

Shirley Jackson

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

2000-2002

CATALOG

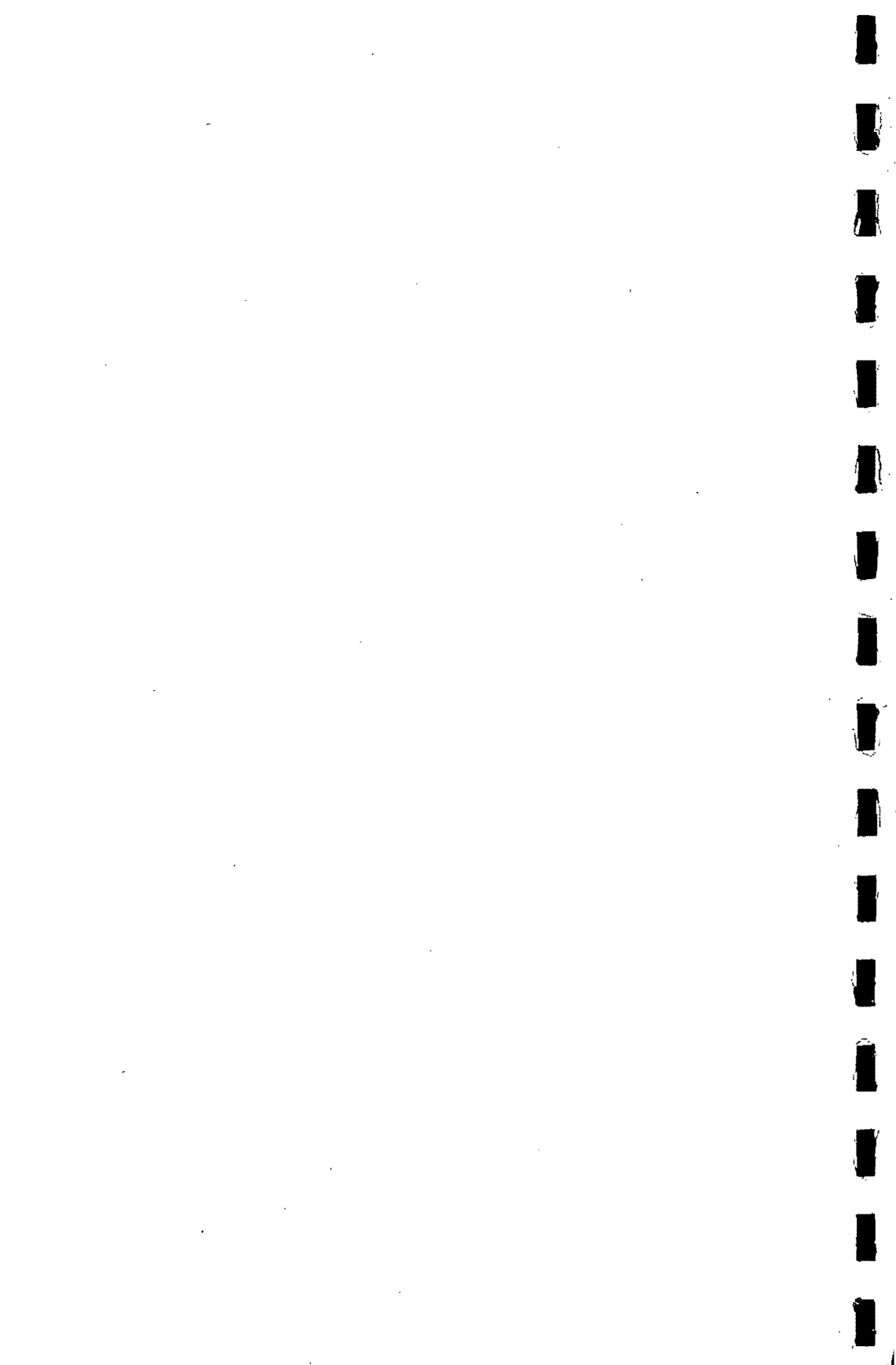
VOLUME XV

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

**Web site: <http://www.faytech.cc.nc.us>
has the most up-to-date catalog information**

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS

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



President's Message

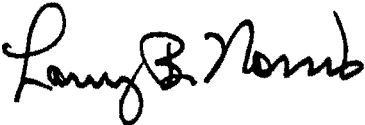
Welcome!

For the past 40 years, Fayetteville Technical Community College has served the citizens of Fayetteville and Cumberland County by providing quality educational programs. Whether your goal is to earn a certificate, diploma, or associate degree, FTCC has over 60 programs including vocational, technical, and college transfer majors. FTCC offers many courses through distance learning delivery systems, and the College is recognized nationally for the application and integration of technology into the teaching/learning process.

Equally important, the College focuses on the needs of our students by providing an array of support services including advising, career counseling, and financial aid. Faculty and staff are available to assist you in reaching your educational goals. Please use this catalog as a guide to the programs and services available to you.

You are the reason that Fayetteville Technical Community exists. We want your educational experiences to be positive and rewarding. I wish you every success as you begin one of the most important journeys of your life.

Sincerely,



Larry B. Norris
President

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FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

BOARD OF TRUSTEES

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Mr. Thornton W. Rose, Vice Chairman

Dr. Marye Jeffries, Secretary

Mr. L. Stacy Weaver, Jr., Attorney

<u>Name</u>	<u>Expiration Date</u>	<u>Appointed By</u>
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Mrs. Brenda Tinney	June 30, 2003	Governor
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Mr. Charles Harrell	June 30, 2002	Governor
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Mr. Billy Davidson	June 30, 2003	Board of County Commissioners
Mr. Stephen R. Statisky	June 30, 2002	Board of County Commissioners
Mr. Wilson F. Yarborough, Jr.	June 30, 2001	Board of County Commissioners
Mr. Michael C. Boose	June 30, 2003	School Board
Ms. Lula Crenshaw	June 30, 2001	School Board
Dr. Marye Jeffries	June 30, 2004	School Board
Dr. Lura S. Tally	June 30, 2002	School Board

PURPOSE OF THE CATALOG

Fayetteville Technical Community College publishes this catalog to provide students and other interested persons with the information about the College and its programs. The information provided is up-to-date as of July 1, 2000. Changes subsequent to publication of this catalog are posted to the catalog on our website. For current information, visit our website at www.faytech.cc.nc.us.

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@ftccmail.faytech.cc.nc.us.

NONDISCRIMINATION STATEMENT

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

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

For information concerning these provisions, contact:

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

Please call us with your questions.

Admissions	678-8473
Academic Program Areas	
Business	678-8466
General Education and Public Service.....	678-8467
Health.....	678-8264
Technical and Vocational	678-8338
Continuing Education	678-8386
Co-op Education	678-8453
Counseling	678-8419
Financial Aid	678-8242
Health Services	678-8450
Information/Student Services	678-8419
Job Placement	678-8418
Learning Resources Center.....	678-8305
Library	678-8247
Registrar.....	678-8252
Switchboard.....	678-8400
Testing	678-8417
Veterans' Services.....	678-8395

The Fayetteville State University/Fayetteville Technical Community College Teacher Education Partnership

ELEMENTARY EDUCATION (K-6) (B.S.)

FRESHMAN YEAR, FTCC

<u>First Semester</u>		<u>Sem. Hrs.</u>	<u>Second Semester</u>		<u>Sem. Hrs.</u>
ENG 111	Expository Writing	3	ENG 113	Literature-Based Research	3
ACA 115	Success & Study Skills	1	BIO 111C	General Biology I	3
PSY 150	General Psychology	3	BIO 111L	General Biology I Lab	1
HIS 111	World Civilization	3	MAT 140	Survey of Mathematics	3
CIS 110/EDUC 210 ⁶ (FSU)			SOC 210	Introduction to Sociology	3
	Intro to Computers/Computers in Education	3	PED 110	Fit & Well for Life	2
ART 111	Art Appreciation		PED	Physical Education Elective	1
or					
MUS 110	Music Appreciation	3			16
		<u>16</u>			

SOPHOMORE YEAR, FTCC

<u>First Semester</u>		<u>Sem. Hrs.</u>	<u>Second Semester</u>		<u>Sem. Hrs.</u>
ENG 231	American Literature	3	EDU 116/EDUC 211 ²		4
PHS 110	Basic Physical Science	4		Intro to Education/Lab Exp. in Area Schools	
HIS 131 ¹	American History I		HUM 211 ¹	Humanities I	
or			or		
HIS 132 ¹	American History II	3	HUM 212 ¹	Humanities II	3
MAT 161 [•]	College Algebra	3	POL 120	American Government	3
MAT 161A	College Algebra Lab	1	Electives ³	(Academic Concentration)	6
COM 231	Public Speaking	3			<u>16</u>
		<u>17</u>			

JUNIOR YEAR, FSU

<u>First Semester</u>		<u>Sem. Hrs.</u>	<u>Second Semester</u>		<u>Sem. Hrs.</u>
EDUC 310	Foundations of Education	3	EDUC 330	Educ Psych & Measure	3
EDUC 340	Human Development	3	⁴ EDU 315	Music * Art (K-6)	3
ENGL 300	Children's Literature	3	⁴ PEDU 320	Mtds. of Health & PE (K-6)	3
SPED 320	Edu of Exceptional Child	3			9
		<u>6</u>		⁵ Second Academic Concentration Requirement	<u>18</u>

SUMMER SEMESTER, FSU

³Second Academic Concentration Requirement 3 Sem. Hrs

SENIOR YEAR, FSU

<u>First Semester</u>		<u>Sem. Hrs.</u>	<u>Second Semester</u>		<u>Sem. Hrs.</u>		
*READ	315	Mtds Tch Rdg Elem Sch	3	*ELEM	471	Teacher Internship	12
*ELEM	455	Mtds Tch Math (K-6)	3	*ELEM	491	Seminar	2
*ELEM	456	Mtds Tch Science (K-6)	3				14
*ELEM	353	Mtds Tch Lang Arts (K-6)	3				
*ELEM	352	Mtds Tch Soc Stu (K-6)	3				
*ELEM	451	Class Mgmt for Elementary Teachers	<u>3</u>				
			18				

- ¹ Students who take HIS 131 must take HUM 212. Students who take HIS 132 must take HUM 211.
- ² EDU 116/ EDUC 211 includes 20 hours for classroom observation as well as 30 additional hours of PRAXIS lab time. (Students should take the PRAXIS test at the end of their sophomore year at FTCC.) This course will be instructed by FSU faculty. PRAXIS must be taken at the end of the sophomore year.
- ³ Academic Concentrations: (Subject to approval by FSU department chair) Those students approved for a concentration listed below in **BOLD** are not required to take the Second Academic Concentration requirement.
- English, History, Political Science, Psychology, Sociology, Biology, Economics, Geography, Mathematics, Spanish, Speech & Theatre.**
- Where applicable, up to six (6) hours of credit from the College Core may be used to satisfy Second Academic Concentration Requirements.
- ⁴ Admission to teacher education required.
- ⁵ Only those courses listed may be taken during the student teaching semester.
- ⁶ CIS 110/EDUC 210: FSU Faculty will teach this course.

