

PED 152 Swimming-Beginning 00 02 00 01

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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		
PED 153	Swimming-Intermediate	00	02	00	01		PED 160	Canoeing-Basic	00	02	00	01
Prerequisites: PED 152						Prerequisites: PED 152						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course is designed for those who have mastered basic swimming skills. Emphasis is placed on refining basic skills and learning new swim strokes. Upon completion, students should be able to demonstrate the four basic strokes, the scissors kick, the underwater swim, and other related skills. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.						This course provides basic instruction for the beginning canoeist. Emphasis is placed on safe and correct handling of the canoe and rescue skills. Upon completion, students should be able to demonstrate basic canoeing, safe-handling, and self-rescue skills. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.						
PED 154	Swimming for Fitness	00	03	00	01		PED 161	Canoeing-Rivers	00	02	00	01
Prerequisites: PED 152						Prerequisites: PED 160						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course introduces lap swimming, aquacises, water activities, and games. Emphasis is placed on increasing cardiovascular efficiency through aquatic exercise. Upon completion, students should be able to develop an individualized aquatic fitness program. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.						This course provides practice in the basic skills of river and white-water 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.						
PED 155	Water Aerobics	00	03	00	03		PED 163	Kayaking-Basic	00	02	00	01
Prerequisites: None						Prerequisites: PED 152						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course introduces rhythmic aerobic activities performed in water. Emphasis is placed on increasing cardiovascular fitness levels, muscular strength, muscular endurance, and flexibility. Upon completion, students should be able to participate in an individually-paced exercise program. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.						This course is designed to teach the basic skills of kayaking. Topics include forward and reverse strokes, sweeps, Eskimo roll, and self-rescue skills. Upon completion, students should be able to maneuver and demonstrate safe kayaking practices. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.						
PED 156	Scuba Diving	00	02	00	01		PED 164	Kayaking-Whitewater	00	02	00	01
Prerequisites: PED 153 or proficiency at the intermediate level						Prerequisites: PED 163						
Corequisites: None						Corequisites: None						
Component: 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.						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.						
PED 158	Whitewater Rafting	00	02	00	01		PED 169	Orienteering	00	02	00	01
Prerequisites: PED 152						Prerequisites: None						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course covers the skills necessary to safely participate in white-water 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.						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						

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PED 250	Officiating/Basketball/ Volleyball	01	02	00	02	demonstrate competent coaching skills in football. 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 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.										
PED 251	Officiating/Football/ Soccer	01	02	00	02					
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.										
PED 252	Officiating/Baseball/ Softball	01	02	00	02					
Prerequisites: None										
Corequisites: None										
Component: None										
This course introduces the rules and techniques for sports officiating in baseball and softball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in baseball and softball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.										
PED 254	Coaching Basketball	01	02	00	02					
Prerequisites: None										
Corequisites: None										
Component: None										
This course introduces the theory and methods of coaching basketball. Emphasis is placed on rules, game strategies, and selected techniques of coaching basketball. Upon completion, students should be able to demonstrate competent coaching skills in basketball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.										
PED 255	Coaching Football	01	02	00	02					
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										
PED 256	Coaching Baseball	01	02	00	02					
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.										
PED 257	Coaching Soccer	01	02	00	01					
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.										
PED 259	Prevention & Care of Athletic Injuries	01	02	00	02					
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.										
PED 260	Lifeguard Training	01	02	00	02					
Prerequisites: PED 153										
Corequisites: None										
Component: None										
This course covers the skills, knowledge, and techniques of lifesaving and lifeguarding. Topics include identifying and minimizing aquatic hazards, recognizing and effectively rescuing people in distress, and developing safety skills. Upon completion, students should be able to demonstrate skills, knowledge, and techniques of lifesaving and lifeguarding to pass American Red Cross lifeguarding certification. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.										

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS			CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		
PHI 210	History of Philosophy	03	00	00	03			PHI 230	Introduction to Logic	03	00	00	03
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 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.							
PHI 215	Philosophical Issues	03	00	00	03			PHI 240	Introduction to Ethics	03	00	00	03
Prerequisites: ENG 111						Prerequisites: ENG 111							
Corequisites: None						Corequisites: None							
Component: 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.						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.							
PHI 220	Western Philosophy I	03	00	00	03			PHM 110	Introduction to Pharmacy	03	00	00	03
Prerequisites: ENG 111						Prerequisites: Departmental Approval							
Corequisites: None						Corequisites: PHM 111, PHM 115, and PHM 115A							
Component: 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.						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.							
PHI 221	Western Philosophy II	03	00	00	03			PHM 111	Pharmacy Practice I	03	03	00	04
Prerequisites: ENG 111						Prerequisites: Departmental Approval							
Corequisites: None						Corequisites: PHM 110, PHM 115, and PHM 115A							
Component: None						Component: None							
This course covers Western intellectual and philosophic thought from post-medievalists through recent thinkers. Emphasis is placed on such figures as Descartes, Spinoza, Leibnitz, Locke, Berkeley, Hume, Kant, Hegel, Marx, Mill, and representatives of pragmatism, logical positivism, and existentialism. Upon completion, students should be able to trace the development of leading ideas concerning knowledge, reality, science, society, and the limits of reason. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.						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.							

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PHM 115 Pharmacy Calculations	03	00	00	03

Prerequisites: Departmental Approval

Corequisites: PHM 110, PHM 111 and PHM 115A

Component: None

This course provides an introduction to the metric, avoirdupois, and apothecary systems of measurement and the calculations used in pharmacy practice. Topics include ratio and proportion, dosage determinations, percentage preparations, reducing and enlarging formulas, dilution and concentration, aliquots, specific gravity and density, and flow rates. Upon completion, students should be able to correctly perform calculations required to properly prepare a medication order.

PHM 115A Pharmacy Calculations Lab	00	02	00	01
---	-----------	-----------	-----------	-----------

Prerequisites: Department Approval

Corequisites: PHM 110, PHM 111, and PHM 115

Component: None

This course provides an opportunity to practice and perform calculations encountered in pharmacy practice. Emphasis is placed on ratio and proportion, dosage calculations, percentage, reduction/enlargement formulas, aliquots, flow rates, and specific gravity/density. Upon completion, students should be able to perform the calculations required to properly prepare a medication order.

PHM 118 Sterile Products	03	03	00	04
---------------------------------	-----------	-----------	-----------	-----------

Prerequisites: PHM 110, PHM 111, PHM 115, and PHM 115A

Corequisites: PHM 120, PHM 136, and PHM 155

Component: None

This course provides an introduction to intravenous admixture preparation and other sterile products, including total parenteral nutrition and chemotherapy. Topics include aseptic techniques; facilities, equipment, and supplies utilized in admixture preparation; 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.

PHM 120 Pharmacology I	03	00	00	03
-------------------------------	-----------	-----------	-----------	-----------

Prerequisites: PHM 110, PHM 111, PHM 115, and PHM 115A

Corequisites: PHM 118, PHM 136, and PHM 155

Component: None

This course introduces the study of the properties, effects, and therapeutic value of the primary agents in the major drug categories. Topics include nutritional products, blood modifiers, hormones, diuretics, cardiovascular agents, respiratory drugs, and gastrointestinal agents. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names.

PHM 125 Pharmacology II	03	00	00	03
--------------------------------	-----------	-----------	-----------	-----------

Prerequisites: PHM 120

Corequisites: PHM 132 and PHM 140

Component: None

This course provides a continuation of the study of the properties, effects, and therapeutic value of the primary agents in the major drug categories. Topics include autonomic and central nervous system

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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.				

PHM 132 Pharmacy Clinical	00	00	06	02
----------------------------------	-----------	-----------	-----------	-----------

Prerequisites: PHM 136

Corequisites: PHM 125 and PHM 140

Component: None

This course provides an opportunity to work in pharmacy settings under a pharmacist's supervision. Emphasis is placed on effective communication with personnel, developing proper employee attitude, and dispensing of medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and efficiently operate computers.

PHM 136 Pharmacy Clinical	00	00	18	06
----------------------------------	-----------	-----------	-----------	-----------

Prerequisites: PHM 110, PHM 111, PHM 115, and PHM 115A

Corequisites: PHM 118, PHM 120 and PHM 155

Component: None

This course 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.

PHM 140 Trends in Pharmacy	02	00	00	02
-----------------------------------	-----------	-----------	-----------	-----------

Prerequisites: PHM 136

Corequisites: PHM 125 and PHM 132

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.

PHM 155 Community Pharmacy	02	02	00	03
-----------------------------------	-----------	-----------	-----------	-----------

Prerequisites: PHM 110, PHM 111, PHM 115, and PHM 115A

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.

PHS 110 Basic Physical Science	03	02	00	04
---------------------------------------	-----------	-----------	-----------	-----------

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.

PHS 111 Physical Science I 03 02 00 04

Prerequisites: None

Corequisites: None

Component: None

This course covers the general principles of chemistry and geology. Topics include measurement, matter, chemical reactions, and geological concepts. Upon completion, students should be able to perform metric measurements, describe chemical composition and reactions, and explain these in relation to the earth's composition.

PHS 112 Physical Science II 03 02 00 04

Prerequisites: None

Corequisites: None

Component: None

This course covers the general principles of physics, astronomy, and meteorology. Topics include measurement, mechanics, forces, heat, light, sound, electricity, descriptive astronomy, and weather. Upon completion, students should be able to measure and analyze the forces and energy, describe the composition of the universe, and explain basic meteorology.

PHS 121 Applied Physical Science I 03 02 00 04

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.

PHS 122 Applied Physical Science II 03 02 00 04

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.

PHS 130 Earth Science 03 02 00 04

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.

PHS 140 Weather and Climate 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course introduces the nature, origin, processes, and dynamics of the earth's atmospheric environment. Topics include general weather patterns, climate, and ecological influences on the atmosphere. Upon completion, students should be able to demonstrate an understanding of weather formation, precipitation, storm patterns, and processes of atmospheric pollution. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PHY 110 Conceptual Physics 03 00 00 03

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.

PHY 110A Conceptual Physics Lab 00 02 00 01

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.

PHY 121 Applied Physics I 03 02 00 04

Prerequisites: None

Corequisites: None

Component: PHY 121C, PHY 121L

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,

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
POL 120	American Government	03	00	00	03

Prerequisites: None

Corequisites: None

Component: None

This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

POL 130	State & Local Government	03	00	00	03
----------------	-------------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional, and local governments of North Carolina. Upon completion, students should be able to identify and discuss various problems associated with intergovernmental politics and their effect on the community and the individual. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

POL 210	Comparative Government	03	00	00	03
----------------	-------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course provides a cross-national perspective on the government and politics of contemporary nations such as Great Britain, France, Germany, and Russia. Topics include each country's historical uniqueness, key institutions, attitudes and ideologies, patterns of interaction, and current political problems. Upon completion, students should be able to identify and compare various nations' governmental structures, processes, ideologies, and capacity to resolve major problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

POL 220	International Relations	03	00	00	03
----------------	--------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course provides a study of the effects of ideologies, trade, armaments, and alliances on relations among nation-states. Emphasis is placed on regional and global cooperation and conflict, economic development, trade, non-governmental organizations, and international institutions such as the World Court and UN. Upon completion, students should be able to identify and discuss major international relationships, institutions, and problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
POS 110	POS History & Organization	03	00	00	03

Prerequisites: None

Corequisites: None

Component: None

This course covers the history and organization of the US Postal Service. Topics include postal service history, policies, philosophies, regulations, rules, and organization. Upon completion, students should be able to explain the history and organization of the US Postal Service.

POS 115	Processing and Distribution	03	00	00	03
----------------	------------------------------------	-----------	-----------	-----------	-----------

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.

POS 120	Postal Operations Support	03	00	00	03
----------------	----------------------------------	-----------	-----------	-----------	-----------

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.

POS 125	Postal Delivery/Collection	03	00	00	03
----------------	-----------------------------------	-----------	-----------	-----------	-----------

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.

POS 130	POS Support & Finance	03	00	00	03
----------------	----------------------------------	-----------	-----------	-----------	-----------

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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
POS 135 Officer-in-Charge Training	03	00	00	03

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.

PSY 101 Applied Psychology	03	00	00	03
-----------------------------------	-----------	-----------	-----------	-----------

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.

PSY 110 Life Span Development	03	00	00	03
--------------------------------------	-----------	-----------	-----------	-----------

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.

PSY 118 Interpersonal Psychology	03	00	00	03
---	-----------	-----------	-----------	-----------

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.

PSY 141 Psychology of Death and Dying	03	00	00	03
--	-----------	-----------	-----------	-----------

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.

PSY 150 General Psychology	03	00	00	03
-----------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

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.

PSY 211 Psychology of Adjustment	03	00	00	03
---	-----------	-----------	-----------	-----------

Prerequisites: PSY 150

Corequisites: None

Component: None

This course introduces the study of the adjustment process focusing on contemporary challenges individuals must deal with in everyday life. Topics include theories of behavior, career choices, self-understanding, coping mechanisms, human relationships, intimacy, socio-cultural factors influencing healthy personal adjustment, and other related topics. Upon completion, students should be able to demonstrate an awareness of the processes of adjustment. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PSY 237 Social Psychology	03	00	00	03
----------------------------------	-----------	-----------	-----------	-----------

Prerequisites: PSY 150 or SOC 210

Corequisites: None

Component: None

This course introduces the study of individual behavior within social contexts. Topics include affiliation, attitude formation and change, conformity, altruism, aggression, attribution, interpersonal attraction, and group behavior. Upon completion, students should be able to demonstrate an understanding of the basic principles of social influences on behavior. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

PSY 239 Psychology of Personality	03	00	00	03
--	-----------	-----------	-----------	-----------

Prerequisites: PSY 150

Corequisites: None

Component: None

This course covers major personality theories and personality research methods. Topics include psychoanalytic, behavioristic, social learning, cognitive, humanistic, and trait theories including supporting research. Upon completion, students should be able to compare and contrast traditional and contemporary approaches to the understanding of individual differences in human behavior. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		
PSY 241	Developmental Psychology	03	00	00	03		PSY 249	Psychology of Aging	03	00	00	03
Prerequisites: PSY 150						Prerequisites: PSY 150						
Corequisites: None						Corequisites: None						
Component: 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.						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.						
PSY 243	Child Psychology	03	00	00	03		PSY 255	Introduction to Exceptionality	03	00	00	03
Prerequisites: PSY 150						Prerequisites: PSY 150						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course provides an overview of physical, cognitive, and psychosocial development from conception through adolescence. Topics include theories and research, interaction of biological and environmental factors, language development, learning and cognitive processes, social relations, and moral development. Upon completion, students should be able to identify typical and atypical childhood behavior patterns as well as appropriate strategies for interacting with children. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.						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.						
PSY 246	Adolescent Psychology	03	00	00	03		PSY 259	Human Sexuality	03	00	00	03
Prerequisites: PHY 150						Prerequisites: PSY 150						
Corequisites: None						Corequisites: None						
Component: 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.						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.						
PSY 247	Psychology of Adulthood	03	00	00	03		PSY 263	Educational Psychology	03	00	00	03
Prerequisites: PSY 150						Prerequisites: PSY 150						
Corequisites: None						Corequisites: None						
Component: 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.						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.						