2000-2001 ACADEMIC CALENDAR

Fall Semester 2000-2001	Curriculum On-Campus	Curriculum Accelerated Sessions		Continuing Education
	16-Week (80 Days)	Session 8-1	Session 8-2	Centers Fall
Faculty Return	8/7/00			
Faculty/Staff Prof. Development	8/7-11/00			
Early Registration	6/1-28/00 7/3-28/00	Main Campus 6/1-28; 7/3-28/00 FB/Pope 7/31-8/11/00	Main Campus 10/9-10/00 FB/Pope 9/28-10/10/00	8/14-25/00
Early Registration for New Approvals	8/2-3/00	8/2-3/00		
Registration	8/9-10,12/00	Main Campus 8/9-10,12/00 FB/Pope 8/14-15/00	Main Campus 10/16-17/00 FB/Pope 10/11-12/00	9/5-18/00
Schedule Correction	8/15/00	Main Campus 8/15/00 FB/Pope 8/16/00	Main Campus 10/16/00 FB/Pope 10/16/00	
Orientation	TBA			
Classes Begin	8/16/00	8/16/00	10/16/00	9/5/00
Last Day to Add	8/22/00	8/18/00	10/18/00	
Summer Inc Grades Due	9/13/00	9/13/00		
Last Day for Refund	8/25/00	8/25/00	10/19/00	
Student Holidays/Break	9/4; 10/11-14; 11/23-25; 12/14-19/01	9/4/00	11/23-25/00	
Faculty Holidays/Leave	9/4; 10/11-14; 11/23-25; 12/18-1/1/01	9/4/00	11/23-25/00	
Staff Holidays	9/4; 11/23-25; 12/18-1/1/01	9/4/00	11/23-25/00	
Fall Semester Exams	12/11-13/00	10/10/00	12/8-9/00	
Fall Grades Due Registrar	12/14/00	10/11/00	12/11/00	
Last Day of Term	12/13/00	10/10/00	12/9/00	11/20/00

2000-2001 ACADEMIC CALENDAR

	Curriculum On-Campus	Curriculum Accelerated Sessions		Continuing Education	
Spring Semester 2000-2001	16-Week (80 Days)	Session 8-3	Session 8-4	Centers Spring I	Centers Spring II
Faculty/Staff Return	1/2/01				
Faculty/Staff Prof. Development	1/2-9/01				
Early Registration	11/13-12/1/00	Main Campus 11/13-12/1/00 FB/Pope 12/7,13/00; 1/2,5/01	Main Campus 3/5-6/01 FB/Pope 2/21-28; 3/1,2,5,6/01	11/27-12/8/00	3/12-23/01
Registration	12/6-7,9/00; 1/8/01	Main Campus 12/6-7,9/00; 1/8/01 FB/Pope 1/8-9/01	Main Campus 3/12-13/01 FB/Pope 3/7-8/01	1/8-20/01	4/2-14/01
Schedule Correction	1/9/01	Main Campus 1/9/01 FB/Pope 1/10/01	Main Campus 3/12/01 FB/Pope 3/12/01		
Orientation	12/5/00				
Classes Begin	1/10/01	1/10/01	3/12/01	1/8/01	4/2/01
Last Day to Add	1/17/01	1/12/01	3/14/01		
Fall Inc Grades Due	3/12/01	11/10/00	2/7/01		
Last Day for Refund	1/22/01	1/22/01	3/15/01		
Student Holidays/Breaks	1/15; 3/7-10; 4/13-16/01	1/15/01	4/13-16/01	1/15/01	4/16-20/01 5/28/01
Faculty Holidays/Leave	1/15; 3/7-10; 4/13-16/01	1/15/01	4/13-16/01	1/15/01	4/16/01 5/28/01
Staff Holidays	1/15; 4/16/01	1/15/01	4/16/01	1/15/01	4/16/01
Spring Semester Exams	5/7-9/01	3/6/01	5/5/01		
Spring Grades Due Registrar	5/10/01	3/7/01	5/7/01		
Last Day of Term	5/9/01	3/6/01	5/5/01	3/24/01	6/23/01
Graduation	5/17/01				

2001-2002 ACADEMIC CALENDAR

	Curriculum On-Campus					Continuing Education
Summer Semester 2001-2002	8-Week (40 Days)					Centers Summer
Early Registration	4/23-5/6/01					6/11-22/01
Registration	5/10/01					7/2-6/01
Schedule Correction	5/14/01					
Orientation	5/10/01					
Classes Begin	5/14/01					7/2/01
Last Day to Add	5/16/01					
Spring Inc Grades Due	7/10/01					
Last Day for Refund	5/17/01					
Student Holidays/Break	5/28; 7/4/01					7/4/01
Faculty Holidays/Leave	5/28; 7/4/01					7/4/01
Staff Holidays	7/4/01					7/4/01
Summer Semester Exams	7/6-7/01					
Summer Grades Due Registrar	7/9/01					
Last Day of Term	7/7/01					8/27/01
Graduation						

2001-2002 ACADEMIC CALENDAR

	Curriculum On-Campus	Curriculum Accelerated Sessions				Continuing Education Centers Fall
		Session 8-1		Session 8-2		
FALL Semester 2001-2002	16-Week (80 Days)					
Faculty Return	8/6/01					
Faculty/Staff Prof. Development	8/6-10/01					
Early Registration	6/1-27/01 7/2-27/01					8/13-24/01
Early Registration for New Approvals	8/1-2/01	Main Campus FB/Pope	8/1-2/01 7/30,31; 8/1-10/01	Main Campus FB/Pope	10/8-9/01 9/26-28; 10/1-9/01	
Registration	8/7-8,11/01	Main Campus FB/Pope	8/7-8,11/01 8/13-14/01	Main Campus FB/Pope	10/15-16/01 10/10-11/01	9/4-17/01
Schedule Correction	8/14/01	Main Campus FB/Pope	8/14/01 8/15/01	Main Campus FB/Pope	10/15/01 10/15/01	
Orientation						
Classes Begin	8/15/01	8/15/01		10/15/01		9/4/01
Last Day to Add	8/21/01	8/17/01		10/17/01		
Summer Inc Grades Due	9/12/01					
Last Day for Refund	8/24/01	8/24/01		10/18/01		
Student Holidays/Break	9/3; 10/10-13; 11/22-24; 12/18-1/8/02	9/3/01		11/22-24/01		
Faculty Holidays/Leave	9/3; 10/10-13; 11/22-24; 12/19-1/1/02	9/3/01		11/22-24/01		
Staff Holidays	9/3; 11/22-24; 12/19-1/1/02	9/3/01		11/22-24/01		
Fall Semester Exams	12/13,14,17/01	10/9/01		12/7-8/01		
Fall Grades Due Registrar	12/18/01	10/10/01		12/10/01		
Last Day of Term	12/17/01	10/9/01		12/8/01		11/19/01

2001-2002 ACADEMIC CALENDAR

	Curriculum On-Campus	Curriculum Accelerated Sessions		Continuing Education		
		Session 8-3	Session 8-4	Centers Spring I	Centers Spring II	
Faculty/Staff Return	1/2/02					
Faculty/Staff Prof. Development	1/2-7/02					
Early Registration	11/12-12/2/01	Main Campus FB/Pope	11/12-12/2/01 12/5,12/01; 1/2,4/02	Main Campus FB/Pope	3/4-5/02 2/20,28; 3/1-5/02	11/26-12/7/01 3/18-29/02
Registration	12/5-6,8/01; 1/8/02	Main Campus FB/Pope	12/5-6,8/01; 1/8/02 1/7-8/02	Main Campus FB/Pope	3/13-14/02 3/6-7/02	1/7-19/02 4/8-20/02
Schedule Correction	1/8/02	Main Campus FB/Pope	1/8/02 1/9/02	3/11/02		
Orientation	12/4/01					
Classes Begin	1/9/02	1/9/02	3/11/02	1/7/02	4/8/02	
Last Day to Add	1/15/02	1/11/02	3/13/02			
Fall Inc Grades Due	3/5/02	11/2/01	2/6/02			
Last Day for Refund	1/18/02	1/18/02	3/14/02			
Student Holidays/Breaks	1/21; 3/6-9; 3/29-4/1/02	1/21/02	3/29-4/1/02	1/21/02	5/27/02	
Faculty Holidays/Leave	1/21; 3/6-9; 3/29-4/1/02	1/21/02	3/29-4/1/02	1/21/02	5/27/02	
Staff Holidays	1/21; 4/1/02	1/21/02	4/1/02	1/21/02		
Spring Semester Exams	5/6-8/02	3/5/02	5/3-4/02			
Spring Grades Due Registrar	5/9/02	3/6/02	5/6/02			
Last Day of Term	5/8/02	3/5/02	5/4/02	3/25/02	6/21/02	
Graduation	5/16/02					

THE COLLEGE

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 General Education Development equivalency certificate (GED), and adults who desire 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 entry 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 General Education Development equivalency certificate (GED) prior to entering a regular curriculum. Admissions to curricula are open to applicants without regard to race, color, national origin, religion, age, sex, disability, or political affiliation.

HISTORY OF FTCC

From a building of 38,000 square feet, a faculty and staff of nine people, and an enrollment of 50 students, Fayetteville Technical Community College has experienced phenomenal growth from 1961 to the present. Now in its fourth decade, FTCC provides programs to meet the vocational, technical, and adult education needs of Fayetteville, Cumberland County and surrounding counties. FTCC currently is housed on a 112-acre campus with a physical plant of over 600,000 square feet and has a full-time faculty of 221 people, an enrollment of over 10,000 curriculum students, and a total operating budget of over 47 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 two-year post secondary 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 Resources Center, the Thomas R. McLean Administration Building, the Student Center, the 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. 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. Construction began in Spring 2000 on the Early Childhood Educational Center expected to be completed in 2001.

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 next millennium.

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

FTCC PURPOSE STATEMENT

The purpose of Fayetteville Technical Community College is to provide low cost vocational/technical, general education, college transfer, and continuing education programs which meet the needs and desires of its students and community. To improve the educational base of society, FTCC encourages lifelong learning and strives to prepare students for further educational experiences.

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

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

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

Adopted: April 27, 1992
Reaffirmed: February 21, 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 number 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 being 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. Accredited engineering technology programs should be specifically identified as "accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, 111 Market Place, Suite 1050, Baltimore, Maryland 21202 - (410) 347-7700."

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 Department of Funeral Service Education is approved by the North Carolina State Board of Mortuary Science and is accredited by the American Board of Funeral Service Education.

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)

Fayetteville Technical Community College'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 Attn: Ms. Annamarie Dobies-Appel, (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, (213) 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:

1. Introduction to Real Estate Appraisal
2. Valuation Principles and Procedures
3. Application of Residential Property Valuation
4. Introduction to Income Property Appraisal

5. Advanced Income Capitalization Procedures
6. Application of Income Property Valuation

NORTH CAROLINA BOARD OF NURSING

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

NORTH CAROLINA DEPARTMENT OF INSURANCE

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

NORTH CAROLINA 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.

ADMISSIONS

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 the student needs to take the COMPASS 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 area(s). If skills are below the levels defined by the College as required for successful performance in a college-credit program, 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 score 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.
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 System Approved Entry Assessments

COMPASS

FTCC administers the COMPASS from American College Testing. The assessments are Sentence Skills, Reading Skills, Pre-Algebra, and Algebra. There is no charge for the COMPASS. 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, CPT, and Companion.

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 test 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 retests in order to ensure the validity of the placement test results.

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

ADMISSIONS POLICIES AND PROCEDURES

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

1. Applicants must submit an application form, including a residency statement.
2. Applicants must be high school graduates. (A state equivalency certificate or GED test results which meet North Carolina equivalency standards are acceptable in lieu of a high school diploma.) Official transcripts (those accepted by the Director of Admissions) 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.
3. Applicants who have previously attended any other college or post-secondary institution must request that official transcripts of all work attempted be sent to the Admissions Office.
4. Each applicant is scheduled for the FTCC placement test. Previous school records and placement test results will be used in conjunction with the student's personal aspirations to help plan a workable educational program.
5. 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.
6. Students requesting approval for certification of VA educational benefits must provide copies of form DD214 for evaluation of military experience.



Program Prerequisites

	High school courses*				Department Interview**	Medical Exam***
	Alg. I	Alg. II	Biology	Chemistry		
Accounting	X	X				
Associate Degree Nursing	X		X	X	X	X
Architectural Technology	X	X				
Automotive Systems Technology					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
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 Pathology Assistant	X		X		X	X
Surgical Technology	X		X	X	X	X
Surveying Technology	X	X				

*Grade of "C" or better

**Qualified applicants will be scheduled for a departmental interview.

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

7. 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.

8. Health Programs Area Admission Requirements

Priority in consideration for admission to Health Programs will be given to individuals completing the following by January 30 each year. (However, prospective students completing these requirements after January 30 will be considered based on program availability.)