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS			CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PSY 265	Behavioral Modification	03	00	00	03	PTA 110	Introduction to Physical Therapy	02	03	00	03
Prerequisites: PSY 150						Prerequisites: Departmental Approval					
Corequisites: None						Corequisites: PHY 125 and PTA 130					
Component: 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.						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.					
PSY 271	Sports Psychology	03	00	00	03	PTA 120	Functional Anatomy	01	06	00	03
Prerequisites: PSY 150						Prerequisites: PTA 110					
Corequisites: None						Corequisites: PTA 140 and PTA 150					
Component: 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.						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.					
PSY 275	Health Psychology	03	00	00	03	PTA 130	Physical Therapy Procedures I	01	06	00	03
Prerequisites: PSY 150						Prerequisites: None					
Corequisites: None						Corequisites: PHY 125 and PTA 110					
Component: 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.						This course covers superficial thermal agents, massage, ultrasound, and documentation methods. Emphasis is placed on physiological effects, indications, contraindications, and skilled applications of heat, cold, ultrasound, massage, and documentation. Upon completion, students should be able to safely, correctly, and effectively apply these techniques and procedures.					
PSY 281	Abnormal Psychology	03	00	00	03	PTA 140	Therapeutic Exercise	02	06	00	04
Prerequisites: PSY 150						Prerequisites: PTA 110					
Corequisites: None						Corequisites: PTA 120 and PTA 150					
Component: 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.						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.					
						PTA 150	Physical Therapy Procedures II	01	06	00	03
						Prerequisites: PTA 130 and SOC 210					
						Corequisites: PTA 120 and PTA 140					
						Component: None					
						This course, a continuation of PTA 130, emphasizes the theory and practice of electrotherapy, ultraviolet, hydrotherapy, wound and burn care, and deep heating modalities. Topics include application of deep heating modalities, aquatic therapy, edema reduction, high and low					

frequency currents, and biofeedback. Upon completion, students should be able to apply these modalities and treatment techniques effectively and safely and demonstrate knowledge of physiological principles involved.

PTA 160 Physical Therapy Procedures III 02 03 00 03

Prerequisites: PTA 150
Corequisites: PTA 170 and PTA 180A
Component: None

This course introduces treatment and measurement techniques and discusses treatment programs for neuromusculoskeletal dysfunction and injury. Topics include soft tissue and joint dysfunction; assessment of girth, volume, length, sensation, pain, and muscle strength; and selected exercise programs. Upon completion, students should be able to measure strength and joint motion and identify methods to assess sensation, pain, volume, girth, length, and gait abnormalities.

PTA 170 Pathophysiology 03 00 00 03

Prerequisites: None
Corequisites: PTA 160 and PTA 180A
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.

PTA 180 PTA Clinical Education Introduction 00 00 09 03

Prerequisites: Departmental Approval
Corequisites: None
Component: PTA 180A, PTA 180B

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.

PTA 212 Health Care/Resources 02 00 00 02

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.

CLASS LAB CLINIC CREDIT
HRS HRS HRS HRS

CLASS LAB CLINIC CREDIT
HRS HRS HRS HRS

PTA 222 Professional Interactions 02 00 00 02

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.

PTA 240 Physical Therapy Procedures IV 03 06 00 05

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.

PTA 260 Advanced PTA Clinical Education 00 00 30 10

Prerequisites: PTA 180A and PTA 180B
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.

RAD 110 RAD Introduction & Patient Care 02 03 00 03

Prerequisites: Departmental Approval
Corequisites: None
Component: RAD 110C, RAD 110L

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.

RAD 111 RAD Procedures I 03 03 00 04

Prerequisites: Departmental Approval
Corequisites: All courses required: RAD 110, RAD 151 and RAD 183
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

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS			CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
completion, students should be able to demonstrate competence in these areas.											
RAD 112	RAD Procedures II	03	03	00	04			00	00	15	05
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.											
RAD 121	Radiographic Imaging I	02	03	00	03						
Prerequisites:	All courses required: RAD 110, RAD 111 and RAD 151										
Corequisites:	RAD 112 and RAD 161										
Component:	None										
This course covers factors of image quality and methods of exposure control. Topics include density, contrast, recorded detail, distortion, technique charts, manual and automatic exposure control, and tube rating charts. Upon completion, students should be able to demonstrate an understanding of exposure control and the effects of exposure factors on image quality.											
RAD 122	Radiographic Imaging II	01	03	00	02						
Prerequisites:	All courses required: RAD 112, RAD 121 and RAD 161										
Corequisites:	RAD 131 and RAD 171										
Component:	None										
This course covers image receptor systems and processing principles. Topics include film, film storage, processing, intensifying screens, grids, and beam limitation. Upon completion, students should be able to demonstrate the principles of selection and usage of imaging accessories to produce quality images.											
RAD 131	Radiographic Physics I	01	03	00	02						
Prerequisites:	All courses required: RAD 112, RAD 121 and RAD 161										
Corequisites:	RAD 122 and RAD 171										
Component:	None										
This course introduces the fundamental principles of physics that underlie diagnostic X-ray production and radiography. Topics include electromagnetic waves, electricity and magnetism, electrical energy, and power and circuits as they relate to radiography. Upon completion, students should be able to demonstrate an understanding of basic principles of physics as they relate to the operation of radiographic equipment.											
RAD 151	RAD Clinical Ed I	00	00	06	02						
Prerequisites:	Departmental Approval										
Corequisites:	All courses required: RAD 110, RAD 111 and RAD 183										
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.											
RAD 161	RAD Clinical Ed II	00	00	15	05						
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.											
RAD 171	RAD Clinical Ed III	00	00	12	04						
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.											
RAD 183	RAD Clinical Elective	00	00	09	03						
Prerequisites:	None										
Corequisites:	All courses required: RAD 110, RAD 111 and RAD 151										
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.											
RAD 211	RAD Procedures III	02	03	00	03						
Prerequisites:	RAD 122										
Corequisites:	All courses required: RAD 121, 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, pathology, and advanced imaging. Upon completion, students should be able to demonstrate competence in these areas.											
RAD 231	Radiographic Physics II	01	03	00	02						
Prerequisites:	RAD 171										
Corequisites:	All courses required: RAD 211, RAD 241 and RAD 251										
Component:	None										
This course continues the study of physics that underlie diagnostic X-ray production and radiographic and fluoroscopic equipment. Topics include X-ray production, electromagnetic interactions with matter, X-ray devices, equipment circuitry, targets, filtration, and dosimetry. Upon completion, students should be able to demonstrate an understanding of the application of physical concepts as related to image production.											

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
RAD 241	Radiation Protection	02	00	00	02					
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.										
RAD 245	Radiographic Analysis	02	03	00	03					
Prerequisites: RAD 251										
Corequisites: RAD 261 and RAD 281										
Component: None										
This course provides an overview of imaging concepts and introduces methods of quality assurance. Topics include a systematic approach for image evaluation and analysis of imaging service and quality assurance. Upon completion, students should be able to establish and administer a quality assurance program and conduct a critical review of images.										
RAD 251	RAD Clinical Ed IV	00	00	21	07					
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.										
RAD 261	RAD Clinical Ed V	00	00	21	07					
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.										
RAD 281	RAD Clinical Elective	00	00	03	01					
Prerequisites: Department Approval										
Corequisites: All courses required: AD 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.										
RCP 110	Introduction to Respiratory Care					03	03	00	04	
Prerequisites: Departmental Approval										
Corequisites: 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.										
RCP 111	Therapeutics/Diagnostics	04	03	00	05					
Prerequisites: RCP 110										
Corequisites: 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.										
RCP 113	RCP Pharmacology	02	00	00	02					
Prerequisites: None										
Corequisites: RCP 110										
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.										
RCP 114	C-P Anatomy & Physiology	03	00	00	03					
Prerequisites: A set of courses is required: BIO 163 or BIO 168C, BIO 168L and BIO 169C, BIO 169L										
Corequisites: 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.										
RCP 115	C-P Pathophysiology	02	00	00	02					
Prerequisites: A set of courses is required: BIO 163 or BIO 168C, BIO 168L and BIO 169C, BIO 169L										
Corequisites: None										
Component: None										
This course introduces the etiology, pathogenesis, and physiology of cardiopulmonary diseases and disorders. Emphasis is placed on clinical signs and symptoms along with diagnoses, complications, prognoses, and management. Upon completion, students should be able to demonstrate competence in these concepts through written evaluations.										

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
RCP 133	RCP Clinical Practice I	00	00	09	03	demonstrate competence in these concepts through written and laboratory evaluations.				
Prerequisites: Enrollment in RCP										
Corequisites: RCP 110										
Component: None										
This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.										
RCP 142	RCP Clinical Practice II	00	00	06	02					
Prerequisites: RCP 110 and RCP 133										
Corequisites: RCP 111										
Component: None										
This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.										
RCP 156	RCP Clinical Practice III	00	00	18	06					
Prerequisites: RCP 111 and RCP 142										
Corequisites: None										
Component: None										
This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.										
RCP 210	Critical Care Concepts	03	03	00	04					
Prerequisites: RCP 223										
Corequisites: None										
Component: None										
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.										
RCP 211	Advanced Monitoring/ Procedures	03	03	00	04					
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.										
RCP 214	Neonatal/Pediatric RC	01	03	00	02					
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										
RCP 223	Special Practice Lab	00	03	00	01					
Prerequisites: RCP 111 and BIO 175										
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.										
RCP 237	RCP Clinical Practice IV	00	00	21	07					
Prerequisites: RCP 111 and RCP 156										
Corequisites: RCP 210										
Component: None										
This course provides advanced practitioner clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.										
REA 101	Introduction Real Estate Appraisal R-1	02	00	00	02					
Prerequisites: None										
Corequisites: None										
Component: None										
This course introduces the entire valuation process, with specific coverage of residential neighborhood and property analysis. Topics include basic real property law, concepts of value and operation of real estate markets, mathematical and statistical concepts, finance, and residential construction/design. Upon completion, students should be able to demonstrate adequate preparation for REA 102. This course is required for the Real Estate Appraisal certificate program.										
REA 102	Valuation Principles & Practice R-2	02	00	00	02					
Prerequisites: REA 101										
Corequisites: None										
Component: None										
This course introduces procedures used to develop an estimate of value and how the various principles of value relate to the application of such procedures. Topics include the sales comparison approach, site valuation, sales comparison, the cost approach, the income approach, and reconciliation. Upon completion, students should be able to complete the Uniform Residential Appraisal Report (URAR). This course is required for the Real Estate Appraisal certificate program.										
REA 103	Applied Residential Property Values R-3	01	00	00	01					
Prerequisites: REA 102										
Corequisites: None										
Component: None										
This course covers the laws and standards practiced by appraisers in the appraisal of residential 1-4 unit properties and small farms. Topics include Financial Institutions Reform and Recovery Enforcement										

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS			CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
REC 120	Introduction Special Populations	03	00	00	03			01	02	00	02
	Prerequisites: None										
	Corequisites: None										
	Component: None										
	This course introduces a variety of special populations and conditions that may be encountered in therapeutic recreation environments. Topics include mental retardation, mental illness, communication disorders, as well as many specific physical and muscular conditions. Upon completion, students should be able to define and identify characteristics of special conditions and locate corresponding treatment locations within the community.										
REC 122	Program Administration	03	00	00	03			01	02	00	02
	Prerequisites: REC 110										
	Corequisites: None										
	Component: None										
	This course covers the organization and implementation of recreational programs. Topics include schedules and budgets, group dynamics, problem-solving techniques, and leadership roles. Upon completion, students should be able to construct schedules for facilities and personnel, prepare budgets and cost analysis, and demonstrate leadership characteristics and problem-solving techniques.										
REC 123	Intramural Management	01	03	00	02			01	02	00	02
	Prerequisites: None										
	Corequisites: None										
	Component: None										
	This course covers management of intramural programs. Emphasis is placed on promoting and tracking within the intramural structure and conducting and implementing tournament play, including administration of the campus intramural program. Upon completion, students should be able to demonstrate skills in selecting appropriate activities and scheduling and conducting tournaments.										
REC 124	Social Recreational Activities	01	02	00	02			01	02	00	02
	Prerequisites: None										
	Corequisites: None										
	Component: None										
	This course covers planning, organizing, and leading social recreational activities and programs. Emphasis is placed on understanding group dynamics and incorporating these techniques in social activities. Upon completion, students should be able to organize and carry out social events for all age groups in various social settings.										
REC 125	Public Relations	01	03	00	02			01	02	00	02
	Prerequisites: One course required: CIS 110, CIS 111 or CIS 113										
	Corequisites: None										
	Component: None										
	This course covers the creation of marketing materials used in promoting recreational programs. Topics include computer-generated flyers, posters, newsletters, pamphlets, and brochures; video presentations; and interview skills. Upon completion, students should be able to demonstrate computer skills, video techniques, and other marketing tools used in promoting recreational programs.										
REC 126	Outdoor Recreation	01	02	00	02			01	02	00	02
	Prerequisites: None										
	Corequisites: None										
	Component: None										
	This course introduces outdoor recreation and its relationship to our natural surroundings. Emphasis is placed on conservation, wildlife, nature, community resources, and federal and state regulatory agencies. Upon completion, students should be able to plan, organize, and conduct activities in an outdoor natural environment.										
REC 127	Team Sports & Games	01	02	00	02			01	02	00	02
	Prerequisites: None										
	Corequisites: None										
	Component: None										
	This course covers the basic rules, skills, and terminology of selected team sports that are popular in recreation settings. Emphasis is placed on organization, administration, and promotion of sports. Upon completion, students should be able to demonstrate knowledge of the basics of team sports and be able to evaluate a good team sports program.										
REC 128	Individual Sports & Games	01	02	00	02			01	02	00	02
	Prerequisites: None										
	Corequisites: None										
	Component: None										
	This course covers individual sports and games. Emphasis is placed on skills, rules, equipment, and proper teaching techniques. Upon completion, students should be able to demonstrate the proper techniques necessary to lead others in individual activities.										
REC 129	Fitness Management	02	03	00	03			02	03	00	03
	Prerequisites: None										
	Corequisites: None										
	Component: None										
	This course introduces basic fitness principles and evaluation techniques for progressive maintenance programming. Emphasis is placed on testing for physical fitness, cardiovascular conditioning, evaluation of isometric and isotonic strength, and assessing exercise programs for lifetime value. Upon completion, students should be able to assess fitness programs for their personal use and plan programs for public use in various recreational settings.										
REC 131	Principles of Motor Development	03	00	00	03			03	00	00	03
	Prerequisites: None										
	Corequisites: None										
	Component: None										
	This course covers principles of motor development. Topics include prenatal development; reflexive, rudimentary, and fundamental motor development; and basic motor skills patterns. Upon completion, students should be able to identify the sequential development of fundamental movements, motor patterns, and sports skills.										

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		
REC 192	Selected Topics in Recreation	02	00	00	02		REC 222	Commercial Recreation & Tourism	03	00	00	03
Prerequisites: Departmental Approval						Prerequisites: None						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course provides an opportunity to explore areas of current interest in recreation. 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 covers job opportunities in the tourism industry. Emphasis is placed on the economic impact of tourism in communities and the job opportunities available through commercial activities. Upon completion, students should be able to describe the economic impact and commercial recreation endeavors within the state.						
REC 214	Camp Administration	03	02	00	04		REC 224	Leisure & the Aging	02	02	00	03
Prerequisites: None						Prerequisites: None						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course covers the skills and knowledge necessary to work effectively in outdoor camping environments. Emphasis is placed on layout and design of a camp setting and programming outdoor activities and nature skills. Upon completion, students should be able to plan and conduct recreational activities for day and residential camping environments.						This course covers the basic components of planning leisure programs for older adults. Emphasis is placed on needs and capabilities of older adults, programming techniques, and leadership skills. Upon completion, students should be able to initiate, direct, and coordinate personnel and carry out activities for older adults.						
REC 216	Recreational Arts & Crafts	01	03	00	02		REC 226	Pathways to Wellness	03	00	00	03
Prerequisites: None						Prerequisites: None						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course covers the various art media with particular emphasis on their use in recreational settings. Emphasis is placed on practical hands-on experience in age-related multimedia art activities. Upon completion, students should be able to demonstrate teaching techniques and acquired hands-on skills.						This course introduces the concept of total wellness by making lifestyle changes so that spiritual, mental, and social well-being are attained. Emphasis is placed on current health information and setting health goals and objectives to attain total well-being. Upon completion, students should be able to make positive changes in attaining personal and family wellness.						
REC 217	Maintenance/Facility Management	02	02	00	03		REC 228	Volunteer Services	01	03	00	02
Prerequisites: None						Prerequisites: None						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course provides hands-on experience in maintaining equipment and managing a recreational facility. Emphasis is placed on the use of indoor and outdoor recreational facilities and equipment. Upon completion, students should be able to lay out a recreational environment, including equipment that meets safety standards.						This course provides an overview of volunteer possibilities and opportunities for volunteer activities. Emphasis is placed on volunteer characteristics, locations where volunteers are used, and actual volunteering activities. Upon completion, students should be able to state the importance of volunteering and demonstrate capabilities of volunteering in actual locations.						
REC 218	Cultural Programs	01	03	00	02		RED 070	Essential Reading Skills	03	02	00	04
Prerequisites: None						Prerequisites: Placement						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course provides a general knowledge of music, dance, and drama required for cultural programming. Emphasis is placed on activity planning and practical skills in cultural arts. Upon completion, students should be able to discuss values, scope, and organizational patterns for cultural programming.						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.						

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		
RED 080	Introduction to College Reading	03	02	00	04		REL 211	Introduction to Old Testament	03	00	00	03
Prerequisites: RED 070 or COMPASS Reading Score of 57						Prerequisites: None						
Corequisites: None						Corequisites: None						
Component: 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.						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.						
RED 090	Improved College Reading	03	02	00	04		REL 212	Introduction to New Testament	03	00	00	03
Prerequisites: RED 080 or COMPASS Reading Score of 68						Prerequisites: None						
Corequisites: None						Corequisites: None						
Component: 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.						This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.						
REL 110	World Religions	03	00	00	03		REL 221	Religion in America	03	00	00	03
Prerequisites: None						Prerequisites: None						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.						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.						
REL 111	Eastern Religions	03	00	00	03		RLS 112	Real Estate Fundamentals	05	00	00	05
Prerequisites: None						Prerequisites: None						
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 provides basic instruction in real estate principles and practices. Topics include law, finance, brokerage, closing, valuation, management, taxation, mathematics, construction, land use, property insurance, and NC License Law and Commission Rules. Upon completion, students should be able to demonstrate basic knowledge and skills necessary for real estate sales.						
REL 112	Western Religions	03	00	00	03							
Prerequisites: None												
Corequisites: None												
Component: None												
This course introduces the major western religious traditions. Topics include Zoroastrianism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.												

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		
RLS 113	Real Estate Mathematics	02	00	00	02		RLS 212	Real Property Management	02	00	00	02
Prerequisites: None						Prerequisites: RLS 112						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course provides basic instruction in business mathematics applicable to real estate situations. Topics include area computations, percentage of profit/loss, bookkeeping and accounting methods, appreciation and depreciation, financial calculations and interest yields, property valuation, insurance, taxes, and commissions. Upon completion, students should be able to demonstrate proficiency in applied real estate mathematics.						This course covers the principles and practices employed in the management of income-producing properties. Topics include accounting and budgeting techniques, leases and contracts, tenant selection, marketing and investment analysis, and other responsibilities of the property manager. Upon completion, students should be able to read and analyze a property management plan.						
RLS 114	Real Estate Brokerage	02	00	00	02		RLS 214	Construction Methods/ Materials	02	02	00	03
Prerequisites: RLS 112 or current Real Estate license						Prerequisites: None						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course provides basic instruction in the various real estate brokerage operations, including trust account records and procedures. Topics include establishing a brokerage firm, management concepts and practices, personnel and training, property management, advertising and publicity, records and bookkeeping systems, and financial operations. Upon completion, students should be able to establish, operate, and manage a realty brokerage practice in a manner which protects and serves the public interest.						This course introduces the design of residential structures and the materials, methods, and systems utilized in their construction. Topics include architectural and site considerations, building codes and inspections, cooling and heating systems, and interior/exterior materials. Upon completion, students should be able to identify architectural styles, cabinetry, doors, roofs, windows, and interior/exterior materials and describe environmental concerns.						
RLS 115	Real Estate Finance	02	00	00	02		RLS 216	Land Use Controls	02	00	00	02
Prerequisites: RLS 112 or current Real Estate License						Prerequisites: RLS 112						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course provides advanced instruction in financing real estate transactions and real property valuation. Topics include sources of mortgage funds, financing instruments, mortgage types, loan underwriting, essential mathematics, and property valuation. Upon completion, students should be able to demonstrate knowledge of real estate finance necessary to act as real estate brokers.						This course analyzes private and public issues germane to the "highest and best use" of real property. Topics include the property survey, zoning ordinances, financing, and other considerations appropriate to the development of real property. Upon completion, students should be able to explain public policies and considerations regarding the uses and development of private property.						
RLS 116	Real Estate Law	02	00	00	02		RLS 218	Introduction Real Property Valuation	02	00	00	02
Prerequisites: RLS 112 or current Real Estate License						Prerequisites: None						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course provides advanced instruction in legal aspects of real estate brokerage. Topics include property ownership and interests, brokerage relationships, agency law, contracts, settlement statements, and NC License Law and Commission Rules. Upon completion, students should be able to demonstrate knowledge of laws relating to real estate brokerage necessary to act as real estate brokers.						This course provides an overview of the entire valuation process for real property. Topics include basic real property law, concepts of value, operations of real estate markets, mathematical and statistical concepts, and residential construction and design. Upon completion, students should be able to read and interpret a form appraisal.						
RLS 117	Real Estate Broker	04	00	00	04		RUS 111	Elementary Russian I	03	00	00	03
Prerequisites: RLS 112						Prerequisites: None						
Corequisites: None						Corequisites: None						
Component: None						Component: None						
This course consists of advanced-level instruction on a variety of topics related to Real Estate law and brokerage practices. Topics include: real estate brokerage, finance and sales, RESPA, fair housing issues, selected NC Real Estate License Law and NC Real Estate Commission Rule issues. Upon completion, students should be able to demonstrate knowledge of real estate brokerage, law and finance.						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.

RUS 112 Elementary Russian II 03 00 00 03

Prerequisites: RUS 111

Corequisites: None

Component: None

This course is a continuation of RUS 111 focusing on the fundamental elements of the Russian language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Russian and to demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

RUS 181 Russian Lab 1 00 02 00 01

Prerequisites: None

Corequisites: None

Component: None

This course is a continuation of RUS 111 focusing on the fundamental elements of the Russian language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Russian and to demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

RUS 182 Russian Lab 2 00 02 00 01

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.

RUS 211 Intermediate Russian I 03 00 00 03

Prerequisites: RUS 112

Corequisites: 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
RUS 212 Intermediate Russian II	03	00	00	03

Prerequisites: RUS 211

Corequisites: 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
RUS 221 Russian Conversation	03	00	00	03

Prerequisites: RUS 212

Corequisites: 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
RUS 281 Russian Lab 3	00	02	00	01

Prerequisites: RUS 182

Corequisites: None

Component: None

This course provides an opportunity to enhance the review and expansion of the essential skills of the Russian language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
RUS 282 Russian Lab 4	00	02	00	01

Prerequisites: RUS 281

Corequisites: None

Component: None

This course provides an opportunity to enhance the review and expansion of the essential skills of the Russian language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
SLP 111	Ethics and Standards for SLPA's	03	00	00	03		01	00	00	01
Prerequisites: None						SLP 191 Special Topics in SLP				
Corequisites: None						Prerequisites: Departmental Approval				
Component: None						Corequisites: 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.						Component: None				
This course provides an opportunity to explore areas of interest in SLPA. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.						SLP 211 Developmental Disorders				
SLP 112	SLP Anatomy & Physiology	03	00	00	03	03	02	00	04	
Prerequisites: A set of courses is required: BIO 163 or BIO 163C and BIO 163L or BIO 169 or BIO 169C and BIO 169L						Prerequisites: All courses required: SLP 111, SLP 112, SLP 130 and SLP 140				
Corequisites: SLP 130 and SLP 140						Corequisites: All courses required: ASL 111, SLP 120 and SLP 212				
Component: None						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.						This course covers screening for speech, language, and hearing disorders; use of observational checklists; and administration of therapeutic protocols. Emphasis is placed on conditions commonly treated in speech-language pathology. Upon completion, students should be able to accurately administer screening tests and therapeutic protocols and identify characteristics of developmental speech, language, and hearing disorders.				
SLP 120	SLPA Administrative Procedures and Management	02	00	00	02	03	02	03	05	
Prerequisites: None						SLP 212 Acquired Disorders				
Corequisites: None						Prerequisites: SLP 111, SLP 112 and SLP 140				
Component: None						Corequisites: SLP 120 and ASL 111				
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.						Component: None				
This course is a continuation of SLP 211 and includes an introduction to clinical settings. Emphasis is placed on acquired conditions commonly treated in speech-language pathology. Upon completion, students should be able to accurately administer screening tests and therapeutic protocols and identify characteristics of acquired speech, language, and hearing disorders.						SLP 220 Assistive Technology				
SLP 130	Phonetics/Speech Patterns	02	02	00	03	01	02	00	02	
Prerequisites: Department Approval						Prerequisites: All courses required: SLP 111, SLP 130 and SLP 140				
Corequisites: SLP 112 and SLP 140						Corequisites: SLP 212				
Component: None						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.						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.				
SLP 140	Normal Communication	03	00	00	03	00	00	12	04	
Prerequisites: Departmental Approval						Prerequisites: SLP 211 and SLP 212				
Corequisites: None						Corequisites: SLP 221				
Component: 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.						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.				

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
SLP 231	SLP Fieldwork Seminar	03	00	00	03

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
SOC 210	Introduction to Sociology	03	00	00	03

Prerequisites: None

Corequisites: None

Component: None

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
SOC 213	Sociology of the Family	03	00	00	03

Prerequisites: None

Corequisites: None

Component: None

This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
SOC 220	Social Problems	03	00	00	03

Prerequisites: None

Corequisites: None

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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
SOC 225	Social Diversity	03	00	00	03

Prerequisites: None

Corequisites: None

Component: None

This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
	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.				