- a. Submit a completed "Application for Admissions" to the Admissions Office.
- b. Request official transcripts be sent to the Admissions Office from each high school and 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 COMPASS Placement Test (Reading, Writing, Algebra, Pre-Algebra as appropriate) 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.

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

Note: Previously completed science courses must have been satisfactorily completed with a grade of "C" or better within the last five years. These courses may be attempted only twice. Exceptions may be approved by the counselor or the appropriate Health Department Chairperson.

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

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

Selection Criteria

Applicants will be ranked and selected on a competitive basis. Ranking will be determined by the number of points awarded in the following areas.

- 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 course work for Associate Degree Nursing, Dental Hygiene, Emergency Medical Science, Physical Therapist Assistant, Radiography, Respiratory Care and Speech Language Pathology Assistant. A minimum GPA of 2.0 is required on all previously completed course work for all other health-related programs.

- b. Rank in high school graduating class. Current seniors in the top 15 percent of their class will be awarded 60 points.
- c. A department interview. Sixty points may be awarded.

NOTE: Applicants applying for more than one program must indicate their order of choice 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.

9. ADN Advanced Placement Program

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. Be a currently licensed LPN.
- b. Meet the requirements for admission into 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, which consists of two tests with passing scores of 70. (Costs of tests must be paid by the student.) Two opportunities will be permitted to pass the tests with a score of 70. Failure to pass the Mobility Profile I automatically excludes the applicant from advanced placement.
- e. Attend an interview with the Chairperson of the Nursing Department.

The candidate's score on the NLN Mobility Profile Test and the overall GPA will be used for selection.

Prior to beginning the second year courses, the candidates must successfully complete a "Nursing Transition" course. This course will facilitate the LPN's transition to the role of the registered nurse and will focus on professional issues, role of the registered nurse, application of the nursing process including assessment skills, 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.

10. Special Credit (non-matriculating) Student Admission

Special credit (non-matriculating) students may take 16 semester hours prior to taking the entry assessment test, unless enrolling in a course with a developmental prerequisite. Special credit students must comply with the regular Admissions policy when they decide to pursue a degree, certificate, or diploma.

11. International Student Admission

International students must complete the Admission Application and the International Student Application. Official transcripts, official results of the Test of English as a Foreign Language, a completed pre-entrance medical record, and a completed financial certificate must be submitted to the Admissions Office. All prospective non-immigrant students will be required to place on deposit funds equal to the first year expenses prior to approval and issuance of the form I-20.

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.

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 a technical/skill content have time limitations in terms of their relevance to the curriculum program and to the occupational field. Courses in the technical or major area taken more than seven years prior to the current semester, either at other institutions or at FTCC, may not be considered for transfer purposes. Some technology-based programs may have stricter limitations on the transfer of grades, depending on changes in technology and competencies required for jobs in the field. 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 interview 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 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 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. 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.

4. Experiential Learning

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

5. 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 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.

6. 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.

7. 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. 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 College 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 College have been satisfied.

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 registered until fees are paid.

Estimated costs* for an academic year (9 months) are shown below. Estimates are based on the 1999-2000 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: *\$440.00 per semester or \$880.00 (2 semesters)
Under 16 hours: *\$27.50 per credit hour

Out-of-State Tuition: *\$2,716.00 per semester or \$5,432.00 (2 semesters)
Under 16 hours: *169.75 per credit hour

Books (Estimated): \$350.00 per term

*Estimates exclude room and board, 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 institution's recruitment 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 fee of \$9.25 per 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.
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.

REFUND POLICIES

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 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.

Bookstore Refunds

Bookstore refunds are made under the following conditions:

1. Students are allowed ten (10) calendar days beginning with the first day of the term to return textbooks for refund or credit.
2. 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.
3. All refunds will be made by check mailed to the individual student. No cash refunds will be made.

TUITION WAIVERS

1. Senior citizens aged 65 or over are entitled to free tuition.
2. High school students enrolled in a community college curriculum class under Huskins Bill Programs or concurrent enrollment provisions are exempt from tuition.

3. When an employer, other than the armed services, pays tuition for an employee to attend a community college and when the employee works at a North Carolina business location, the employer is charged the in-state tuition rate.
4. Out-of-state service members and their dependents stationed at a North Carolina base are eligible to be charged the in-state tuition rate. This waiver is for the academic year. Continuing students must re-apply each fall term.
5. Certain out-of-state students who are members of families that were transferred to North Carolina by businesses or industries, or civilian families transferred to this state by employment, may be eligible for in-state tuition rates.

FINANCIAL AID

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

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

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

All applicants and FTCC students are encouraged 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.faytech.cc.nc.us.

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 College during the hours that College 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.faytech.cc.nc.us.

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.

ALUMNI ASSOCIATION

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.

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 Director of Public Relations and Marketing and the Student Activities Coordinator. Approval of the publication may then be given by the Director and the Student Activities Coordinator.
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 Director of Public Relations and Marketing or the Students Activities Coordinator, an Editorial Review Board will be convened. The Editorial Review Board will consist of the Editor,

the Director of Public Relations and Marketing, the Student Activities Coordinator, 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

The Office of Student Services at Fayetteville Technical Community College is located in the Student Center. Counselors are available to assist students from 8:00 a.m. to 7:00 p.m. each day, Monday through Friday.

Students, faculty, and staff who need assistance should feel free to contact personnel in the Student Services Office.

Students are urged to come to the Student Services Office any time during normal business hours. A counselor will be available to assist all students with career plans, personal concerns, or educational counseling. Counseling staff are available evenings and through telephone and Internet access for evening, off-campus, and distance learning students.

The Student Services Staff is responsible for the following functions:

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|--------------------------------------|---------------------------------|
| 1. Admissions | 7. New Student Orientation |
| 2. Career Counseling and Development | 8. Recruitment |
| 3. Counseling | 9. Registration |
| 4. Financial Aid | 10. Special Population Services |
| 5. Graduate Job Placement | 11. Student Activities |
| 6. Health Service | 12. Testing |

The services are provided to assist students in achieving their educational goals as quickly as possible. Students should feel free to come in any time for assistance.

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, are 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.faytech.cc.nc.us for further information and assistance.

COUNSELING SERVICES

Counseling Services, located in the Student Center, offers a variety of services free to all students, Monday through Friday, from 8:00 a.m. to 7:00 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.

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.

FACULTY ADVISEMENT

The Faculty Advisory System at Fayetteville Technical Community College is an integral part of the instructional and student services programs of the College. The system is designed to provide the student with current and complete information, assistance with procedural tasks, and educational program planning. Advising is done in a caring and compassionate manner by willing and able faculty. For this system to work best, the student must establish a mutual relationship with the advisor that will help the student increase his/her chances for academic success.

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.

Information on part-time jobs is available in the Co-op office (HS 610D) and through the Employment Security Commission (ESC) representative located in the Student Center. Local and state job information is also available at www.esc.state.nc.us.

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.

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. This must be done at least 30 days prior to the first day of the term.
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.

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.

LEARNING RESOURCES CENTER

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

The Library provides excellent facilities for study, research, browsing, self-improvement, and enjoyment. The Library houses over 50,000 volumes of books and subscribes to several electronic indexes as well as 300 current magazines and newspapers. Back issues of periodicals are available in bound volumes, unbound issues, and on microfilm. Audiovisual software, such as films, filmstrips, records, cassette tapes, slides, and microfilms are available in the Library. The Library provides computerized literature searches of the current data bases. The staff is always ready to assist students in the use of the automated catalog and to assist them in finding information here or at other institutions through interlibrary loans.

The Learning Lab/Skills Lab is a service facility available to the student body and any adult in the community. The Lab offers a wide selection of subjects and materials in a variety of formats including computer software, cassettes, filmstrips, and texts. The Learning Lab is an excellent place to prepare for any academic endeavor or to get assistance in current studies. The Learning Lab offers several state approved courses for teacher renewal credit. This comprehensive facility specializes in individualized teaching at the level of need.

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

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

ACADEMIC LIFE

ACADEMIC POLICIES

Credits

1. All curriculum 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 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 hour of class, lab, and shop is of 50 minutes duration.
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.

Class Repeat Rules

Students should not repeat courses previously passed with a "C" or better. Students who fail a required course will be required to repeat the course. Both grades made on a given course will be counted on the student's total quality point average.

Veterans should be aware that they cannot receive VA benefits for duplication of courses previously passed with a grade of "D" or higher **with the exception of remedial/deficiency courses or program requirements as currently published.**

Classification of Students

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

Part-time student: A student enrolled for fewer than 12 semester credit hours. (Summer semester: less than 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 semester credits of 30 or more total credit hours.

Schedule Adjustments and Withdrawals

original

1. Students may add a class within the first five school days (three days for 8-week terms) of any term if the class has not met.
2. 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:
 - a. Student Withdrawal – He or she officially withdraws. This constitutes student withdrawal and is effective as of that date.
 - b. Administrative Withdrawal
 1. He or she ceases attending class. Students who are absent for more than 20 percent of scheduled class sessions may be dropped from the class rolls.
 2. 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.)
 3. He or she completes the minimum objectives stated for the class or transfers to another class.
3. 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 in the class at the time of the withdrawal. For withdrawals after the 80 percent date of the term, a letter grade will be assigned based upon 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 a zero.
4. A student who wishes to withdraw 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.
5. Students who are dropped for excessive absences prior to the 30 percent point of the class will be assigned a grade of "W."

withdraw properly will jeopardize the student's right to re-enroll at a later date.

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 points
	I - Incomplete	After six (6) weeks, 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/D - 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

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 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 grade point average of 2.0 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. Cumulative major GPA is below 2.0
2. Failure to successfully complete 50 percent of credit hours attempted for two consecutive terms

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 cumulative major GPA of 2.0 while completing 50 percent of the credit hours attempted. Students on probation should not enroll in accelerated sessions (8-week) without advisor approval. A student on academic probation would be eligible to continue enrollment for no more than 24 semester hours.

or
9-15-18

A student simultaneously enrolled in developmental course work 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 Probation and 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, 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 4.0 GPA on a minimum of 12 credit hours. The formula used to calculate this 4.0 GPA excludes the following grades: AU, P, S, T, ~~X~~, ~~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, 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, ~~X~~, ~~WB~~, WP, and W.
4. Students are NOT eligible for consideration until all course work is completed for the term.

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 (major GPA) + *cum 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

Substitution of courses for graduation purposes is limited to 10 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 10 percent limit must be approved by the Associate Vice President for Student Services.

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. 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.
8. 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.

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 DUE PROCESS

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 instance, 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 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

educational 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.

22. This Student Code of Conduct is not all inclusive. Other conduct which is disruptive may be subject to appropriate sanctions.

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.

Disciplinary Procedures

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

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

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

2. Investigation and Decision: Within five (5) working days after the charge is filed, Security shall complete a preliminary investigation of the charge and the Program Area Dean or Director shall schedule a meeting with the student. After discussing the alleged infraction with the student, the Dean/Director 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/Director shall send a certified letter to the student's last known address providing the student with a list of charges, the Dean's/Director's decision, and instructions governing the appeal process.

Sanctions

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

6. Loss of Academic Credit or Grade: Imposed as a result of academic dishonesty.
7. Withholding grade reports, diploma, or right to register or participate in graduation ceremonies: Imposed when financial obligations are not met.
8. Suspension: Exclusion from class(es), and/or all other privileges or activities of the College for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than probation or for repeated misconduct. Students who receive this sanction must get specific written permission from the dean before returning to campus.
9. Expulsion: Dismissing a student from campus for an indefinite period losing student status. The student may be readmitted to the College only with the approval of the Vice President for Academic and Student 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/her that may result in administrative action.
2. The student must be advised in writing of the administrative action taken.
3. The student will be advised of corrective action required.

4. The student is entitled to an appeal as herein provided. The appeals process described in the following paragraphs must be followed.
5. The student is entitled to appear and present testimony at any committee meeting scheduled to hear an appeal from said student.