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
SOC 230	Race and Ethnic Relations	03	00	00	03

Prerequisites: None

Corequisites: 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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
SOC 232	Social Context of Aging	03	00	00	03

Prerequisites: None

Corequisites: 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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
SOC 240	Social Psychology	03	00	00	03

Prerequisites: None

Corequisites: None

Component: None

This course examines the influence of culture and social groups on individual behavior and personality. Emphasis is placed on the process of socialization, communication, conformity, deviance, interpersonal attraction, intimacy, race and ethnicity, small group experiences, and social movements. Upon completion, students should be able to identify and analyze cultural and social forces that influence the individual in a society. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
SOC 244	Sociology of Death & Dying	03	00	00	03

Prerequisites: None

Corequisites: None

Component: None

This course presents sociological perspectives on death and dying. Emphasis is placed on analyzing the different death rates among various groups, races, and societies, as well as various types of death. Upon completion, students should be able to discuss the rituals of death, both cultural and religious, and examine current issues relat-

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ing to death and dying. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.										
SOC 250	Sociology of Religion	03	00	00	03					
Prerequisites: None										
Corequisites: None										
Component: None										
This course examines religion from a sociological perspective as part and product of human society. Topics include the origins, development, and functions of belief systems; religious organizations; conversion; and interactions with politics, the economy, science, and the class system. Upon completion, students should be able to describe and analyze religious systems. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.										
SOC 252	Sociology of Work	03	00	00	03					
Prerequisites: None										
Corequisites: None										
Component: None										
This course provides an understanding of the work experience in terms of rewards, satisfaction, exploitation, alienation, and institutional function and structure. Topics include an examination of industrial, professional, office, and executive work settings in relation to technology, management, and career opportunities. Upon completion, students should be able to understand work in its changing roles, institutions, and economic impact. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.										
SPA 111	Elementary Spanish I	03	00	00	03					
Prerequisites: None										
Corequisites: None										
Component: None										
This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.										
SPA 112	Elementary Spanish II	03	00	00	03					
Prerequisites: SPA 111										
Corequisites: None										
Component: None										
This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.										
SPA 120	Spanish for the Workplace	03	00	00	03					
Prerequisites: None										
Corequisites: None										
Component: None										
This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and career-specific vocabulary that targets health, business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity.										
SPA 141	Culture and Civilization	03	00	00	03					
Prerequisites: None										
Corequisites: None										
Component: None										
This course provides an opportunity to explore issues related to the Hispanic world. Topics include historical and current events, geography, and customs. Upon completion, students should be able to identify and discuss selected topics and cultural differences related to the Hispanic world. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.										
SPA 161	Cultural Immersion	02	03	00	03					
Prerequisites: SPA 111										
Corequisites: None										
Component: None										
This course explores Hispanic culture through intensive study on campus and field experience in a host country or area. Topics include an overview of linguistic, historical, geographical, sociopolitical, 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.										
SPA 181	Spanish Lab 1	00	02	00	01					
Prerequisites: None										
Corequisites: None										
Component: None										
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.										

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS	
SPA 182	Spanish Lab 2	00	02	00	01						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.
Prerequisites: SPA 181											
Corequisites: None											
Component: None											
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.											
SPA 211	Intermediate Spanish I	03	00	00	03						
Prerequisites: SPA 112											
Corequisites: 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 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.											
SPA 212	Intermediate Spanish II	03	00	00	03						
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.											
SPA 215	Spanish Phonetics/Structu	03	00	00	03						
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.											
SPA 221	Spanish Conversation	03	00	00	03						
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											
SPA 231	Reading and Composition	03	00	00	03						
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.											
SPA 281	Spanish Lab 3		00	02	00	01					
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.											
SPA 282	Spanish Lab 4		00	02	00	01					
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.											
SPI 113	Intro. to Spanish Inter.	03	00	00	03						
Prerequisites: None											
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.											

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
SPI 114	Ana Skills Spanish Inter.	03	00	00	03					
Prerequisites: None										
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.										
SPI 213	Review of Grammar	03	00	00	03					
Prerequisites: None										
Corequisites: None										
Component: None										
This course is designed to review the common elements of Spanish grammar in oral and written form. Emphasis is placed on the fundamental grammatical concepts of the Spanish language. Upon completion, students should be able to demonstrate comprehension and correct usage of specified grammatical concepts in both oral and written form.										
SPI 214	Intro to Translation	03	00	00	03					
Prerequisites: None										
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.										
SRV 110	Surveying I	02	06	00	04					
Prerequisites: ERG 115 and MAT 121										
Corequisites: None										
Component: None										
This course introduces the theory and practice of plane surveying. Topics include measuring distances and angles, differential and profile leveling, compass applications, topography, and mapping. Upon completion, students should be able to use/care for surveying instruments, demonstrate field note techniques, and apply the theory and practice of plane surveying.										
SRV 111	Surveying II	02	06	00	04					
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.										
SRV 210	Surveying III	02	06	00	04					
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.										
SRV 220	Surveying Law	02	02	00	03					
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.										
SRV 230	Subdivision Planning	01	06	00	03					
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.										
SRV 240	Topo/Site Surveying	02	06	00	04					
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.										
SUR 110	Introduction to Surgical Technology	03	00	00	03					
Prerequisites: Departmental Approval										
Corequisites: SUR 111										
Component: None										
This course provides a comprehensive study of the operative environment, professional roles, moral/legal/ethical responsibilities, and medical communication used in surgical technology. Topics include historical development, professional behaviors, medical terminology, interdepartmental/ peer/patient relationships, pharmacology, anesthesia, incision sites, and physiology of wound healing. Upon completion, students should be able to apply theoretical knowledge of the course topics to the operative environment.										

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
SUR 111	Periop Patient Care	05	06	00	07
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.					
SUR 122	Surgical Procedures I	05	03	00	06
Prerequisites: SUR 110 and SUR 111					
Corequisites: SUR 123					
Component: None					
This course introduces a comprehensive study of surgical procedures in the following specialties: general, gastrointestinal, obstetrical/gynecology, urology, otorhinolaryngology, and plastics/reconstructive. Emphasis is placed on related surgical anatomy, pathology, and procedures thereby enhancing theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics.					
SUR 123	SUR Clinical Practice I	00	00	21	07
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.					
SUR 134	Surgical Procedures II	05	00	00	05
Prerequisites: SUR 123					
Corequisites: None					
Component: None					
This course introduces orthopedic, neurosurgical, peripheral vascular, thoracic, cardiovascular, and ophthalmology surgical specialties. Emphasis is placed on related surgical anatomy, pathology, and procedures thereby enhancing theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics.					
SUR 135	SUR Clinical Practice II	00	00	12	04
Prerequisites: SUR 123					
Corequisites: SUR 133 and SUR 137					
Component: None					
This course provides clinical experience with a variety of perioperative assignments to build skills required for complex perioperative patient care. Emphasis is placed on greater technical skills, critical thinking, speed, efficiency, and autonomy in the operative setting.					

Upon completion, students should be able to function in the role of an entry-level surgical technologist.

SUR 137	Prof Success Preparation	01	00	00	01
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.					
SUR 210	Advanced SUR Clinical Practice	00	00	06	02
Prerequisites: SUR 137					
Corequisites: SUR 211					
Component: None					
This course is designed to provide individualized experience in advanced practice, education, circulating, and managerial skills. Emphasis is placed on developing and demonstrating proficiency in skills necessary for advanced practice. Upon completion, students should be able to assume leadership roles in a chosen specialty area.					
SUR 211	Advanced Theoretical Concepts	02	00	00	02
Prerequisites: SUR 137					
Corequisites: SUR 210					
Component: None					
This course covers theoretical knowledge required for extension of the surgical technologist role. Emphasis is placed on advanced practice in complex surgical specialties, educational methodologies, and managerial skills. Upon completion, students should be able to assume leadership roles in a chosen specialty area.					
TRE 110	Introduction to Therapeutic Recreation	03	00	00	03
Prerequisites: None					
Corequisites: None					
Component: None					
This course covers the philosophy and goals of therapeutic recreation and how they relate to specific client groups. Topics include therapeutic recreation history and professional development, an introduction to the therapeutic recreation process, and a summary of therapeutic recreation effects on client functioning. Upon completion, students should be able to describe the professional development of therapeutic recreation and to explain the anticipated outcomes of therapeutic recreation service.					
TRE 111	Leisure Education	03	00	00	03
Prerequisites: None					
Corequisites: None					
Component: None					
This course introduces the need to educate for leisure so that clients can use leisure to increase their independence. Emphasis is placed on					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
developing clients' social/transportation/time/money management skills, knowledge of leisure benefits, and other areas necessary for satisfying leisure. Upon completion, students should be able to design and implement a leisure education program for clients with various disabilities.										
TRE 120	Adapted Activities	01	02	00	02					
Prerequisites: REC 120										
Corequisites: None										
Component: None										
This course introduces activity and equipment adaptations used in recreation in order to improve access for people with disabilities. Topics include adaptations to make sports, games, outdoor activities, dance, and hobbies accessible. Upon completion, students should be able to adapt activities and equipment to fit individual clients' needs and strengths.										
TRE 122	Activity Coordinator	04	00	00	04					
Prerequisites: None										
Corequisites: None										
Component: None										
This course covers topics required by state regulations relating to the development of activity programs in nursing and domicilliary homes. Topics include human development in the late adult years and methods of recreation service delivery in the activity profession. Upon completion, students should be able to design and implement a program of activities that addresses functional and quality of life needs of clients.										
TRE 221	Behavior Management in Therapeutic Rec	03	00	00	03					
Prerequisites: None										
Corequisites: None										
Component: None										
This course covers introductory behavior management principles used in therapeutic recreation. Topics include the use of positive reinforcement to modify behaviors, observation and measurement techniques, data collection, and graphing. Upon completion, students should be able to design and implement a program that reinforces clients for appropriate behavior during therapeutic recreation sessions.										
TRE 224	Water Sports	01	02	00	02					
Prerequisites: None										
Corequisites: None										
Component: None										
This course introduces leadership skills involved with safety in and around the water and in water sports programs. Topics include swim area maintenance, swim skills, accident prevention, hazards, safe rescues, and boat safety. Upon completion, students should be able to identify resources for swim and water programs and demonstrate the ability to safely lead water programs.										
TRE 226	Social, Folk, & Square Dance	00	02	00	01					
Prerequisites: None										
Corequisites: None										
Component: None										
This course develops movement and recreational dance skills, safety, and coordination and communication techniques used to lead various groups. Emphasis is placed on participation, practice, and adaptation of dances to meet the needs of all ages and abilities. Upon completion, students should be able to demonstrate the ability to lead dances for various groups.										
TRE 228	Nature Interpretation	03	00	00	03					
Prerequisites: None										
Corequisites: None										
Component: None										
This course covers outdoor recreation and its relationship to natural surroundings. Topics include outdoor therapy and interpretive nature programs for both land and marine environments. Upon completion, students should be able to plan and lead an outdoor nature interpretive program for any population.										
TRE 230	Camp Administration	02	02	00	03					
Prerequisites: REC 112										
Corequisites: None										
Component: None										
This course introduces the value and purpose of recreation and the administration and operation of a camping program according to national camping standards. Topics include leadership skills and safe practices in day, residential, and overnight camping with adjustments for individuals of varying abilities and special needs. Upon completion, students should be able to plan and lead overnight camping trips and programs for day and residential camps to meet individual assessed needs.										
TRE 240	Emergency Response	03	00	00	03					
Prerequisites: None										
Corequisites: None										
Component: None										
This course covers emergency response to accidents and illness in recreational and therapeutic recreation settings. Topics include accident prevention in recreational activities and settings and skills and procedures for responding to needs. Upon completion, students should be able to demonstrate skills in providing care and avoiding hazards that contribute to accidents.										
TRE 270	Ment Retard/Development Disability Lab	00	02	00	01					
Prerequisites: None										
Corequisites: A TRE course										
Component: None										
This course provides a laboratory component to complement therapeutic recreation course work. Topics include functioning characteristics of clients with mental retardation/developmental disabilities and interventions commonly used in therapeutic recreation with these clients. Upon completion, students should be able to design and										

implement a therapeutic recreation session for clients with mental retardation/developmental disabilities.

TRF-110 Intro Turfgrass Cult & ID 03 02 00 04

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.

WLD 110 Cutting Processes 01 03 00 02

Prerequisites: None
 Corequisites: None
 Component: None

This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.

WLD 112 Basic Welding Processes 01 03 00 02

Prerequisites: None
 Corequisites: 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.

WLD 115 SMAW (Stick) Plate 02 09 00 05

Prerequisites: None
 Corequisites: None
 Component: None

This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.

WLD 116 SMAW (Stick) Plate/Pipe 01 09 00 04

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.

WLD 121 GMAW (MIG) FCAW/Plate 02 06 00 04

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.

WLD 131 GTAW (TIG) Plate 02 06 00 04

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.

WLD 141 Symbols & Specifications 02 02 00 03

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.

WLD 143 Welding Metallurgy 01 02 00 02

Prerequisites: None
 Corequisites: WLD 115
 Component: None

This course introduces the concepts of welding metallurgy. Emphasis is placed on basic metallurgy, effects of welding on various metals, and metal classification and identification. Upon completion, students should be able to understand basic metallurgy, materials designation, and classification systems used in welding.

WLD 212 Inert Gas Welding 01 03 00 02

Prerequisites: None
 Corequisites: None
 Component: None

This course introduces inert gas-shielded welding methods (MIG/TIG). Topics include correct selection of consumable and non-consumable electrodes, equipment setup, safety, and welding techniques. Upon completion, students should be able to perform inert gas welding in flat, horizontal, and overhead positions.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
WLD 261	Certification Practices	01	03	00	02

Prerequisites: All courses required: WLD 115, WLD 121 and WLD 131

Corequisites: None

Component: None

This course covers certification requirements for industrial welding processes. Topics include techniques and certification requirements for prequalified joint geometry. Upon completion, students should be able to perform welds on carbon steel plate and/or pipe according to applicable codes.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
WLD 262	Inspection & Testing	02	02	00	03

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.