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

Academic Probation and Suspension

Students who fail to meet requirements of academic progress will be placed on academic probation or academic suspension by the Associate Vice President for Student Services. The Associate Vice President 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 (5) 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 Sanctions

The Program Area Dean or Director investigates charges of misconduct and determines the action to be taken. The decision of the Dean/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/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 Financial Services 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). Students will not be allowed to register for the next term until the debt is cleared with the Financial Services Office.

ed checks, students are given 15 days from the date of the certified letter to fore 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 Financial Services 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 RECORDS

Records of progress are kept by this institution on all current and former students. Progress records are furnished to the students, veterans and non-veterans alike, at the end of the scheduled school term.

1. The Registrar is responsible for student records. The following documents will be maintained as a part of the student's institutional records and will be subject to all state and federal regulations governing the safety and confidentiality of those records: completed application, statement of residency, transcripts, DD214 (military), military service school records, any statement of waiver by the student concerning student records.
2. A student may receive a copy of his/her transcript upon written request. Official transcripts will be mailed as requested.
3. When a student has a name change or change of address, he/she is responsible for contacting the Registrar's Office in person to fill out the necessary forms.

name change must be accompanied by legal documentation

4. Transcripts and other information on students will not be released until all financial obligations to the institution have been satisfied.
5. Any student with outstanding (unpaid) fines at the end of an academic term may not be permitted to re-register, nor have his/her ~~grades~~ ^{transcripts} released, nor have course completion certificates released until payment of such debts has been accomplished.

TO ALL PARENTS OF STUDENTS CURRENTLY ATTENDING FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE AND ALL STUDENTS CURRENTLY ATTENDING WHO HAVE REACHED THE AGE OF 18:

The Family Educational Rights and Privacy Acts (FERPA) is a federal law that governs the maintenance of students' records. Under the law, parents of students or students, if they are at least 18, have both the right to inspect records kept by the school about the student and the right to correct inaccuracies in the records. Access to the records by persons other than the parents or the student is limited and generally requires prior consent by the parents or the student. The Board of Trustees has adopted a written policy governing all the rights of parents and students under FERPA. Copies of this policy may be found in the Registrar's Office.

Fayetteville Technical Community College classifies the following as directory information: name and enrollment status, including curriculum and dates of enrollment. The student's address, telephone number, e-mail address, 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 parents or the student. Any parent or eligible 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 parent or student 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.

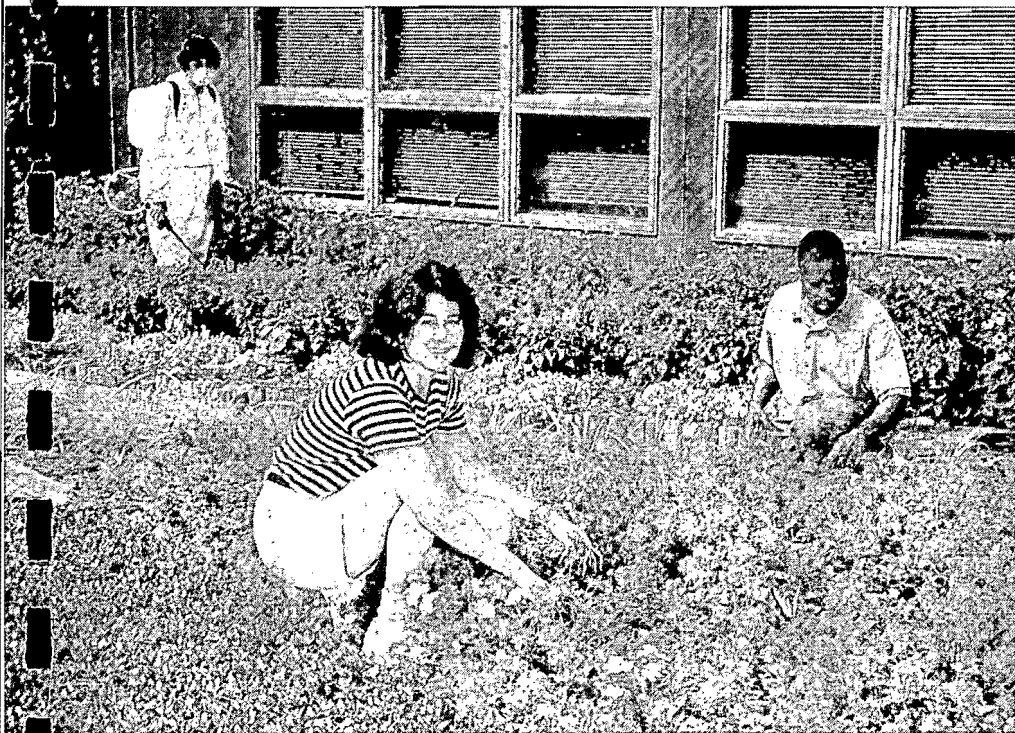
Complaints about failures of Fayetteville Technical Community College to comply with the Family Educational Rights and Privacy Act may be made in writing to the FERPA Office, Department of Health, Education, and Welfare, 330 Independence Avenue, S.W., Washington, D.C. 20201.

Independent Study

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

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).



CONTINUING EDUCATION

**Fayetteville Technical
Community College**

CONTINUING EDUCATION

General

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

Directory of Services

Areas

Continuing Education is divided into the following areas:

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

Purposes

1. To provide educational opportunities for interested adults.
2. To provide an innovative Basic Skills Education Program (ABE, GED, ELS, 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 Public School Teachers.
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 Skills Program

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

Adult High School Diploma Program (AHS)

The Adult High School diploma is a course of studies in 14 core and 6 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 which 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 Educational Development courses are designed for adults who have not received a high school diploma. Courses prepare students for the five official GED tests: writing, social studies, science, literature and the arts, and mathematics. The GED diploma certifies that the

graduate has achieved a level of general educational development equivalent to that of high school diploma recipients.

Human Resource 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 which helps students learn how to find and keep a job. This includes teaching students how to assess their assets and limitations, develop their problem-solving and communication skills, develop a positive self-image, improve academic skills, and understand the dynamics of interpersonal relationships.

Workforce Program

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

Workforce Preparedness Center

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

OCCUPATIONAL EXTENSION EDUCATION

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

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

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

INDUSTRY SERVICES

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

In-Plant Training Skills 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.

FIRE/RESCUE TRAINING

Fire/Rescue Training consists of education in the area of Emergency Medical, Rescue Technician and Fire Service Training. Courses offered include Basic and Advanced Rescue Technician, Emergency Medical Technician, 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 Fire, Rescue and Emergency Medical areas. Courses are offered on campus, at local fire 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 22 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 certificated 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, rappeling, 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

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. 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 prepares 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, sign language, test preparation for the SAT and GRE, and general interest are offered mornings, afternoons, and evenings. These serve approximately 7,500 students in more than 500 classes per year. Classes are conducted at various locations throughout Fayetteville, Ft. Bragg, Pope Air Force Base, Spring Lake, Hope Mills, Stedman, and other areas. Classes are also coordinated with local community centers, senior citizens centers, and the Fayetteville Museum of Art. Likewise, businesses, churches, schools as well as public and military facilities are utilized.

Courses are frequently designed to meet specific requests; therefore, this area is expected to grow and 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 2,000 citizens during the year. Courses are also provided for the Cumberland County Association for the Blind.

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 are 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 cashflow, break-even analysis, finance, record keeping and taxes? Is it necessary for you to use a CPA and/or an attorney? What form of business entity will best suit you? We are in the business of helping businesses succeed. Whether it is through additional training, one-on-one counseling or providing the contacts and information you need, we are here to assist you.

Our services include:

Specialized Business Seminars

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

Resource Room

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

Small Business Counselor

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

R.E.A.L.

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

FTCC's R.E.A.L. program is designed to assist and empower a person with entrepreneurial interests and abilities to plan and start a business or trade. Prior business experience and/or

courses are not required. If you would like to create a business from a talent, skill or idea you have, and you are willing to work to make it a reality, R.E.A.L is for you!

CENTER FOR BUSINESS AND INDUSTRY (CBI)

The Center for Business and Industry is designed to serve the employee or prospective employee of our business and industry community. This modern facility is located on Fayetteville Technical Community College's main campus (2801 Ft. Bragg Road) and is primarily used for local business and industry training. Services are generally concerned with educational programs required to upgrade skills in businesses and industries throughout the county. The Small Business Center is located in this facility and offers a variety of services designed to assist small business owners to include specialized seminars, a resource center, business counselor, and a statewide network. The latest in literature and audiovisual materials on operating a small business are available in the Small Business Center's resource room. A small business counselor is available at the Small Business Center to provide advice on starting a new business or operating an existing business. Through the Center for Business and Industry, the Continuing Education Division is offering another dimension of customized courses with flexible schedules and quality instruction.



**Fayetteville Technical
Community College**

CURRICULUM LIST

- Accounting (A25100)
- Advertising and Graphic Design (A30100)
 - Computer-Based Graphic Design Certificate (C30100)
- Air Conditioning, Heating and Refrigeration Technology (A35100)
 - Basic Air Conditioning, Heating and Refrigeration Certificate (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 Elementary Education, Middle Grade Education, and Special Education (A1010P)
 - Pre-major in English (A1010E)
 - Pre-major in English Education (A1010F)
 - Pre-major in Health Education (A1010G)
 - Pre-major in History (A1010H)
 - Pre-major in Nursing (A1010I)
 - Pre-major in Physical Education (A1010J)
 - Pre-major in Political Science (A1010K)
 - Pre-major in Psychology (A1010L)
 - Pre-major in Social Science Secondary Education (A1010M)
 - Pre-major in Social Work (A1010Q)
 - Pre-major in Sociology (A1010N)
- 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 Education (A1040F)
- Autobody Repair (D60100)
- Automotive Systems Technology (A60160)
 - Automotive Electrical/Electronics Systems Certificate (C60160C4)
 - Automotive Engine Performance Certificate (C60160C2)
 - Automotive Power Trains Certificate (C60160C3)
 - Auto Suspension, Brakes, and Heating/Air Conditioning Certificate (C60160C1)
- Basic Law Enforcement Training (C55120)
- Business Administration (A25120)
 - Banking and Finance (A2512A)
 - Human Resources Management (A2512C)
 - Marketing and Retailing (A2512F)
 - Public Administration (A2512H)
 - Advanced Computer Applications Certificate (C25120C4)
 - Basic Computer Applications Certificate (C25120C3)
 - Small Business Management Certificate (C25120C2)
 - Small Business Startup Certificate (C25120C1)
- Cabinetmaking (D35160)
- Carpentry (D35180)
 - General Contractor's License Preparation Certificate (C35180)
- Civil Engineering Technology (A40140)
- Computer Programming (A25130)
 - C++ Programming Certificate (C25130C2)
 - COBOL Programming Certificate (C25130C1)
 - RPG Programming Certificate (C25130C3)
 - Visual Basic Programming Certificate (C25130C4)
- Cosmetology (D55140)
- Criminal Justice Technology (A55180)
 - Corrections Certificate (C55180C3)
 - Investigations Certificate (C55180C2)
 - Law Enforcement Certificate (C55180C1)
- Culinary Technology (A55200)
 - Baking Certificate (C55200C2)
 - Pantry Chef Certificate (Garde Manger) (C55200C1)
- Dental Assisting (D45240)
- Dental Hygiene (A45260)
- Early Childhood Associate (A55220)
 - Child Care Administration Certificate (C55220C1)
 - Child Care Professional Certificate (C55220C3)
 - Child Development Certificate (C55220C2)
 - Family Child Care Certificate (C55220C4)
- Electrical/Electronics Technology (D35220)
- Electronics Engineering Technology (A40200)
- Electronics Servicing Technology (D50120)
- Emergency Medical Science (A45340)
 - Bridging Program (A45340B)
 - Diploma (D45340)
 - Certificate (C45340)
- Fire Protection Technology In Consortium With Wilson Technical Community College (A55240)
- Funeral Service Education (A55260)
 - North Carolina Funeral Director (D55260)
- General Occupational Technology (A55280)
- Horticulture Technology/Management (A1524A)
 - Basic Landscape Maintenance (C15240)

Hotel and Restaurant Management (A25240)
 Industrial Maintenance Technology (D50240)
 Basic Industrial Maintenance
 Certificate (C50240)
 Industrial Management Technology (A50260)
 Information Systems (A25260)
 Network Administration and Support (A2526D)
 Internet Technologies (A25290)
 Machining Technology (A50300)
 Masonry (D35280)
 Mechanical Drafting Technology (D50340)
 Basic CAD Drafting Certificate (C50340)
 Media Integration Technology (A25300)
 Medical Office Administration (A25310)
 Office Systems Technology (A25360)
 Office Management Certificate (C25360C1)

Paralegal Technology (A25380)
 Pharmacy Technology (D45580)
 Phlebotomy (C45600)
 Physical Therapist Assistant (A45620)
 Plumbing (D35300)
 Postal Service Technology (A55340)
 Practical Nursing (D45660)
 Radiography (A45700)
 Real Estate Certificate (C25400)
 Appraisal Certificate (C25420)
 Recreation and Leisure Studies (A55360)
 Respiratory Care (A45720)
 Speech-Language Pathology Assistant (A45730)
 Surgical Technology (D45740)
 Surveying Technology (A40380)
 Welding Technology (D50420)

DISTANCE LEARNING

To serve its students and community, Fayetteville Technical Community College (FTCC) offers distance learning courses and programs. Distance Learning at FTCC is a formal educational process in which the majority of the instruction occurs when the student and the instructor are not in the same place. Distance Learning courses at the College include:

- Telecourses and College-By-Cassette courses
- Two-way video/audio courses via the North Carolina Information Highway (NCIH) classroom, and
- Online (internet-based) courses.

COOPERATIVE EDUCATION

Cooperative Education (Co-op) is an educational program designed to enhance the student's academic knowledge, personal development, and professional preparation by blending the traditional academic function of the College with curriculum-related work assignments in industry, business, government, and the community. Students apply their academic training to practical, paid and non-paid work experiences. The teaching faculty, Co-op Coordinator, and the employing supervisors share in the educational process of the student. Co-op options are outlined at the bottom of each educational plan.

Research studies have shown that employers prefer to hire college graduates with practical work experience. Co-op gives students that competitive edge in the job market.

Reasons for students to elect the cooperative education option include:

- Gain on-the-job experience
- Earn course credit towards degree
- Explore jobs in field to confirm career goals
- Earn money

Eligibility requirements for Co-op:

- Have completed 12 credit hours in an approved vocational or technical curriculum
- Maintain minimum GPA of 2.0
- Must need the course for substitution under the Co-op option
- Have the approval of the Co-op Coordinator and Faculty Coordinator

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 1999-2000

Revised: 6/14/99

Length: 5 Semesters

Prerequisite: 2 Units of Algebra

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA 115	Success & Study Skills	0	2	0	1
ACC 120	Prin of Accounting I	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
		<u>13</u>	<u>6</u>	<u>0</u>	<u>16</u>

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC 121	Prin of Accounting II	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
		<u>14</u>	<u>8</u>	<u>0</u>	<u>18</u>

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC 220	Intermediate Accounting I	3	2	0	4
CIS 220	Spreadsheets II	1	2	0	2
	Elective	3	0	0	3
		<u>7</u>	<u>4</u>	<u>0</u>	<u>9</u>

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACC	150	Computerized Gen Ledger	1	2	0	2
ACC	221	Intermediate Acct II	3	2	0	4
ACC	225	Cost 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
			<u>16</u>	<u>4</u>	<u>0</u>	<u>18</u>

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACC	226	Managerial Accounting	3	0	0	3
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
			<u>13</u>	<u>4</u>	<u>0</u>	<u>15</u>

TOTAL REQUIRED CREDITS... 76

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

ADVERTISING AND GRAPHIC DESIGN

A30100

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

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

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

ADVERTISING AND GRAPHIC DESIGN (A30100)

Effective: Fall 1998-99

Revised: 5/1/99

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

FALL SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
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
		<u>11</u>	<u>15</u>	<u>0</u>	<u>18</u>

SPRING SEMESTER I

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
		<u>11</u>	<u>15</u>	<u>0</u>	<u>18</u>

SUMMER SEMESTER I

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
		<u>3</u>	<u>8</u>	<u>0</u>	<u>6</u>

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
			<u>11</u>	<u>10</u>	<u>0</u>	<u>16</u>

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
			<u>11</u>	<u>10</u>	<u>0</u>	<u>16</u>

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.

**ADVERTISING AND GRAPHIC DESIGN
COMPUTER-BASED GRAPHIC DESIGN CERTIFICATE**

C30100

This evening certificate program is designed for the current professional or past graduate who desires to upgrade skills in the advertising/graphics design area. Courses focus on computer software changes and marketing concepts that continue to rapidly evolve.

Courses in this program can be transferred directly into the Advertising and Graphic Design associate degree curriculum.

COMPUTER-BASED GRAPHIC DESIGN CERTIFICATE (C30100)

Effective: Fall 1999-2000

Revised: March 1999

Length: 2 Semesters

Prerequisites: Degree or High School Diploma and two years experience in the advertising field

Approval of Department Chairperson Required

Award: Certificate

FALL SEMESTER

Prefix	No.	Title	Class	Lab	Clinical	Credit
GRD	142	Graphic Design II	2	4	0	4
GRD	151	Computer Design Basics	1	4	0	3
			<u>3</u>	<u>8</u>	<u>0</u>	<u>7</u>

SPRING SEMESTER

Prefix	No.	Title	Class	Lab	Clinical	Credit
GRD	241	Graphic Design III	2	4	0	4
GRD	152	Computer Design Tech I	1	4	0	3
			<u>3</u>	<u>8</u>	<u>0</u>	<u>7</u>

TOTAL REQUIRED CREDITS... 14

Co-op Option: NA

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 1998-99

Revised: 5/1/99

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
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
PSY 118	Interpersonal Psychology	3	0	0	3
		<u>9</u>	<u>16</u>	<u>0</u>	<u>17</u>

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
		<u>10</u>	<u>12</u>	<u>0</u>	<u>16</u>

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
		<u>6</u>	<u>6</u>	<u>0</u>	<u>8</u>

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
ISC	115	Construction Safety	2	0	0	2
			<u>11</u>	<u>13</u>	<u>0</u>	<u>16</u>

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
			<u>10</u>	<u>16</u>	<u>0/20</u>	<u>16</u>

TOTAL REQUIRED CREDITS... 73

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

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

C35100

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: 5/19/99

Length: 4 Semesters

Prerequisite: High School Diploma

Award: Certificate

FALL SEMESTER 1

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

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
AHR 112	Heating Technology	2	4	0	4

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
AHR 113	Comfort Cooling	2	4	0	4

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
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 1998-99

Revised: 5/1/99

Length: 5 Semesters

Prerequisite: 2 Units of Algebra

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
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
			<u>12</u>	<u>12</u>	<u>0</u>	<u>17</u>

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
PHY	121	Applied Physics I	3	2	0	4
PSY	118	Interpersonal Psychology	3	0	0	3
			<u>10</u>	<u>16</u>	<u>0</u>	<u>16</u>

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
			<u>3</u>	<u>5</u>	<u>0</u>	<u>5</u>

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
		Elective	3	0	0	3
			<u>10</u>	<u>17</u>	<u>0</u>	<u>17</u>

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
ENG	115	Oral Communication	3	0	0	3
		Elective	3	0	0	3
			<u>12</u>	<u>14</u>	<u>0</u>	<u>17</u>

TOTAL REQUIRED CREDITS... 72

Co-op Option: Qualified students may elect to take up to six (6) credit hours of Cooperative Education from 6 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 a 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 1998-99

Revised: 5/1/99

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	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
			<u>11</u>	<u>8</u>	<u>6</u>	<u>16</u>

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
			<u>11</u>	<u>6</u>	<u>6</u>	<u>15</u>

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
			<u>4</u>	<u>5</u>	<u>6</u>	<u>8</u>

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
			<u>11</u>	<u>6</u>	<u>12</u>	<u>17</u>

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
ENG	115	Oral Communication	3	0	0	3
NUR	220	Nursing V	4	3	15	10
		Humanities/Fine Arts Elec	3	0	0	3
			<u>10</u>	<u>3</u>	<u>15</u>	<u>16</u>

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: Fall 1998-99

Revised: 10/4/99

Length: 4 Semesters

Prerequisites: High School Diploma, Algebra I, Algebra II

Award: Associate in Arts

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Work 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
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
			<u>14</u>	<u>6</u>	<u>0</u>	<u>0</u>	<u>17</u>

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Work Exp	Credit
ENG	112	Argument-Based Research	3	0	0	0	3
		OR					
ENG	113	Literature-Based Research	3	0	0	0	3
		Mathematics Sequence II	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
		Science Sequence I	3	3	0	0	4
			<u>15</u>	<u>5</u>	<u>0</u>	<u>0</u>	<u>17</u>

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Work Exp	Credit
		Literature Elective	3	0	0	0	3
		Social/Behavioral Science Elective	3	0	0	0	3
		Major Electives	8	0	0	0	8
			<u>14</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>14</u>

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Work Exp	Credit
		Humanities/Fine Arts Elective	3	0	0	0	6
		Science Sequence II	3	3	0	0	4
		Social/Behavioral Science Elective	3	0	0	0	3
		Major Elective	7	0	0	0	7
			<u>16</u>	<u>3</u>	<u>0</u>	<u>0</u>	<u>17</u>

TOTAL REQUIRED CREDITS... 65

Co-op Option: Not authorized for this program.

**ASSOCIATE IN ARTS – Articulation Agreement
PRE-MAJOR IN BUSINESS ADMINISTRATION**

A1010B

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: 5/1/99

Length: 4 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

FALL SEMESTER 1

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

SPRING SEMESTER 1

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

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ECO 251	Prin of Microeconomics	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
	BIO 111C, CHM 151C or PHY 151C	3	0	0	3
	BIO 111L, CHM 111L or PHY 151L	0	3	0	1
	BUS 228, MAT 151 or MAT 155	3	0	0	3
	HIS 111, 112, 121, 122, 131 or 132	3	0	0	3
		<u>15</u>	<u>3</u>	<u>0</u>	<u>16</u>

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
ECO	252	Prin of Macroeconomics	3	0	0	3
		BIO 112C, CHM 152C or PHY 152C	3	0	0	3
		BIO 112L, CHM 152L or PHY 152L0	3	0	1	1
POL	120	American Government	3	0	0	3
		Approved PHI or REL Elective	3	0	0	3
		ENG 231, 241 or 261	3	0	0	3
			<u>15</u>	<u>3</u>	<u>0</u>	<u>16</u>

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 1998-99

Revised: 5/1/99

Length: 4 Semesters

Prerequisite: High School Diploma

Award: Associate in Arts

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Work 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
			<u>14</u>	<u>6</u>	<u>0</u>	<u>0</u>	<u>17</u>

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Work 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
			<u>14</u>	<u>5</u>	<u>0</u>	<u>0</u>	<u>16</u>

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Work Exp	Credit
ECO	251	Prin of Microeconomics	3	0	0	0	3
		BIO 111C, CHM 151C or PHY 151C	3	0	0	0	3
		BIO 111L, CHM 151L or PHY 151L	0	2	0	0	1
		Hum/Fine Arts Literature Elective	3	0	0	0	3
		Humanities/Fine Arts Elective	3	0	0	0	3
		Approved College Transfer Elective	3	0	0	0	3
			<u>15</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>16</u>

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Work Exp	Credit
ECO	252	Prin of Macroeconomics	3	0	0	0	3
		BIO 112C, CHM 152C or PHY 152C	3	0	0	0	3
		BIO 112L, CHM 152L or PHY 152L	0	2	0	0	1
BUS	115	Business Law I	3	0	0	0	3
		Humanities/Fine Arts Elective	3	0	0	0	3
		Humanities/Fine Arts Elective	3	0	0	0	3
			<u>5</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>16</u>

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
PRE-MAJOR IN CRIMINAL JUSTICE**