FACULTY & STAFF



FULL-TIME ADMINISTRATIVE & PROFESSIONAL STAFF WITH DEGREES AS OF JANUARY 30, 2004

Joseph Alley, Director of Media Services
B.A., Central Michigan University

Mary Bailey, Grant Coordinator
B.A., Fayetteville State University
M.S., Massachusetts Inst. Of Tech.

Catherine Barkley, Job Placement & Co-op Education
Coordinator
B.A., Barton College

James Basnight, Vice President for Academic & Student
Services
A.A.S., Chowan College
B.S., Atlantic Christian College
M.A., East Carolina University
Ed.D., NC State University

LaVerne Berrien, Instructional Program Coordinator
(Basic Skills)
A.A., St. Petersburg Jr. College
B.A., Florida A & M University

Finley Bryan, Director, Cape Fear Botanical Garden
B.S., UNC—Wilmington
M.A., UNC—Greensboro
Ph.D., Ohio University

Toi Buchanan, Instructional Program Coordinator, CE
B.S., Morgan State University
M.S.A., Central Michigan University

Sanford Cain, Facilities Services Director
A.A.S., Fayetteville Technical Community College

Norman Carter, Jr., Recruiter—CEC
B.S., UNC—Pembroke

Louanna Castleman, Admissions Evaluator
B.A., East Carolina University

Kathleen Claspell, Librarian
B.A., University of Connecticut
M.A., University of Connecticut
M.L.S., North Carolina Central University

Keith Clayton, Instructional Program Coordinator
(Basic Skills)
B.S., Delaware Valley Co./Sci. & Agr.
M.A., Central Michigan University

Elaine Cole, Counselor
A.A.S., Fayetteville Technical Community College
B.S., Fayetteville State University
M.A., Webster University

Valeria Collins, Associate Vice President for Student Services
B.S., South Carolina State College
M.S., Troy State University

Barbara Copeland, Vice President For Institutional
Advancement
B.S., Northern Illinois University
M.S., Northern Illinois University

Phillip Crawford, Counselor, Basic Skills
A.G.S., Central Texas College
B.S., Regents College
M.S., Jacksonville State University

Gerald Daniel, Instructional Program Coordinator
(Focused Industry Training)
B.S., NC State University
M.Div., Southeastern Baptist Seminary

Polly Davis, Research and Planning Director
B.S., University of Georgia
M.Ed., University of Georgia
Ed.D., NC State University

Alisa Debnam, Academic Dean for Health Programs
B.S., East Carolina University
M.P.H., UNC—Chapel Hill

Lisa DeVault, EMS Coordinator
A.A.S., Fayetteville Technical Community College
B.A.S., Campbell University

Roger Dostall, Learning Lab Director
A.A., St. John's University
B.S., St. John's University
M.S., Campbell University

Bob Ervin, Associate Vice President For Learning
Technologies
B.A., Wake Forest University
M.B.A., Campbell University

Deborah Foster, Librarian
A.A.S., Wingate College
B.A., Mars Hill College
M.Ed., Southern Arkansas University
M.L.S., Kent State University

- Deborah Friedman**, Vice President for Human Resources
B.S., Central Michigan University
M.B.A., University of Toledo
Ed.D., NC State University
- Carolyn Gardner**, Recruiter-CEC
B.S., Fayetteville State University
- Barbara Giddens**, Counselor
B.A., Bowie State College
M.Ed., University of Maryland
- William Griffin**, Dean of Business Programs
A.A.S., Carteret Technical Institute
B.A., University of South Carolina
M.S., Troy State University
- Arnita Hall**, Director – FTCC Children's Center
B.A., University of Tennessee-Knoxville
- Brenda Hall**, Registrar/Continuing Education
- Carrie Heffney**, Director of Basic Skills Programs
B.S., Fayetteville State University
M.Ed., NC State University
- Sharmon Herring**, Instructional Program Director
(Business Services)
B.S., Meredith College
M.B.A., Campbell University
- Edward Jackson**, Associate Vice President For Curriculum Programs
B.S., Campbell University
M. Ed., Campbell University
Ed.D., Nova University
- Robbie Johnson**, Instructional Program Director (Industry Training)
B.S., Fayetteville State University
M.A., UNC—Pembroke
- Wanda Jones**, Network Communications Manager
A.A.S., Fayetteville Technical Community College
- Deborah Jordan**, Counselor
M.Ed., Virginia State University
- James Kelley**, Director of Admissions
M.A., Cincinnati Bible College & Semina
Ed.D., Nova Southeastern University
- Claretha Lacy**, Admissions Evaluator
B.S., NC Central University
M.A., Fayetteville State University
- Donald LaHuffman**, Director of Evening Programs
B.A., NC Central University
M.A., NC Central University
- Christy Leadingham**, Community Services/Extension Education Prog. Coordinator
B.A., Carson-Newman College
- Joseph Levister, Jr.**, Vice President for Administrative Services
B.S., NC A & T University
M.B.A., University of Miami
M.S., University of Miami
- Sheila Locklear**, Registrar/Curriculum
A.A.S., Fayetteville Technical Community College
- Bessie Locus**, Counselor—Special Populations
B.A., NC A & T State University
M.S., NC A & T State University
- Joseph Masa, III**, Program Coordinator/Law Enforcement Training
A.A.S., Fayetteville Technical Community College
B.S., Western Carolina University
- Keith McNeill**, Program Coordinator, Basic Skills
B.A., UNC—Wilmington
- Carl Mitchell**, Dean of College Transfer & General Education Programs
B.S., Methodist College
M.A., Webster University
- Kimberly Morgan-Shoemaker**, Counselor
M.S., Columbus State 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
- Loutricia Nelson**, Career Center Supervisor
B.A., Winthrop University
M.Ed., Winthrop University
- Larry Norris**, President
B.A., UNC—Pembroke
M.A., University of Arkansas
Ed.D., NC State University
- Daniel Prescott**, Director of Management Information Systems
B.A., University of Vermont
M.S., Troy State University
- Patricia Prescott**, Health Services Coordinator
B.S., Methodist College
M.S., Troy State University
- Susan Reid**, Instructional Program Coordinator (Community Services)
B.S., Eastern Kentucky University

Richard Rice, Coordinator/Fort Bragg Training

A.A.S., El Paso Community College
B.A.S., Campbell University

Linda Robotham, Recruiter—Basic Skills

B.A., Pace University

Susan Rose, Library Services Director

B.A., NC State University
M.L.S., UNC—Chapel Hill

Amy Samperton, Cashiering and Collections Supervisor

A.A.S., Fayetteville Technical Community College
B.A.S., Campbell University

Jack Sanderson, Security Supervisor

B.S.O.E., Wayland Baptist University

Bert Sarty, Recruiter, Ft. Bragg

A.A.S., Fayetteville Technical Community College

Harper Shackelford, Director of Counseling

B.S., East Carolina University
M.S., East Carolina University
M.B.A., Fayetteville State University

Angelia Smith, Counselor

M. A., New Mexico State University

Betty Smith, Vice President for Financial Services

B.S., Campbell University
M.B.A., Campbell University

Martha Snipes, Admissions Evaluator

B.S., Campbell University

David Sucheski, Assistant Admissions Director

Diploma, Fayetteville Technical Community College
A.A.S., A & T College of Morrisville
B.S., Utica Col. Of Syracuse University

Jimmy Taylor, Auxiliary Services Coordinator

Diploma, Fayetteville Technical Community College

Jessie Tolar, Instructional Program Coordinator

(Basic Skills/HRD)
B.S., Methodist College

Floyd Trimmer, Director of Emergency & Protective Services
& Ft. Bragg Training

B.S., Methodist College
M.P.A., Shippensburg University

Sheridan Turpin, Director of Community Service/Extension
Education

B.A., UNC—Pembroke
M.Ed., NC State University

Ernest Ward, Coordinator, Fire/Aircraft Emergency Training

A.A.S., Pikes Peak Community College

Desandra Washington, Program Coordinator—Testing

B.A., NC Central University
M.A., NC Central University

Moses Watson, Student Activities Director

B.A., Barber Scotia College
M.A., Appalachian State University

Constance Wells, Financial Aid Director

A.A.S., Fayetteville Technical Community College
B.S., Methodist College

Charles West, Jr., Counselor

M.Ed., Campbell University

John Wheelous, III, Counselor

B.S., Appalachian State University
M.A., Appalachian State University

Denise M. Wyatt, Associate Vice President for Off Campus
Programs

B.S., Tuskegee Institute
M.Ed., Tuskegee Institute
Ph.D., The Ohio State University

FULL-TIME FACULTY WITH DEGREES AS OF JANUARY 28, 2004

Saresa Aiken, Basic Skills Education Instructor

B.S., Fayetteville State University
M.S., Central Michigan University

Murray Alford, Jr., Mathematics Instructor

B.S., East Carolina University
M.Ed., UNC—Pembroke

Myra Allen, Allied Health Division Chairperson

M.A., Pfeiffer University—Health Ed.
M.B.A., Pfeiffer University

Dorothy Anderson, Associate Degree Nursing Instructor

M.S., Medical College of Georgia

Frank Arnold, CE Industrial Maintenance Instructor

Diploma, Fayetteville Technical Community College
A.A., University of Maryland
B.A., University of Maryland

Jinx Averitte, Public Service Division Chair

B.S., Colorado State University
M.Ed., Colorado State University

Joyce Bain, Basic Skills Education Instructor

B.S., NC Central University

Ruth Baldwin, Respiratory Care Dept Chair

B.S., Medical College of Georgia
M.A., Fayetteville State University

Iris Barbour, English Instructor

B.A., University of Florida
M.Ed., UNC—Pembroke
M.A., NC State University

Carol Barker, Biology Instructor

B.S., NC State University
M.A., University of Georgia

Ellon Barlow, Pharmacy Department Chair

B.S., UNC—Chapel Hill

Cathy Baxley, EMS-Paramedical Instructor

B.S., Pembroke State University

Phyllis Bell, Architectural Technology Dept. Chair

Diploma, Fayetteville Technical Community College
A.A.S., Fayetteville Technical Community College

Beymer Bevill, Jr., Department Chair, Electronics

Engineering Technology
B.S., Armstrong Atlantic State University
B. of Electrical Engineering, Georgia Institute of
Technology
M.S., NC State University

Elizabeth Black, Music Instructor

B.A., Meredith College
B.M., Meredith College
M.M. – Converse College

James Black, Media Integration Tech Dept Chair

B.S., US Military Academy
M.A., Webster University
M.B.A., Campbell University

Heather Blackburn, English Instructor

B.A., UNC – Chapel Hill
M.A., UNC-Wilmington

Alvina Blanks, Mathematics Instructor

B.A., Pembroke State University
M.A., Pembroke State University

Janice Blum, Biology Instructor

B.S., Methodist College
M.S., NC State University

Mary Boudreau, Dental Hygiene Program Coordinator

A.A.S., Fayetteville Technical Community College
B.S., Old Dominion University
M. Ed., Campbell University

Sophia Bowman, Early Childhood Instructor

B.S., South Carolina State University
M.A., Fayetteville State University
Ed.D., Fayetteville State University

Walter Boyle, Economics Instructor

B.A., University of Cincinnati
M.S., South Dakota State University
M.B.A., Fayetteville State University

Karron Boyles, Practical Nursing Instructor

B.S.N., Atlantic Christian College

Michael Brady, Biology Instructor

B.A., Central Washington State College
M.S., Central Washington State College

Brenda Britt, Information Systems Instructor

A.A.S., Peace College
B.A., St. Andrews Presbyterian College
M.S.B.E., UNC—Greensboro
M.B.A., Campbell University

Roger Britt, Jr., Instructor/Computer Lab Technician/CE

B.A., St. Andrews Presbyterian College

Terri Brne, Physical Education Instructor

B.S., University of South Dakota
M.Ed., University of South Dakota

Frankie Brock, Associate Degree Nursing Instructor

B.S., Lenoir Rhyne College
M.S.N., UNC—Chapel Hill

Winford Brock, Industrial Safety Instructor (CE)

B.S., Fayetteville State University
B.S.B.A., Appalachian State University

Carmen Brown, Dental Assisting Program Coordinator

Diploma, Fayetteville Technical Community College
A.A.S., Fayetteville Technical Community College
B.S., Western Carolina University

Jennifer Brown, Psychology Instructor

B.S., Fayetteville State University
M.A., Fayetteville State University

Joe Brum, Jr., Business Administration Instructor

B.A., Methodist College
M.B.A., Campbell University
Ed.D., Nova University

Sarah Bruton, English Instructor

B.A., UNC—Pembroke
M.A., UNC—Pembroke

Kaira Bullock, Workforce Preparedness Instructor (Basic Skills)

B.S., Fayetteville State University

Charles Bureau, Welding Instructor (CE)

Diploma, Fayetteville Technical Community College
A.A.S., Fayetteville Technical Community College

Cynthia Burns, Business Administration Department Chair

B.A., NC State University
B.A., NC State University
M.Ed., NC State University

William Butler, Industrial/Transportation Technologies

Division Chairperson
Diploma, Fayetteville Technical Community College
A.A.S., Fayetteville Technical Community College

John Cade, Automotive Systems Technology Instructor

Diploma, Fayetteville Technical Community College
A.A.S., Fayetteville Technical Community College
A.A.S., Robeson Community College
B.S., Western Carolina University

Anthony Cameron, Computer Programming Dept. Chair

A.A.S., Fayetteville Technical Community College
B.S., UNC—Chapel Hill

Marcie Carroway, Basic Skills Science Instructor

B.S., Fayetteville State University

Donald Carter, Carpentry Department Chair

Diploma, Fayetteville Technical Community College

Marie Cash, Mathematics Instructor

B.S., Methodist College
M.Ed., Campbell University

Donald Chavis, AC, Heating & Refrigeration Technology Dept Chair

Diploma, Fayetteville Technical Community College
A.A.S., Fayetteville Technical Community College