A1010D

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 1998-99

Revised: 5/1/99

Length: 4 Semesters

Prerequisites: High School Diploma, Algebra I, Algebra II

Award: Associate in Arts

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Work Exp	Credit
ENG 111	Expository Writing	3	0	0	0	3
ACA 115	Success & Study Skills	0	2	0	0	1
	MAT 161, 171 or 175	3	0	0	0	3
PSY 150	General Psychology	3	0	0	0	3
SOC 210	Introduction to Sociology	3	0	0	0	3
	ART 111, 114, 115 or 116 or MUS 110 or 113	3	0	0	0	3
		15	2	0	0	16

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Work Exp	Credit
ENG 113	Literature-Based Research	3	0	0	0	3
	MAT 151 or MAT 155	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
	HIS 111, 112, 121, 122, 131 or 132	3	0	0	0	3
	Approved PHI or REL Elective	3	0	0	0	3
		18	0	0	0	18

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Work Exp	Credit
	BIO 111C, CHM 151C or PHY 151C	3	0	0	0	3
	BIO 111L, CHM 151L or PHY 151L	0	3	0	0	1
	ENG 231, 241 or 261	3	0	0	0	3
	FRE 111, GER 111 or SPA 111	3	0	0	0	3
CJC 121	Law Enforcement Operations	3	0	0	0	3
	Approved College Transfer Elective	2	0	0	0	2
		14	3	0	0	15

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Work Exp	Credit
CJC	141	Corrections	3	0	0	0	3
		BIO 112C, CHM 152C or PHY 152C	3	0	0	0	3
		BIO 112L, CHM 1152L or PHY 152L	0	3	0	0	1
		FRE 112, GER 112 or SPA 112	3	0	0	0	3
		SOC 213, 220, 225 or 240	3	0	0	0	3
		PSY 237, 239, 241 or 281	3	0	0	0	3
			<u>15</u>	<u>3</u>	<u>0</u>	<u>0</u>	<u>16</u>

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
PRE-MAJOR IN ELEMENTARY EDUCATION,
MIDDLE GRADE EDUCATION AND SPECIAL EDUCATION**

A1010P

The Association in Arts articulation agreement with a pre-major in Elementary Education, Middle Grade Education and Special Education has been developed by university and community college faculty for students who intend to major in Elementary Education, Middle Grades Education, and Special 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 Elementary Education, Middle Grade Education and Special Education.

**ELEMENTARY EDUCATION, MIDDLE GRADE EDUCATION
AND SPECIAL EDUCATION (A1010P)**

Effective: Fall 1998-99

Revised: 5/1/99

Length: 4 Semesters

Prerequisite: High School Diploma

Award: Associate in Arts

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Work 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
	CIS 110, MAT 140, 161, 162, 165, 171 or 172	3	0	0	0	3
	HIS 111, 112, 114, 115, 121 or 122	3	0	0	0	3
	Elective (See Ed Plan)	3	0	0	0	3
		<u>15</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>16</u>

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Work Exp	Credit
ENG 113	Literature-Based Research	3	0	0	0	3
BIO 111C	General Biology I	3	0	0	0	3
BIO 111L	General Biology II	0	3	0	0	1
	CIS 110, MAT 140, 161, 162, 165, 171 or 172	3	0	0	0	3
	SOC 210 or 225	3	0	0	0	3
	Elective (See Ed Plan)	3	0	0	0	3
		<u>15</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>16</u>

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Work Exp	Credit
COM 231	Public Speaking	3	0	0	0	3
	ENG 231, 241, 261, 272, 273 or 274	3	0	0	0	3
	CHM or PHY course	3	3	0	0	4
	Elective (See Ed Plan)	3	0	0	0	3
	Elective (See Ed Plan)	3	0	0	0	3
		<u>15</u>	<u>3</u>	<u>0</u>	<u>0</u>	<u>16</u>

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Work Exp	Credit
	ENG 232, 242, 262, 272, 273 or 274	3	0	0	0	3
	Elective (See Ed Plan)	3	0	0	0	3
	Elective (See Ed Plan)	3	0	0	0	3
	Elective (See Ed Plan)	4	0	0	0	4
	Elective (See Ed Plan)	4	0	0	0	4
		<u>17</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>17</u>

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.

NOTE: Options vary based on Education needs. See Educational Plans for recommended course selection.

**ASSOCIATE IN ARTS – Articulation Agreement
PRE-MAJOR IN ENGLISH**

A1010E

The Associate in Arts articulation agreement with a pre-major in English has been developed by the university and community college faculty for students who intend to major in English. 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 English.

**PRE-MAJOR ASSOCIATE IN ARTS
ARTICULATION AGREEMENT: ENGLISH (A1010E)**

Effective: Fall 1998-99

Revised: 5/1/99

Length: 4 Semesters

Prerequisite: High School Diploma

Award: Associate in Arts

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Work Exp	Credit
ENG	111	Expository Writing	3	0	0	0	3
ACA	115	Success & Study Skills	0	2	0	0	1
		PHI 210, 215, 220, 221 or 240	3	0	0	0	3
		MAT 161, 171 or 175	3	0	0	0	3
		ART 111, 114, 115 or MUS 110, 113	3	0	0	0	3
		FRE 111, GER 111 or SPA 111	3	0	0	0	3
			<u>15</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>16</u>

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Work Exp	Credit
ENG	113	Literature-Based Research	3	0	0	0	3
		FRE 112, GER 112 or SPA 112	3	0	0	0	3
		ECO 151, 251 or 252	3	0	0	0	3
		MAT 162, 172, 263 or 271	3	0	0	0	3
		HIS 111, HIS 121 or HIS 131	3	0	0	0	3
CIS	110	Introduction to Computers	2	2	0	0	3
			<u>17</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>18</u>

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Work Exp	Credit
		ENG 231, 241 or 261	3	0	0	0	3
		FRE 211, GER 211 or SPA 211	3	0	0	0	3
		PSY or SOC Elective	3	0	0	0	3
		BIO 111C, CHM 151C or PHY 151C	3	0	0	0	3
		BIO 111L, CHM 151L or PHY 151L	0	3	0	0	1
		POL 110, 120, 210 or 220	3	0	0	0	3
			<u>15</u>	<u>3</u>	<u>0</u>	<u>0</u>	<u>16</u>

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Work Exp	Credit
	ENG 232, 242 or 262	3	0	0	0	3
	FRE 212, GER 212 or SPA 212	3	0	0	0	3
	HIS 112, 122 or 132	3	0	0	0	3
	BIO 112C, CHM 152C or PHY 152C	3	0	0	0	3
	BIO 112L, CHM 152L or PHY 152L	0	3	0	0	1
	Approved College Transfer Elective	<u>2</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2</u>
		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
PRE-MAJOR IN ENGLISH EDUCATION**

A1010F

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 1998-99

Revised: 5/1/99

Length: 4 Semesters

Prerequisite: High School Diploma

Award: Associate in Arts

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Work 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
		FRE 111, GER 111 or SPA 111	3	0	0	0	3
		MAT 140, 151, 155 or 161	3	0	0	0	3
		HIS 111, 112, 121, 122, 131 or 132	3	0	0	0	3
			<u>15</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>16</u>

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Work Exp	Credit
ENG	113	Literature-Based Research	3	0	0	0	3
		FRE 112, GER 112 or SPA 112	3	0	0	0	3
EDU	116	Intro to Education	3	2	0	0	4
		ART 111, 114, 116 or MUS 110	3	0	0	0	3
		MAT 162, 165, 171, 175, 263, 271 or 272	3	0	0	0	3
			<u>15</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>16</u>

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Work Exp	Credit
		FRE 211, GER 211 or SPA 211	3	0	0	0	3
		ENG 231, 241 or 261	3	0	0	0	3
		PSY 237, 239, 241, 281 or					
		SOC 210, 225 or 230	3	0	0	0	3
		BIO 111C, CHM 151C or PHY 151C	3	0	0	0	3
		BIO 111L, CHM 151L or PHY 151L	0	3	0	0	1
		Approved PSY or SOC Elective	3	0	0	0	3
			<u>15</u>	<u>3</u>	<u>0</u>	<u>0</u>	<u>16</u>

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Work Exp	Credit
COM	231	Public Speaking	3	0	0	0	3
CIS	110	Introduction to Computers	2	2	0	0	3
		FRE 212, GER 212 or SPA 212	3	0	0	0	3
		Approved College Transfer Elective	4	0	0	0	4
		BIO 112C, CHM 152C or PHY 152C	3	0	0	0	3
		BIO 112L, CHM 152L or PHY 152L	<u>0</u>	<u>3</u>	<u>0</u>	<u>0</u>	<u>1</u>
			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.

**ASSOCIATE IN ARTS – Articulation Agreement
PRE-MAJOR IN HEALTH EDUCATION**

A1010G

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 1998-99

Revised: 5/1/99

Length: 4 Semesters

Prerequisite: High School Diploma

Award: Associate in Arts

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Work 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 or Higher	3	0	0	0	3
	HIS 111, 112, 121, 122, 131 or 132	3	0	0	0	3
	BIO 111C or CHM 151C	3	0	0	0	3
	BIO 111L or CHM 151L	0	3	0	0	1
		<u>15</u>	<u>5</u>	<u>0</u>	<u>0</u>	<u>17</u>

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Work Exp	Credit
ENG 113	Literature-Based Research	3	0	0	0	3
	ART 111, 114, 115 or 116 or MUS 110 or 113	3	0	0	0	3
	BIO 112C or CHM 152C	3	0	0	0	3
	BIO 112L or CHM 152L	0	3	0	0	1
HEA 110	Personal Health/Wellness	3	0	0	0	3
	FRE 111, GER 111 or SPA 111	3	0	0	0	3
		<u>15</u>	<u>3</u>	<u>0</u>	<u>0</u>	<u>16</u>

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Work Exp	Credit
COM 231	Public Speaking	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
	ENG 231, 241 or 261	3	0	0	0	3
	POL 110, 120, 210 or 220	3	0	0	0	3
HEA 120	Community Health	3	0	0	0	3
		<u>15</u>	<u>3</u>	<u>0</u>	<u>0</u>	<u>16</u>

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Work 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
		MAT 151 or MAT 155	3	0	0	0	3
HEA	112	First Aid & CPR	1	2	0	0	2
CIS	110	Introduction to Computers	2	2	0	0	3
		Mathematics Elective	3	0	0	0	3
		PE Elective	1	0	0	0	1
			<u>13</u>	<u>7</u>	<u>0</u>	<u>0</u>	<u>16</u>

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
PRE-MAJOR IN HISTORY**

A1010H

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: Fall 1998-99

Revised: 5/1/99

Length: 4 Semesters

Prerequisite: High School Diploma

Award: Associate in Arts

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Work Exp	Credit
ENG 111	Expository Writing	3	0	0	0	3
ACA 115	Success & Study Skills	0	2	0	0	1
	HIS 111 or HIS 121	3	0	0	0	3
	MAT 161 or higher	3	0	0	0	3
	ART 111, 114, 115 or 116 or					
	MUS 110, 112 or 113	3	0	0	0	3
CIS 110	Introduction to Computers	<u>2</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>3</u>
		14	4	0	0	16

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Work Exp	Credit
ENG 113	Literature-Based Research	3	0	0	0	3
	HIS 112 or HIS 122	3	0	0	0	3
	FRE 111, GER 111 or SPA 111	3	0	0	0	3
	Approved PHI or REL Elective	3	0	0	0	3
	Approved College Transfer Math	3	0	0	0	3
	ECO 151, 251 or 252	<u>3</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>3</u>
		18	0	0	0	18

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Work Exp	Credit
HIS 131	American History I	3	0	0	0	3
	BIO 111C, CHM 151C or PHY 151C	3	0	0	0	3
	BIO 111L, CHM 151L or PHY 151L	0	3	0	0	1
	ENG 231, 241 or 261	3	0	0	0	3
	FRE 112, GER 112 or SPA 112	3	0	0	0	3
	PSY 237, 239, 241 or 281	<u>3</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>3</u>
		15	3	0	0	16