Kathryn Chavis, Biology Instructor

B.S., Pembroke State University
M.A., UNC—Pembroke

Tere Chipman, Criminal Justice Technology Instructor

B.A., Eastern Kentucky University
M.A., Webster University

Martha Christie, Speech Language Pathology Assist. Dept Chair

B.S., Columbus College
M.S., East Carolina University

William Copeland, Business Admin/Marketing Program Coordinator

B.S., University of North Alabama
M.B.A., Golden Gate University

Steven Core, Automotive Systems Technology Dept Chair

Diploma, Fayetteville Technical Community College
A.A.S., Fayetteville Technical Community College

Walter Craver, Social Science Instructor

B.S., Appalachian State University
M.A., Appalachian State University

Melinda Creech, Dental Hygiene Instructor

A.A.S., Fayetteville Technical Community College
B.S., UNC—Chapel Hill

Richard Criste, Emergency Medical Science Department Chair

B.H.S., Campbell University

- Mary Croghan**, Learning Lab Instructor
B.A., Wellesley College
M.Ed., Duke University
- Jose Cruz**, Spanish Instructor/Dept. Chair for
Humanities/Foreign Language
B.A., Queens College City of NY
M.A., Queens College City of NY
- Jaime Cruz-Figueroa**, Industrial Maintenance Technology
Dept Chair
Diploma, Fayetteville Technical Community College
A.A., Campbell University
B.B.A., Campbell University
- Danny Cunningham**, Biology Department Chairperson
B.S., UNC—Chapel Hill
M.S., Fayetteville State University
- Jean Curtin**, Information Systems/Programming Instructor
A.A.S., Fayetteville Technical Community College
B.S., Monmouth College
M.S., University of Idaho
- Amy Davidson**, Certified Nursing Assistant Instructor
A.A.S., Fayetteville Technical Community College
B.S., UNC—Pembroke
- Phillip Deberry**, Sociology Instructor
B.S., NC A&T State University
M.A., UNC—Chapel Hill
- Denise Dedeaux**, Medical Office Administration Program
Coordinator
A.A.S., Tomlinson College
B.S., Barton College
M.B.A., Campbell University
- Cara DeLong**, Mathematics Instructor
A. B., UNC—Chapel Hill
M. A., UNC—Pembroke
- Carol Dickey**, Paralegal Technology Department Chair
B.A., UNC—Chapel Hill
J.D., UNC—Chapel Hill
- Kenneth Digby**, General Occupational Technology Program
Coordinator
B.S., Ohio State University
M.B.A., University of Bridgeport
Ed.D., Nova University
- Robert Diggs**, Automated Control Inventory Instructor/CE
- Mary Dillon**, Basic Skills Education Instructor
B.S., West Virginia State University
- Christos Diorietes**, Developmental Math Program
Coordinator
B.S., Campbell University
M.Ed., UNC—Pembroke
- Stewart Ditch**, Plumbing Dept Chair
Diploma, Fayetteville Technical Community College
A.A.S., Fayetteville Technical Community College
- David Dominie**, Autobody Instructor
Diploma, Fayetteville Technical Community College
A.A., Fayetteville Technical Community College
- Janis Donaldson**, English Instructor
M.Ed., University of Maryland
M.E.A., UNC—Wilmington
- Shahpour Dowlatshahi**, Business Administration Instructor
B.A., Kingston Poly
M.S., University of Surrey
- Sharron Dowless**, Practical Nursing Instructor
A.A.S., Mount Olive College
B.S., UNC—Chapel Hill
- Sarah Dunham**, English Instructor
B.A., UNC—Greensboro
M.Ed., Georgia State University
- Rita Eads**, Mathematics Instructor
B.S., UNC—Pembroke
M.A.Ed., UNC—Pembroke
- William Eanes, Jr.**, Recreation and Leisure Studies Instructor
B.S., Appalachian State University
M.A.E., East Carolina University
- Elaine Eckel**, Physical Therapist Assistant Dept Chair
B.S., University of Pennsylvania
M.A., UNC—Chapel Hill
- John Edwards, Jr.**, Speech Communications Instructor
B.A., UNC—Charlotte
M.A., Murray State University
- Mary Ellenbogen**, Associate Degree Nursing Instructor
A.A., Interamerican University of Puerto Rico
B.S.N., Incarnate Word College
M.S.N., University of Texas at Austin
- John Ellinwood**, Basic Law Enforcement Training Instructor
A.A., Methodist College
B.S., Methodist College
- Janice Elliott**, Associate Degree Nursing Instructor
A.A.S., Johnston Community College
B.S., Fayetteville State University

- Donald Ellis**, Masonry Department Chair
Diploma, Fayetteville Technical Community College
A.A.S., Fayetteville Technical Community College
- Sharon Ellis**, Nursing Lab Instructor
B.S.N., East Carolina University
M.S.N., East Carolina University
- Susan Ellis**, Dental Hygiene Instructor
B.S., UNC—Chapel Hill
- Karen Elsom**, Accounting Instructor
A.A.S., Fayetteville Technical Community College
B.S., UNC-Chapel Hill
M.B.A., UNC-Chapel Hill
- Stephen Emery**, Chemistry Instructor
B.S., Clemson University
M.S., Clemson University
M.S., Clemson University
Ph.D., Clemson University
- Cathy Fann**, Office Systems Technology Instructor
B.S., Campbell University
- Maurizio Ferrari**, Advertising and Graphic Design Instructor
A.A.S., Fayetteville Technical Community College
- Moira Fescina**, Mathematics Instructor
B.A., Ladycliff College
M.B.A., Campbell University
- Garrett Flagg**, English/Communications Instructor
A.A., Pima Community College
B.A., De La Salle College
M.A., University of Arizona
M.A., University of Florida
- Daisy Foxx**, Program Coordinator/Business Administration/Banking & Finance
B.S., UNC-Greensboro
M.B.A., UNC-Greensboro
- Douglas Fuller**, Physical Education Program Coordinator
A.A., Shenandoah Jr. College
B.S., Florida State University
M.S., Florida State University
- Joyce Fuller**, Business Services Division Chair
B.A., Concord College
M.A., Savannah College of Art & Design
- Frank Galluccio**, Advertising & Graphic Design Instructor
A.A., Brookdale Community College
B.S., Utah State University
M.Ed., Utah State University
- Laura Galvan**, Information Systems Instructor
A.A.S., Del Mar Junior College
B.S., Corpus Christi State University
M.B.A., Liberty University
- Maria Garcia**, Spanish Instructor
B.A., Universidad De Castilla-La Mancha
M.A., Universidad De Castilla-La Mancha
- Travis Gaulden**, Physics Instructor
B.S., UNC—Charlotte
B.S., Taylor University
M.S., UNC-Charlotte
- Terry Gause**, Horticulture Technology/Management Dept Chair
B.S., NC State University
M.Ed., NC State University
- Mary Jane Gentry**, Radiography Dept Chair
B.S., University of Nebraska
M.Ed., NC State University
Ed.D., NC State University
- Kay Gilbert**, Culinary Technology Dept. Chair
B.S., East Carolina University
M.Ed., UNC-Greensboro
- Lawrence Gilman**, Engineering Technologies Division Chairperson
B.S.E.E., Union College
M.A., Central Connecticut State College
- George Glann, Jr.**, Sociology Instructor
B.S., Cameron University
M.A.T., Fayetteville State University
- Glenn Godwin**, Biology Instructor
B.S., East Carolina College
M.A., East Carolina University
- Paul Goodrum**, Landscape Gardening Instructor
A.A.S., Sandhills Community College
B.A., Furman University
- Collins Gray, Jr.**, Biology Instructor
B.A., UNC—Wilmington
M.A., East Carolina University
- Anne Greene**, Psychology & Sociology Program Coordinator
B.A., Methodist College
M.A., Fayetteville State University
- Mamie Griffin**, English Instructor
B.A., St. Augustine College
M.S., NCA & T University
C.A.S., East Carolina University

- Joan Griswold**, Compensatory Education Instructor
B.A., Fayetteville State University
- Arthur Hall, Jr.**, Autobody Repair Dept Chair
A.A.S., Fayetteville Technical Community College
B.S., Fayetteville State University
- Beverly Hall**, Mathematics Instructor
B.S., Texas A & M University
M.Ed., Campbell University
- Calton Hall**, Science Division Chairperson
B.S., East Carolina University
M.A., East Carolina University
- Milton Hall**, Funeral Service Education Instructor
A.A.S., Fayetteville Technical Community College
B.A.S., Methodist College
B.A., Methodist College
M.A., Webster University
- William Hall**, Accounting Dept Chair
B.S.B.A., East Carolina University
M.B.A., East Carolina University
- James Hammer**, Basic Skills Education Instructor
B.S., California State University
M.A., Fayetteville State University
- Joanne Hayes**, Basic Skills Instructor
B.A., NC State University
M.Ed., NC State University
- Tony Hayes**, Surveying Tech Prog Coordinator
B.S.I.T., E. Tenn State University
B.S.C.E., University of Tennessee
- Cheryl Henderson**, Business Administration Instructor
B.S., UNC—Pembroke
M.B.A., Fayetteville State University
- Jeanette Herring**, Dental Hygiene Instructor
A.A.S., Fayetteville Technical Community College
B.S., East Carolina University
- Terry Herring**, Surgical Technology Department Chair
Diploma, Fayetteville Technical Community College
A.A.S., Fayetteville Technical Community College
B.S., Fayetteville State University
M.S., California College for Health Scie
- Daniel Hicks**, Architectural Technology Instructor
B.E.D.A., NC State University
- Chris Hill**, Basic Skills Education Instructor
B.S., Methodist College
- Robert Hill, Jr.**, Electronic Servicing Technology Dept Chair
A.A.S., Fayetteville Technical Community College
B.E.T., UNC—Chapel Hill
- Barbara Hill-Jones**, Accounting Instructor
B.S., NC A & T University
M.B.A., University of Miami
- Thomas Hobgood, III**, Information Systems Computer Programming Instructor
A.A.S., Fayetteville Technical Community College
B.S., NC State University
- James Hogan**, Division Chair, Social Science/Humanities
B.S., Purdue University
M.S., Purdue University
M.A., Miami University
Ph.D., Miami University
- Janis Holden-Toruno**, Basic Skills Education Instructor
B.A., Rollins College
M.A., Webster University
- Stanley Holgate**, Social Science/Humanities Instructor
B.A., Texas Tech University
Ph.D., Texas Tech University
- Glenn Holley**, Machining Technology Instructor
A.A.S., Fayetteville Technical Community College
- Connie Holloway**, English Instructor
B.A., Methodist College
M.A., UNC—Pembroke
- Jenneth Honeycutt**, Computer Programming Instructor
A.A.S., Fayetteville Technical Community College
B.S., UNC—Wilmington
- Robin Horner**, Physics/Chemistry Instructor
B.S., Methodist College
M.Ed., East Carolina University
- Annette Hornsby**, Learning Lab Instructor
B.A., Methodist College
- Manton Horton**, ULLS-S4 Automated Software Instructor
(DAK Contract)
- Biancarosa Howard**, Basic Skills Instructor
- Donald Hughes**, Industrial Maintenance Instructor/CE
- Stephen Hunter**, Information Systems/Network Admin & Support Instructor
A.A.S., Fayetteville Technical Community College
B.M., UNC—Greensboro
M.M., UNC—Greensboro

Jack Hurley, Jr., CATV Communications/Cabling Instructor

A.A., Essex Community College
B.S., University of the State of NY

Gerald Ittenbach, Physics/Chemistry Instructor

B.S., NC State University
M.Ed., East Carolina University

Sandra Ivarsson, Information Systems Technology Instructor

B.A., Methodist College
M.B.A., Campbell University

Pamela James, Associate Degree Nursing Instructor

B.S.N., East Carolina University
M.S.N., East Carolina University

Douglas Jarboe, IS/Network Administration & Support (CISCO) Instructor

A.A.S., Central Texas College
B.B.A., The University of Tennessee
M.S., Murray State University

Susanna Jarvis, C.N.A. Instructor

A.A.S., Fayetteville Technical Community College

Teddy Jernigan, Respiratory Care Instructor

A.A., Methodist College
A.A.S., Sandhills Community College
B.A.S., Methodist College

Danette Johnson, History Instructor

B.S., Methodist College
M.A., California State University

Doty Johnson, Advertising & Graphic Design Instructor

B.A., Purdue University
M.S., Illinois Institute of Technology

Lisa Johnson, Dental Hygiene Instructor

A.A.S., Midlands Technical College
B.S., NC State University

Sue Anne Johnson, Early Childhood Instructor

B.S., Black Hills State College
M.A., UNC – Pembroke

Robert Jones, Jr., Social Science Instructor

A.A., Everett Community College
B.A., University of Washington
M.S., Troy State University

Dwain Joyce, Office Systems Technology and Medical Office Administration Dept. Chair

B.S., Campbell University
M.Ed., UNC—Greensboro

Leslie Keenan, Funeral Service Education Instructor

A.A.S., Fayetteville Technical Community College
B.S., South Carolina State College
M.Ed., University of South Carolina

Katherine Kelley, Learning Lab Instructor

B.S., Appalachian State University

Sharon Kendrick, Business Administration Instructor

B.S.F.C.S., University of Georgia
M.A., University of Phoenix

Dianne Kenney, Mathematics Instructor

B.S., Longwood College
M.S., Fayetteville State University

Lori Kiel, Mathematics Instructor

B.S., Meredith College
M.S., UNC—Chapel Hill

Mary Kilgore, Early Childhood Associate Instructor

B.S., University of Montevallo
M.Ed., Columbus State University

Karis King, English Instructor

A.A., Arizona Western College
B.A., Fayetteville State University
M.A., Fayetteville State University

Stella King, Basic Skills Education Instructor

B.S., Fayetteville State University

William Kirchman, E-Commerce/Postal Program Coordinator

B.S., VA Polytechnical Institute
M.A., Webster University

Kenneth Kleiner, Program Coordinator, Information Systems Security

A.A.S., Fayetteville Technical Community College
B.A., Fayetteville State University

Judith Knight, Chemistry Instructor

B.S., Muskingum College
M.S., Wayne State University
Ph.D., University of Wisconsin

Lynne Kreiser, Even Start Family Literacy Program Instructor

B.Ed., University of Wales

Rose Kulich, Division Chair/English/Communications

B.A., St. Bernard College
M.Ed., Georgia State University

Michael Landon, Funeral Service Education Dept Chair

B.S., Lock Haven College
M.A., Fayetteville State University

- David Leonard**, Mathematics Instructor
B.A., Embry-Riddle Aeronautical Univ.
M.S., Navel Postgraduate School
M.S., Fayetteville State University
- Corisandra Leyton-High**, Spanish Instructor
B.A., University of Alberta
M.A., University of Alberta
- Eugene Li**, Physics Instructor
Ph.D., N.C State University
- Ronald Liggins**, Basic Skills Education Instructor
B.S.—Methodist College
- Gerald Lininger**, Media Integration Technology Instructor
A.A.S., Fayetteville Technical Community College
B.S.—The Citadel
M.B.A.—Campbell University
- Ralph Lipscomb**, Maintenance Instructor/CE
A.A.S., Fayetteville Technical Community College
- Michelle Loudermilk**, Psychology Instructor
B.A.—University of North Dakota
M.A.—Chapman University
- Marcia MacKethan**, English College Transfer Program
Coordinator
B.A., UNC—Charlotte
M.A., Fayetteville State University
- Lucinda Mains**, EMS Instructor (CE)
- Betty Major**, Mathematics Instructor
A.S., Chesterfield-Marlboro College
B.S., UNC—Charlotte
M.S., Radford University
- Shari Malin**, English Instructor
B.A., Indiana University of Pennsylvania
M.A., UNC—Pembroke
- David Martin**, Mathematics Instructor
B.S., Fayetteville State University
M.S., Fayetteville State University
- Jeffrey Martin**, Biology Instructor
B.S., UNC—Charlotte
M.S., UNC—Charlotte
- Judith Maynard**, Associate Degree Nursing Instructor
B.S.N., UNC—Greensboro
- Bonita Mays**, Computer Instructor/CE
- Karen McClain**, Speech/Communication Instructor
B.S., South Carolina State College
M.S., Murray State University
- Penelope McConley**, Instructor/Assistant Coordinator for
Nursing Assistants
A.A.S., Robeson Community College
- Evelyn McCray**, Basic Skills Instructor
B.S., The Fort Valley State College
M.S., Central Michigan University
- Sean McDaniel**, Art Instructor
M.F.A., UNC—Greensboro
- Jo McEwan**, English Instructor
B.A., Fayetteville State University
M.A., UNC—Chapel Hill
- John McKenzie**, Electronics Repair Instructor (CE)
A.A.S., Central Texas College
- Kathleen McLaurin**, Emergency Medical Science Instructor
R.N. Diploma—St. Louis Municipal School of Nursing
A.A.S., Fayetteville Technical Community College
- Michael McLaurin**, Mathematics Division Chair
B.S., UNC—Chapel Hill
M.A.T., Duke University
- Ginger McMillan**, English Instructor
B.A., University of NC at Pembroke
M.A., University of NC at Chapel Hill
- Kathy McNamara**, Associate Degree Nursing Instructor
B.S.N., University of New Mexico
M.S.N., University of Virginia
- James Messenger, Sr.**, EMS Instructor (CE)
- Brent Michaels**, Business Management Division Chairperson
B.S., East Carolina University
- David Miller, Jr.**, English Instructor
B.S., West Point University
M.A., University of Pennsylvania
M.B.A., Farleigh Dickinson University
- Michael Mills**, English Instructor
B.A., UNC—Chapel Hill
M.A., Temple University
Ph.D., Temple University
- Loretta Monk**, Mathematics Instructor
B.S., Fayetteville State University
M.M., Utah State University
- Sandra Monroe**, Practical Nursing Program Coordinator
Diploma, U.S. ARMY
B.S.N., Hampton Institute

- Susan Moore**, Mathematics Instructor
B.B.A., University of Wisconsin
M.S., University of Arkansas at L.R.
- James Morley**, Philosophy Instructor
B.A., University of Maryland
M.A., University of Maryland
Ph.D., University of Tennessee
- Joe Motte**, Mathematics Instructor
B.A., Fayetteville State University
M.A., Fayetteville State University
- Rebecca Moyer**, Early Childhood Instructor
B.S., Fayetteville State University
M.A., Fayetteville State University
- Linda Mullins**, ESL/Civic Instructor
B.A., University of Minnesota
- Janet Murphy**, Associate Degree Nursing Instructor
B.S.N., East Carolina University
M.S.N., East Carolina University
- Amanda Myers**, Dental Assisting Instructor
Diploma, Wayne Community College
- Warren O'Brien**, Accounting Instructor
A.A., Gordon Military College
B.A., Elon College
M.B.A., Monmouth College
- Brian Oldham**, Automotive Systems Technology Instructor
A.A.S., Fayetteville Technical Community College
- Jose Ontiveros**, Computer Repair Instructor (CE)
- Ronald Orban**, Mathematics Instructor
B.A., Pfeiffer College
M.S., Stephen F. Austin University
- Sonja Osborne**, Communications & Developmental Program
Coordinator
B.S., University of the West Indies
M.A., Austin Peay State University
- Patricia Ostlund**, Biology Instructor
B.S., UNC—Pembroke
M.Ed., Fayetteville State University
- John Page**, Electronics Engineering Tech Instructor
B.S., Fairleigh Dickinson University
M.S., Fairleigh Dickinson University
- Rudy Pait**, Information Systems Instructor
A.A.S., Bladen Community College
B.A., UNC—Pembroke
M.A., Webster University
- John Parker**, Chemistry Instructor
A.B., Elon University
D.D.S., Loyola University Chicago
- Vicki Pate**, Social Science Instructor
B.A., Auburn University
M.Sociology, NC State University
- Janice Pavlikiandis**, Continuing Ed—Typing/Keyboarding
Instructor
B.A., Pembroke State University
- Ilona Pelerin**, Basic Skills Lab Instructor
B.S., Fayetteville State University
M.S., Fayetteville State University
- Cheryl Perkins, Basic Skills Education Instructor
B.S., Fayetteville State University
- Joyce Pettengill**, Emergency Services Instructor (Paramedic)
- John Philligin, Jr.**, Building Trades Division Chairperson
A.A.S., Fayetteville Technical Community College
- Weldon Phillips**, Mathematics Instructor
B.S., University of Mississippi
M.A., Central Michigan University
M.S., Fayetteville State University
- James Pilgrim, Jr.**, Dental Department Chair
B.S., NC Central University
D.D.S., Howard University College of Dentistry
- Mary Pines**, Recreation/Leisure Studies/Fitness Center
Instructor
A.A.S., Fayetteville Technical Community College
B.S., Mt. Olive College
- Janice Powell**, Culinary Technology Instructor
B.S., East Carolina University
M.Ed., UNC – Greensboro
- Teresa Prober**, Basic Skills Education Instructor
B.A., UNC – Pembroke
- Shelly Pruitt**, Mathematics Instructor
B.S., East Carolina University
M.A., East Carolina University
- Phillip Pugh**, Humanities Program Coordinator
B.S., NC State University
M.A., Abilene Christian University
- Robert Ralph**, Computer Programming Instructor
B.S., Akron University
M.S., Akron University

- Bala Raman**, Mathematics Instructor
B.S., C.K.N. College, Cuddalore
M.S., Fayetteville State University
- Gary Randle**, Radiography Instructor
A.S., St. Josephs School of Rad. Tech.
B.A., Indiana University
M.S., Nova Southern University
- Lori Reckler**, Basic Skills Education Instruction
B.S., Fayetteville State University
- Andrea Richard**, Basic Skills Education Instructor
B.A., East Carolina University
- Susan Ritter**, Mathematics Instructor
B.S., UNC—Greensboro
M.A., UNC—Greensboro
- James Robinson**, Social Science Instructor
B.A., NCA & T University
M.S., University of Georgia
- Lea Rosenberry**, Mathematics Instructor
B.A., University of Colorado
B.S., Austin Peay State University
M.A.E., Austin Peay State University
- Christina Royal**, Recreation Inst/Program Coordinator for
AA/AS/AGE/Huskies/College Connection & ACA
B.S., NC State University
M.A.Ed., Fayetteville State University
- Linda Sanders**, Business Admin/Human Resources Program
Coordinator
B.S., Fayetteville State University
M.B.A., Fayetteville State University
- William Sanders**, Carpentry Instructor
Diploma, Fayetteville Technical Community College
- Sybil Sasaki**, Basic Skills Instructor (FAST)
B.A., University of Iowa
- Sherry Scarlett**, Office Systems Technology Instructor
A.A.S., Alamance Technical Institute
B.S., Appalachian State University
M.S.B.E., UNC—Greensboro
- Carol Scheib**, Basic Skills Education Instructor
B.S., Penn State University
- Kamau Scott**, Internet Technology Department Chair
A.A.S., Fayetteville Technical Community College
CISCO Networking certificate
NOVELL Networking Certificate
- Shavone Scott**, HRD Instructor
B.S., University of Maryland
M.A., University of Maryland
- Sharon Seaford**, Business Administration/Marketing
Instructor
B.A., Methodist College
B.A., Lenior-Rhyn College
M.B.A., Campbell University
- Brenda Shepherd-Powell**, Learning Lab Instructor
B.S., Fayetteville State University
- Dennis Sheridan**, Postal Service Technology Program
Coordinator
B.A., Saint Peter's College
M.B.A., Syracuse University
- David Sholter**, Advertising and Graphic Design Instructor
A.A.S., Fayetteville Technical Community College
B.A., Fayetteville State University
- Angela Simmons**, Dental Assisting Instructor
A.A.S., Fayetteville Technical Community College
A.A.S., Fayetteville Technical Community College
- Frederick Smith**, Biology Instructor
B.S., Campbell University
M.A.Ed., East Carolina University
- Lydia Smith**, Basic Skills Instructor
B.S., Methodist College
- Stephen Smith**, Program Coordinator/Bus. Adm/Public
Administration
B.S., Marian College
M.P.S., Western Kentucky University
- Kimberly Snead-McDaniel**, Biology/Biotechnology Program
Coordinator
B.S., Fayetteville State University
M.S., Fayetteville State University
- Tomecia Sobers**, Sociology Instructor
B.S., Fayetteville State University
M.A., Fayetteville State University
- Carralee Spain**, Mathematics Instructor
B.S., Wake Forest University
M.A., Wake Forest University
- Stephen Spear**, English/Communications Instructor
B.A., Stephen F. Austin University
M.A., Stephen F. Austin University
Ph.D., Indiana University

- James Speed**, English Instructor
B.S., Jackson State University
M.A.T., Jackson State University
- Linda Starling**, Phlebotomy Program Coordinator
B.S., UNC—Chapel Hill
- Carolyn Stovall**, Associate Degree Nursing Instructor
B.S.N., NC A&T State University
M.S.N., Wichita State University
- Beverly Strickland**, Criminal Justice Technology Dept Chair
A.A.S., Emmanuel College
B.S., Campbell University
M.A., Webster University
- Thomas Strommer**, Mathematics Instructor
B.S., University of Washington
M.S., University of Washington
Ph.D., University of Washington
- Deborah Stuckey**, Basic Skills Education Instructor
B.A., Boston College
- Margene Sunderland**, Business Administration Instructor
A.B., Notre Dame University
M.A., Central Michigan University
- Ann Taylor**, Paralegal Technology Instructor
B.A., Campbell University
J.D., Campbell University
- Cheryl Thomas**, Business Administration Instructor
B.S.C.J., Appalachian State University
J.D., Mercer University
- Roseann Thomas**, Computer Technology Division Chair
B.S., Fayetteville State University
B.S., NC State University
M.S., East Carolina University
- Ernest Thornton, Jr.**, Electrical/Electronics Instructor
Diploma, Fayetteville Technical Community College
A.A.S., Fayetteville Technical Community College
- Teryl S. Torry**
B.S., DeVry University
B.A., North Carolina A&T State University
- John Townsend**, Internet Technologies Instructor
A.A.S., Fayetteville Technical Community College
B.A., Campbell University
- Torie Tremblay**, Information Systems Technology Instructor
B.S., East Carolina University
M.A., Webster University
- Samuel Tukes**, GED Instructor
B.S., Fayetteville State University
M.A., Fayetteville State University
- Larry Vick**, Criminal Justice Instructor
J.D., Rutgers University
- Brian Wagoner**, Basic Skills Education Instructor
B.A., Methodist College
- Margaret Walter**, Basic Skills Education Instructor
B.S., University of Pittsburgh
M.Ed., University of Pittsburgh
- Ray Walters**, Program Coord/Bus.Adm/Operations Management
B.S., Southern Illinois University
M.S., University of Southern California
- Betty Ward**, Learning Lab Instructor
- Phillip Warren**, Physical Therapy Assistant Instructor
B.S., Barton College
M.P.H., UNC—Chapel Hill
M.P.T., Baylor University
D.P.T., University of St. Augustine
- Tadashi Watson**, Information Systems/Network Admin & Support Instructor
M.A., Webster University
M.A., Webster University
- Patricia Weaver**, Early Childhood Associate Dept Chair
B.A., Methodist College
M.Ed., Campbell University
- Kathy Weeks**, Nursing & Health Support Division Chairperson
B.S.N., Western Carolina University
M.S.N., UNC—Greensboro
- Robert West**, Mathematics Instructor
B.S., UNC—Pembroke
M.Ed., Campbell University
- Johanna Weyant**, English Instructor
A.A.S., Fayetteville Technical Community College
B.A., Fayetteville State University
M.A., Fayetteville State University
- Joseph White**, English Instructor
A.B., UNC—Chapel Hill
M.A.T., University of Virginia
- Bruce Whitney**, Computer Instructor/CE
- Donald Wilkinson**, Cabinet Making Dept Chair
Master Carpentry
- Alisa Williams**, Mathematics Instructor
B.S., Campbell College
M.Ed., Campbell University