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Work Exp	Credit
HIS	132	American History II	3	0	0	0	3
		SOC 210, 220 or 225	3	0	0	0	3
		Approved College Transfer Elective	2	0	0	0	2
		POL 110, 120 or 220	3	0	0	0	3
		BIO 112C, CHM 152C or PHY 152C	3	0	0	0	3
		BIO 112L, CHM 152L or PHY 152L	0	3	0	0	1
			<u>14</u>	<u>3</u>	<u>0</u>	<u>0</u>	<u>15</u>

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
PRE-MAJOR IN NURSING**

A1010I

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 1998-99

Revised: 5/1/99

Length: 4 Semesters

Prerequisite: High School Diploma

Award: Associate in Arts

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Work Exp	Credit
ENG 111	Expository Writing	3	0	0	0	3
ACA 115	Success & Study Skills	0	2	0	0	1
MAT 161	College Algebra	3	0	0	0	3
PSY 150	General Psychology	3	0	0	0	3
SOC 210	Introduction to Sociology	3	0	0	0	3
	ART 111, 114, 115 or 116 or MUS 110, 112 or 113	3	0	0	0	3
		<u>15</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>16</u>

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Work Exp	Credit
ENG 113	Literature-Based Research	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
	HIS 111, 112, 121, 122, 131 or 132	3	0	0	0	3
PSY 281	Abnormal Psychology	3	0	0	0	3
		<u>15</u>	<u>3</u>	<u>0</u>	<u>0</u>	<u>16</u>

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Work 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	0	3	0	0	1
	ENG 231, 241 or 261	3	0	0	0	3
	FRE 111, GER 111 or SPA 111	3	0	0	0	3
	Approved College Transfer Elective	2	0	0	0	2
		<u>14</u>	<u>6</u>	<u>0</u>	<u>0</u>	<u>16</u>

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Work Exp	Credit
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
		FRE 112, GER 112 or SPA 112	3	0	0	0	3
			<u>15</u>	<u>6</u>	<u>0</u>	<u>0</u>	<u>17</u>

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
PRE-MAJOR IN PHYSICAL EDUCATION**

A1010J

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: Fall 1998-99

Revised: 5/1/99

Length: 4 Semesters

Prerequisite: High School Diploma

Award: Associate in Arts

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Work 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 140 or MAT 161	3	0	0	0	3
	HIS 111, 112, 121, 122, 131 or 132	3	0	0	0	3
	ART 111, 114, 115 or 116 or					
	MUS 110, 112 or 113	3	0	0	0	3
		<u>15</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>16</u>

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Work Exp	Credit
ENG 113	Literature-Based Research	3	0	0	0	3
PED 110	Personal Health/Wellness	3	0	0	0	3
	CIS 110, MAT 151 or MAT 155	3	0	0	0	3
	Approved PHI or REL Elective	3	0	0	0	3
	ECO 151, 251 or 252	3	0	0	0	3
	Approved PE Elective	0	3	0	0	1
		<u>15</u>	<u>3</u>	<u>0</u>	<u>0</u>	<u>16</u>

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Work Exp	Credit
	FRE 111, GER 111 or SPA 111	3	0	0	0	3
	POL 110, 120, 210 or 220	3	0	0	0	3
	PSY 150 or SOC 210	3	0	0	0	3
	ENG 231, 241 or 261	3	0	0	0	3
BIO 111C	General Biology I	3	0	0	0	3
BIO 111L	General Biology I Lab	0	3	0	0	1
	Approved PE Elective	0	3	0	0	1
		<u>15</u>	<u>6</u>	<u>0</u>	<u>0</u>	<u>17</u>

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Work Exp	Credit
		Physical Education Elective	0	3	0	0	1
		FRE 112, GER 112 or SPA 112	3	0	0	0	3
BIO	112C	General Biology II	3	0	0	0	3
BIO	112L	General Biology II Lab	0	3	0	0	1
		ENG 232, 242 or 262	3	0	0	0	3
		Approved College Transfer Electives	5	0	0	0	5
			<u>15</u>	<u>3</u>	<u>0</u>	<u>0</u>	<u>16</u>

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
PRE-MAJOR IN POLITICAL SCIENCE**

A1010K

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: Fall 1998-99

Revised: 5/1/99

Length: 4 Semesters

Prerequisite: High School Diploma

Award: Associate in Arts

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Work 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
	HIS 111, 112, 121, 122, 131 or 132	3	0	0	0	3
	MAT 140 or MAT 161	3	0	0	0	3
	ART 111, 114, 115 or 116 or MUS 110, 112 or 113	3	0	0	0	3
		<u>15</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>16</u>

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Work Exp	Credit
ENG 113	Literature-Based Research	3	0	0	0	3
POL 120	American Government	3	0	0	0	3
	FRE 111, GER 111 or SPA 111	3	0	0	0	3
	BIO 111C, CHM 151C or PHY 151C	3	0	0	0	3
	BIO 111L, CHM 151L or PHY 151L	0	3	0	0	1
CIS 110	Introduction to Computers	2	2	0	0	3
		<u>14</u>	<u>5</u>	<u>0</u>	<u>0</u>	<u>16</u>

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Work Exp	Credit
	FRE 112, GER 112 or SPA 112	3	0	0	0	3
	BIO 112C, CHM 152C or PHY 152C	3	0	0	0	3
	BIO 112L, CHM 152L or PHY 152L	0	3	0	0	1
	ENG 231, 241 or 261	3	0	0	0	3
	PSY 237, 239, 241 or 281	3	0	0	0	3
	FRE 211, GER 211 or SPA 211	3	0	0	0	3
		<u>15</u>	<u>3</u>	<u>0</u>	<u>0</u>	<u>16</u>

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Work Exp	Credit
	FRE 212, GER 212 or SPA 212	3	0	0	0	3
	POL 110, 210 or 220	3	0	0	0	3
	ECO 151, 251 or 252	3	0	0	0	3
	COM 110 or 231	3	0	0	0	3
	SOC 210, 220 or 225	3	0	0	0	3
	Approved College Transfer Elective	<u>2</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2</u>
		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
PRE-MAJOR IN PSYCHOLOGY**

A1010L

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: Fall 1998-99
Revised: 5/1/99

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

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Work 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	Colege Algebra	3	0	0	0	3
		ART 111, 114, 115 or 116 or					
		MUS 110, 112 or 113	3	0	0	0	3
		ECO 151, 251 or 252	3	0	0	0	3
			<u>15</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>16</u>

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Work Exp	Credit
ENG	113	Literature-Based Research	3	0	0	0	3
		MAT 151, 155, 162, 165, 171, 172 or 175	3	0	0	0	3
BIO	111C	General Biology I	3	0	0	0	3
BIO	111L	General Biology I Lab	0	3	0	0	1
SOC	210	Introduction to Sociology	3	0	0	0	3
		PHI 210, 215, 220, 221 or 240 or					
		REL 110, 111, 112, 211, 212 or 221	3	0	0	0	3
			<u>15</u>	<u>3</u>	<u>0</u>	<u>0</u>	<u>16</u>

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Work Exp	Credit
		HIS 111, 121 or 131	3	0	0	0	3
BIO	112C	General Biology II	3	0	0	0	3
BIO	112L	General Biology II Lab	0	3	0	0	1
		FRE 111, GER 111 or SPA 111	3	0	0	0	3
		ENG 231, 241 or 261	3	0	0	0	3
CIS	110	Introduction to Computers	2	2	0	0	3
			<u>14</u>	<u>5</u>	<u>0</u>	<u>0</u>	<u>16</u>

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Work Exp	Credit
	FRE 112, GER 112 or SPA 112	3	0	0	0	3
	Select 6 hours from:					
	PSY 237, 239, 241 or 281	6	0	0	0	6
	Select 8 hours from:					
	HIS 112, 122 or 132					
	POL 110, 120, 210 or 220					
	SOC 220, 225 or 240					
	ENG 232, 242 or 262 or					
	Physical Education Elective	8	0	0	0	8
		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
PRE-MAJOR IN SOCIAL SCIENCE SECONDARY EDUCATION**

A1010M

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: Fall 1998-99

Revised: 5/1/99

Length: 4 Semesters

Prerequisite: High School Diploma

Award: Associate in Arts

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Work 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 or MAT 140	3	0	0	0	3
SOC	210	Introduction to Sociology	3	0	0	0	3
			<u>15</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>16</u>

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Work Exp	Credit
ENG	113	Literature-Based Research	3	0	0	0	3
HIS	132	American History II	3	0	0	0	3
		MAT 151, 155, 162, 165, 171, 172 or 175	3	0	0	0	3
ECO	251	Prin of Microeconomics	3	0	0	0	3
		Approved PHI or REL Elective	3	0	0	0	3
			<u>15</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>15</u>

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Work Exp	Credit
GEO	111	World Regional Geography	3	0	0	0	3
		HIS 111 or 121	3	0	0	0	3
		BIO 111C, CHM 151C or PHY 151C	3	0	0	0	3
		BIO 111L, CHM 151L or PHY 151L	0	3	0	0	1
ECO	252	Prin of Macroeconomics	3	0	0	0	3
		FRE 111, GER 111 or SPA 111	3	0	0	0	3
			<u>15</u>	<u>3</u>	<u>0</u>	<u>0</u>	<u>16</u>

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Work Ex	Credit
	HIS 112 or 122	3	0	0	0	3
	BIO 112C, CHM 152C or PHY 152C	3	0	0	0	3
	BIO 112L, CHM 152L or PHY 152L	0	3	0	0	1
	ART 111, 114, 115, 116					
	MUS 110, 112 or 113	3	0	0	0	3
	ENG 231, 241 or 261	3	0	0	0	3
	POL 110, 210 or 220 or					
	SOC 13, 220, 225	3	0	0	0	3
	ENG 232, 242 or 262, or					
	FRE 112, GER 112 or SPA 112					
	or PE courses	2	0	0	0	2
		<u>17</u>	<u>3</u>	<u>0</u>	<u>0</u>	<u>18</u>

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
PRE-MAJOR IN SOCIAL WORK**

A1010Q

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: Fall 1998-99

Revised: 5/1/99

Length: 4 Semesters

Prerequisite: High School Diploma

Award: Associate in Arts

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Work 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, 171, 175 or 271	3	0	0	0	3
PSY	150	General Psychology	3	0	0	0	3
		COM or HUM Elective	3	0	0	0	3
			<u>15</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>16</u>

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Work Exp	Credit
ENG	113	Literature-Based Research	3	0	0	0	3
BIO	111C	General Biology I	3	0	0	0	3
BIO	111L	General Biology I Lab	0	3	0	0	1
POL	120	American Government	3	0	0	0	3
		HIS 111, 112, 121, 122, 131, or 132	3	0	0	0	3
		PHI 210, 215 or 220, 221, 240 or					
		REL 111, 112, 211, 212 or 221	3	0	0	0	3
			<u>15</u>	<u>3</u>	<u>0</u>	<u>0</u>	<u>16</u>

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Work Exp	Credit
		ENG 231, 241 or 261	3	0	0	0	3
SPA	111	Elementary Spanish I	3	0	0	0	3
		MAT 151 or CIS 110	3	0	0	0	3
BIO	112C	General Biology II	3	0	0	0	3
BIO	112L	General Biology II Lab	0	3	0	0	1
ECO	251	Prin of Microeconomics	3	0	0	0	3
			<u>15</u>	<u>3</u>	<u>0</u>	<u>0</u>	<u>16</u>

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Work Exp	Credit
		ART-111, 114, 115 or MUS-110	3	0	0	0	3
SPA	112	Elementary Spanish II	3	0	0	0	3
ECO	252	Prin of macroeconomics	3	0	0	0	3
		HIS 112, 122 or 132	3	0	0	0	3
		PSY 237, 241 or 281	3	0	0	0	3
			<u>15</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>15</u>

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
PRE-MAJOR IN SOCIOLOGY**

A1010N

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: Fall 1998-99

Revised: 5/1/99

Length: 4 Semesters

Prerequisite: High School Diploma

Award: Associate in Arts

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Work 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 140 or 161	3	0	0	0	3
PSY	150	General Psychology	3	0	0	0	3
		HIS 111, 112, 121, 122, 131 or 132	3	0	3	0	3
			<u>15</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>16</u>