Karen Harris Williams, Early Childhood Associate Instructor
B.S., Fayetteville State University
M.A., Fayetteville State University
M.A., Fayetteville State University

Randolph Williams, Basic Skills Education Instructor
B.A., Fayetteville State University

Danny Wood, Machining Technology Dept Chair
Diploma, Fayetteville Technical Community College
A.A.S., Fayetteville Technical Community College

Kenneth Wright, Psychology Instructor
B.A., East Carolina University
M.A., East Carolina University

April Yates, Criminal Justice Instructor
B.S., Appalachian State University
J.D., New England School of Law

Gary Yates, A/C, Heating and Refrigeration Technology
Instructor
A.A.S., Fayetteville Technical Community College

David Young, French Instructor
B.A., Wheaton College
M.A., Wayne State University

Jeffrey Zack, Program Coord.—Crim. Justice Tech/Finance
Crime/Comp. Fraud & Latent Evidence
M.A., Webster University

Samuel Zahran, English Instructor
B.A., NC State University
M.A., NC State University

INDEX

ABE & GED Correspondence53	Associate in Arts, Pre-major in Political Science77
AC, Heating & Refrigeration Technology		Associate in Arts, Pre-major in Psychology78
Basic A/C, Heating and Refrigeration Certificate63	Associate in Arts, Pre-major in Social Science	
AC, Heating & Refrigeration Technology61	Secondary Education79
AC, Heating & Refrigeration Technology,		Associate in Arts, Pre-major in Social Work80
Evening/Weekend Program62	Associate in Arts, Pre-major in Sociology81
Academic Appeals46	Associate in General Education82
Academic Calendars6	Associate in Science83
Academic Life34	Associate in Science, Pre-major in Biology and	
Academic Policies34	Biology Education84
Academic Probation and Suspension45	Associate in Science, Pre-major in Chemistry and	
Academic Probation37	Chemistry Education85
Academic Standards37	Associate in Science, Pre-major in	
Academic Suspension37	Mathematics Education87
Accounting59	Associate in Science, Pre-major in Mathematics86
Accuplacer17	Attendance Policy39
Administrative and Professional Staff328	Attendance Problems44
Admission of International Students21	Autobody Repair Certificate88
Admission of Minors23	Autobody Repair88
Admission of Minors, Gifted23	Automotive Systems Technology89
Admission of Special Credit Students23	Automotive Systems Technology, Automotive	
Admission of Transfer Students23	Electrical Electronics Systems Certificate90
Admissions Decisions44	Automotive Systems Technology, Automotive	
Admissions Information17	Engine Performance Certificate90
Admissions Policies and Procedures18	Automotive Systems Technology, Automotive	
Adult Basic Skills Program52	Power Trains Certificate91
Adult High School Diploma Program52	Automotive Systems Technology, Automotive Suspension,	
Advertising & Graphic Design60	Brakes, and Heating/Air Conditioning Certificate91
Airport Firefighting Training Facility54	Baking Certificate, Culinary Technology116
Ambassadors38	Banking and Finance, Business Administration96
Appeal of Academic Suspension37	Basic CAD Drafting Certificate156
Appeals and Due Process44	Basic Law Enforcement Training92
Architectural Technology64	Basic Office Systems Technology Certificate162
Arts, Associate in66	Basic Skills Education52
Assessment and Evaluation of Students17	Basic Skills Resource Center53
Associate Degree Nursing65	Biology and Biology Education Pre-major,	
Associate in Arts66	Associate in Science84
Associate in Arts, Pre-Major in Business		Biotechnology93
Administration67	Board of Trustees4
Associate in Arts, Pre-major in Business		Building Construction Technology94
Education and Marketing Education68	Business Administration Pre-Major, Associate in Arts67
Associate in Arts, Pre-major in Criminal Justice69	Business Administration95
Associate in Arts, Pre-major in Elementary Education,		Business Administration/Human Resources Management—	
Middle Grade Education and Special Education70	Equal Opportunity and Employee Relations99
Associate in Arts, Pre-major in English Education72	Business Administration—Banking and Finance96
Associate in Arts, Pre-major in English71	Business Administration—Electronic Commerce97
Associate in Arts, Pre-major in Health Education73	Business Administration—Human Resources	
Associate in Arts, Pre-major in History74	Management98
Associate in Arts, Pre-major in Nursing75	Business Administration—Marketing and Retailing100
Associate in Arts, Pre-major in Physical Education76	Business Administration—Operations Management101

- Business Administration—Public Administration102
- Business Administration—Small Business Management
Certificate103
- Business Administration—Small Business Startup
Certificate103
- Business Education and Marketing Education Pre-major,
Associate in Arts68
- Business Service56
- C++ Programming Certificate, Computer
Programming109
- Cabinetmaking104
- Campus Life29
- Campus Map352
- Career Development30
- Carpentry104
- Carpentry, General Contractor's License Preparation
Certificate105
- Chemistry and Chemistry Education Pre-major,
Associate in Science85
- Child Care Administration Certificate, Early Childhood
Associate120
- Child Care Development Certificate, Early Childhood
Associate120
- Child Care Professional Certificate, Early Childhood
Associate121
- CISCO Networking Certificate147
- Civil Engineering Technology106
- COBOL Programming Certificate, Computer
Programming109
- Code of Conduct, Student40
- College, The13
- College Expenses26
- College-by-Cassette50
- Communication56
- Community Service55
- Community Spanish Interpreter107
- Compensatory Education (CED)53
- Computer Programming108
- Computer Programming—C++ Programming
Certificate109
- Computer Programming—COBOL Programming
Certificate109
- Computer Programming—RPG Programming
Certificate110
- Computer Training56
- Computer Use Guidelines42
- Continuing Education52
- Cooperative Education30
- Cosmetology111
- Counseling Services31
- Course Descriptions181
- Course Descriptions181
- Course Repeat Policy34
- Course Repeat Procedures34
- Credit for Non-traditional Learning24
- Crime Awareness and Campus Security
Act of 1990, The33
- Criminal Justice Pre-major, Associate in Arts69
- Criminal Justice Technology112
- Criminal Justice Technology, Latent Evidence113
- Criminal Justice Technology—Latent
Evidence Certificate114
- Culinary Technology115
- Culinary Technology—Baking Certificate116
- Culinary Technology—Pantry Chef Certificate116
- Curriculum List57
- Curriculum Programs57
- Dean's List38
- Dental Assisting117
- Dental Hygiene118
- Developmental Course Grading System37
- Disciplinary Action43
- Disciplinary Procedures43
- Disciplinary Sanction45
- Dismissal46
- Distance Education50
- Distance Learning50
- Early Childhood Associate119
- Early Childhood Associate—Child Care
Administration Certificate120
- Early Childhood Associate—Child Care Development
Certificate120
- Early Childhood Associate—Child Care Professional
Certificate121
- Early Childhood Associate—Family Child Care
Certificate121
- Early Childhood Associate—Special Education122
- Early Childhood Associate—Teacher Associate123
- EarMyU50
- Electrical/Electronics Technology124, 125
- Electronic Commerce, Business Administration97
- Electronics Engineering Technology126
- Electronics Servicing Technology127
- Elementary Education, Middle Grade Education and
Special Education Pre-major, Associate in Arts70
- Emergency and Protective Services Training54
- Emergency and Protective Services54
- Emergency Medical Science Certificate131
- Emergency Medical Science Diploma130
- Emergency Medical Science128
- Emergency Medical Science—Bridging Program129
- Emergency Medical Technician – State and
National Registry55
- English as a Second Language (ESL)53

English Education Pre-major, Associate in Arts72
English Pre-major, Associate in Arts71
Entry Assessment17
Facility Maintenance Worker131
Faculty Advisement31
Faculty and Staff327
Faculty331
Family Child Care Certificate, Early Childhood Associate121
Family Literacy Program (FLP)53
Fees26
Financial Aid27
Financial Information26
Financial Obligations46
Fire Protection Technology132
Fire Service54
FTCC Purpose Statement13
FTCC Small Business Center56
Funeral Director, Service Education134
Funeral Service Education133
General Competencies for FTCC Graduates38
General Education Development (GED)53
General Education, Associate in82
General Information13
General Occupational Technology134
Grades45
Grading Procedures35
Graduation, Requirements for38
Grievance Procedure46
Health Care Management Technology135
Health Education Pre-major, Associate in Arts73
Health Services32
History of FTCC13
History Pre-major, Associate in Arts74
Honors and Awards38
Horticulture Technology/Management136
Horticulture Technology—Basic Landscape Maintenance137
Hotel and Restaurant Management Certificate139
Hotel and Restaurant Management138
Human Resources Development (HRD)53
Human Resources Management, Business Administration98
Immediate Suspension43
Industrial Management Technology143
Industrial Systems Technology140, 141
Industrial Systems Technology—Basic Industrial Systems Certificate142
Industry Services53
Information Systems Computer Technologies145
Information Systems Linux Certificate145
Information Systems Security149
Information Systems144
Information Systems—Network Administration and Support CISCO Networking Certificate147
Information Systems—Network Administration and Support Microsoft Networking Certificate147
Information Systems—Network Administration and Support Nortel Networking Certificate148
Information Systems—Network Administration and Support Novell Networking Certificate148
Information Systems—Network Administration and Support146
In-Plant Training Skills Programs54
Institutional Charter and Accreditations14
Instructor Training56
Intercurricular Transfer of Credits23
Internet Technologies150
Internet Technologies—IT/Server Side Web Programming Certificate151
Internet Technologies—Web Back-Offices Certificate153
Internet Technologies—Web Design Certificate151
Internet Technologies—Web Management Certificate152
Internet Technologies—Web Programming Certificate152
IT/Server Side Web Programming Certificate151
Job Placement32
Latent Evidence Certificate, Criminal Justice Technology114
Latent Evidence, Criminal Justice Technology113
Law Enforcement Training55
Learning Lab/Skills Lab50
Learning Resources Center50
Learning Technologies50
Library51
License Support Training56
Linux Certificate, Information Systems145
Machining Technology—Evening Basic Machining Technology Certificate155
Machining Technology154
Marketing and Retailing, Business Administration100
Marshals38
Masonry155
Mathematics Education Pre-major, Associate in Science87
Mathematics Pre-major, Associate in Science86
Mechanical Drafting Technology156
Media Integration Technology157
Media Integration Technology—Hardware and Software Certificate158
Media Services51
Medical Office Administration Certificate160
Medical Office Administration159
Microsoft Networking Certificate147
NCCS Accountability Measures 2002-2003, The16

Network Administration and Support, Information Systems146	Retest Policy17
New Student Orientation25	Rights, Student40
Nondiscrimination Statement5	RPG Programming Certificate, Computer Programming110
Nortel Networking Certificate148	Sanctions43
North Carolina Community College's System Approved Entry Assessments17	Schedule Adjustments and Withdrawals34
Novell Networking Certificate148	Science, Associate in83
Nursing Assistant I & II55	Seminars54
Nursing Pre-major, Associate in Arts75	Service Education, N.C. Funeral Director134
Nursing, Associate Degree65	Sexual Harassment Complaints46
Occupational Extension Education53	Small Business Center, FTCC56
Off Campus Student Services31	Small Business Counselor56
Office Systems Technology161	Small Business Management Certificate, Business Administration103
Operations Management, Business Administration101	Small Business Startup Certificate, Business Administration103
Pantry Chef Certificate, Culinary Technology116	Social Science Secondary Education Pre-major, Associate in Arts79
Paralegal Diploma164	Social Work Pre-major, Associate in Arts80
Paralegal Technology163	Sociology Pre major, Associate in Arts81
Pharmacy Technology165	Special Education, Early Childhood Associate122
Phlebotomy166	Specialized Business Seminars56
Physical Education Pre-major , Associate in Arts76	Speech-Language Pathology Assistant174
Physical Therapist Assistant167	Standards of Progress37
Plumbing168	Standards, Academic37
Plumbing—Basic Plumbing Certificate, Evening/ Weekend Program168	Student Activities29
Political Science Pre-major, Associate in Arts77	Student Code of Conduct40
Possession of Weapons on Campus42	Student Government Association29
Postal Service Technology169	Student Grievance Policy and Procedure46
Postal Service Technology, Certificate170	Student Housing33
Practical Nursing170	Student Information, Release of48
President's Award, The38	Student Insurance27
President's List38	Student Obligations39
President's Message2	Student Records48
Probation, Academic37	Student Rights and Privacy Act— Information Statement48
Program Accreditations and Associations14	Student Rights40
Program Prerequisites19	Student Rights, Responsibilities and Judicial Procedures40
Psychology Pre-major, Associate in Arts78	Student Services Offices30
Public Administration, Business Administration102	Students with Disabilities32
Publishing Guidelines for Student Publications29	Supervisory Skills56
Purpose of the Catalog5	Surgical Technology176, 177, 178
R.E.A.L.56	Surveying Technology175
Radiography171	Suspension, Academic37
Re-admission of Former Students25	Suspension, Immediate43
Recreation and Leisure Studies172	Teacher Associate, Early Childhood Associate123
Refund Policies27	Television Courses50
Release of Student Information48	Transportation22
Requirements for Graduation38	Tuition and Fees26
Requirements for Taking Entry Assessment17	Tuition Waivers27
Rescue Technician54	Veterans Services Office33
Residency Classification for Tuition Purposes26		
Resource Room56		
Respiratory Care173		

Visual Basic Programming Certificate, Computer Programming110
Weapons, Possession of on Campus42
Web Back-Offices Certificate153
Web Design Certificate151
Web Management Certificate152
Web Programming Certificate152
Welding Technology179
Welding Technology, Basic Certificate Evening/ Weekend Program179
Workforce Preparedness Center53
Workforce Program53