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Work Exp	Credit
ENG	113	Literature-Based Research	3	0	0	0	3
CIS	110	Introduction to Computers	2	2	0	0	3
		BIO 111C, CHM 151C or PHY 151C	3	0	0	0	3
		BIO 111L, CHM 151L or PHY 151L	0	3	0	0	1
		PHI 210, 215 or 220 or					
		REL 111, 112 or 221	3	0	0	0	3
		MAT 151 or 155	3	0	0	0	3
			<u>14</u>	<u>5</u>	<u>0</u>	<u>0</u>	<u>16</u>

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Work Exp	Credit
		ENG 231, 241 or 261	3	0	0	0	3
		FRE 111, GER 111 or SPA 111	3	0	0	0	3
		PHI 221 or 240	3	0	0	0	3
		BIO 112C, CHM 152C or PHY 152C	3	0	0	0	3
		BIO 112L, CHM 152L or PHY 152L	0	3	0	0	1
		SOC 213, 220, 225 or 240	3	0	0	0	3
			<u>15</u>	<u>3</u>	<u>0</u>	<u>0</u>	<u>16</u>

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Work Exp	Credit
	ART 111 or MUS 110	3	0	0	0	3
	FRE 112, GER 112 or SPA 112	3	0	0	0	3
	Select 11 hours from the following:					
	ART 114, 115 or 116					
	ENG 232, 242 or 262					
	MUS 112 or 113					
	REL 211 or 212					
	PSY 237, 239, 241 or 281					
	MAT 162, 165, 171, 172, 175, 263, 271 or 272	$\frac{11}{17}$	$\frac{0}{0}$	$\frac{0}{0}$	$\frac{0}{0}$	$\frac{11}{17}$

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: Fall 1998-99

Revised: 5/1/99

Length: 4 Semesters

Prerequisites: High School Diploma, Algebra I, Algebra II

Award: Associate Degree

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG 111	Expository Writing	3	0	0	3
ACA 115	Success & Study Skills	0	2	0	1
CIS 110	Introduction to Computers	2	2	0	3
	Humanities/Fine Arts	3	0	0	3
	Social/Behavioral Sciences	3	0	0	3
	Natural Sciences/Mathematics	3	0	0	3
		<u>14</u>	<u>4</u>	<u>0</u>	<u>16</u>

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
		<u>17</u>	<u>0</u>	<u>0</u>	<u>17</u>

FALL SEMESTER 2

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

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
	Major Electives	15	0	0	15
		<u>15</u>	<u>0</u>	<u>0</u>	<u>15</u>

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: Fall 1998-99

Revised: 5/20/99

Length: 4 Semesters

Prerequisites: High School Diploma, Algebra I, Algebra II

Award: Associate in Science

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Work 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
		Mathematics Sequence I	3	0	0	0	3
		Humanities/Fine Arts Elective	3	0	0	0	3
		Science Sequence I	3	3	0	0	4
			<u>14</u>	<u>7</u>	<u>0</u>	<u>0</u>	<u>17</u>

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Work Exp	Credit
ENG	112	Argument-Based Research	3	0	0	0	3
		OR					
ENG	113	Literature-Based Research	3	0	0	0	3
		Mathematics Sequence II	3	0	0	0	3
		History Elective	3	0	0	0	3
		Science Sequence II	3	3	0	0	4
		Major Elective	0	2	0	0	1
		Social/Behavioral Science Elective	3	0	0	0	3
			<u>15</u>	<u>5</u>	<u>0</u>	<u>0</u>	<u>17</u>

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Work Exp	Credit
		Major Elective	7	0	0	0	7
		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
			<u>16</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>16</u>

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Work Exp	Credit
	Humanities/Fine Arts Elective	3	0	0	0	3
	Social/Behavioral Science Elective	3	0	0	0	3
	Major Elective	9	0	0	0	9
		<u>15</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>15</u>

TOTAL REQUIRED CREDITS... 65

Co-op Option: Not authorized for this program.

**ASSOCIATE IN SCIENCE – Articulation Agreement
PRE-MAJOR IN BIOLOGY AND BIOLOGY EDUCATION**

A1040A

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 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 AND BIOLOGY EDUCATION (A1040A)**

Effective: Fall 1998-99

Revised: 5/1/99

Length: 4 Semesters

Prerequisite: High School Diploma

Award: Associate in Science

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Work 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
			<u>12</u>	<u>8</u>	<u>0</u>	<u>0</u>	<u>15</u>

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Work Exp	Credit
ENG	113	Literature-Based Research	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
		MAT 172, 175, 271 or 272	3	0	0	0	3
		HIS 111, 112, 121, 122, 131 or 132	3	0	0	0	3
			<u>15</u>	<u>6</u>	<u>0</u>	<u>0</u>	<u>17</u>

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Work Exp	Credit
		CHM 251C, PHY 151C or PHY 251C	3	0	0	0	3
		CHM 251L, PHY 151L or PHY 251L	0	3	0	0	1
		BIO 120C or BIO 130C	3	0	0	0	3
		BIO 120L or BIO 130L	0	3	0	0	1
		FRE 111, GER 111 or SPA 111	3	0	0	0	3
		Approved PHI or REL Elective	3	0	0	0	3
		POL 110, 120, 210 or 220	3	0	0	0	3
			<u>15</u>	<u>6</u>	<u>0</u>	<u>0</u>	<u>17</u>

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Work Exp	Credit
	CHM 252C, PHY 152C or PHY 252C	3	0	0	0	3
	CHM 252L, PHY 152L or PHY 252L	0	3	0	0	1
	ART 111 or MUS 110	3	0	0	0	3
	ENG 231, 241 or 261	3	0	0	0	3
	ECO 151, 251 or 252	3	0	0	0	3
	Approved PSY or SOC Elective	3	0	0	0	3
		<u>15</u>	<u>3</u>	<u>0</u>	<u>0</u>	<u>16</u>

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
PRE-MAJOR IN CHEMISTRY AND CHEMISTRY EDUCATION**

A1040B

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: Fall 1998-99

Revised: 5/1/99

Length: 4 Semesters

Prerequisite: High School Diploma

Award: Associate in Science

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Work 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 Lab	0	3	0	0	1
		HIS 111, 112, 121, 122, 131 or 132	3	0	0	0	3
			<u>12</u>	<u>5</u>	<u>0</u>	<u>0</u>	<u>14</u>

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Work Exp	Credit
ENG	113	Literature-Based Research	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
MAT	272	Calculus II	3	2	0	0	4
		ECO 151, 251 or 252	3	0	0	0	3
		PSY 150 or SOC 210	3	0	0	0	3
			<u>15</u>	<u>5</u>	<u>0</u>	<u>0</u>	<u>17</u>

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Work Exp	Credit
CHM	251C	Organic Chemistry I	3	0	0	0	3
CHM	251L	Organic Chemistry I Lab	0	3	0	0	1
PHY	251C	General Physics I	3	0	0	0	3
PHY	251L	General Physics I Lab	0	3	0	0	1
		ENG 231, 241 or 261	3	0	0	0	3
		ART 111, 114, 115 or 116 or					
		MUS 110 or 113	3	0	0	0	3
		FRE 111, GER 111 or SPA 111	3	0	0	0	3
			<u>15</u>	<u>6</u>	<u>0</u>	<u>0</u>	<u>17</u>

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Work 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
		FRE 112, GER 112 or SPA 112 or MAT 273	3	0	0	0	3
		POL 110, 120, 210 or 220	3	0	0	0	3
		Approved PHI or REL Elective	3	0	0	0	3
			<u>15</u>	<u>6</u>	<u>0</u>	<u>0</u>	<u>17</u>

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
PRE-MAJOR IN MATHEMATICS**

A1040E

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: Fall 1998-99

Revised: 5/1/99

Length: 4 Semesters

Prerequisites: High School Diploma, Algebra I, Algebra II

Award: Associate in Science

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Work Exp	Credit
ENG	111	Expository Writing	3	0	0	3
ACA	115	Success & Study Skills	0	2	0	1
MAT	175	Precalculus	4	0	0	4
PSY	150	General Psychology	3	0	0	3
		HIS 111, 112, 121, 122, 131 or 132	3	0	0	3
		ART 111, 114, 115 or 116 or MUS 110, 112 or 113	3	0	0	3
			<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			16	2	0	17

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Work Exp	Credit
ENG	113	Literature-Based Research	3	0	0	3
MAT	271	Calculus I	3	2	0	4
PSY	241	Developmental Psychology	3	0	0	3
CSC	134	C++ Programming				
		OR				
CSC	136	COBOL Programming	2	3	0	3
		ECO 151, 251 or 252	3	0	0	3
			<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			14	5	0	16

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Work Exp	Credit
MAT	272	Calculus II	3	2	0	4
PHY	251C	General Physics I	3	0	0	3
PHY	251L	General Physics I Lab	0	3	0	1
		Approved PHI or REL Elective	3	0	0	3
		ENG 231, 241 or 261	3	0	0	3
		FRE 111, GER 111 or SPA 111	3	0	0	3
			<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			15	5	0	17

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Work Exp	Credit
MAT	273	Calculus III	3	2	0	4
PHY	252C	General Physics II	3	0	0	3
PHY	252L	General Physics II Lab	0	3	0	1
MAT	280					
	OR					
	285		3	0	0	3
		FRE 112, GER 112 or SPA 112	3	0	0	3
		ENG 232, 242 or 262 or				
		POL 110, 120, 210 or 220	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>
			13	5	0	15

TOTAL REQUIRED CREDITS... 65

Co-op Option: Not authorized for this program.

**ASSOCIATE IN SCIENCE – Articulation Agreement
PRE-MAJOR IN MATHEMATICS EDUCATION**

A1040F

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: Fall 1998-99

Revised: 5/1/99

Length: 4 Semesters

Prerequisite: High School Diploma

Award: Associate in Science

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Work 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
PSY	150	General Psychology	3	0	0	0	3
CSC	134	C++Programming	2	3	0	0	3
		HIS 111, 112, 121, 22, 131 or 132	3	0	0	0	3
			<u>15</u>	<u>5</u>	<u>0</u>	<u>0</u>	<u>17</u>

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Work Exp	Credit
ENG	113	Literature-Based Research	3	0	0	0	3
MAT	271	Calculus I	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
EDU	116	Intro to Education	3	2	0	0	4
			<u>12</u>	<u>7</u>	<u>0</u>	<u>0</u>	<u>15</u>

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Work Exp	Credit
MAT	272	Calculus II	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
		ENG 231, 241 or 261	3	0	0	0	3
		FRE 111, GER 111 or SPA 111	3	0	0	0	3
		ART 111, 114, 115 or 116 or MUS 110, 112 or 113	3	0	0	0	3
			<u>15</u>	<u>5</u>	<u>0</u>	<u>0</u>	<u>17</u>

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Work Exp	Credit
MAT	273	Calculus III	3	2	0	0	4
MAT	280	Linear Algebra	3	0	0	0	3
PSY	241	Developmental Psych	3	0	0	0	3
		ECO 151, 251 or 252	3	0	0	0	3
		Approved PHI or REL Elective	3	0	0	0	3
			<u>15</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>16</u>

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.

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: Fall 1998-99

Revised: 5/1/99

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
			<u>8</u>	<u>20</u>	<u>0</u>	<u>17</u>

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
			<u>11</u>	<u>20</u>	<u>0</u>	<u>18</u>

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
		Elective	3	0	0	3
			<u>6</u>	<u>8</u>	<u>0</u>	<u>10</u>

TOTAL REQUIRED CREDITS... 45

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.

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: Fall 1998-99

Revised: 5/1/99

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
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
			<u>7</u>	<u>18</u>	<u>0</u>	<u>14</u>

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
			<u>12</u>	<u>16</u>	<u>0/20</u>	<u>18</u>

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
AUT	181	Engine Performance-Electrical	2	3	0	3
AUT	182	Engine Perform-Elec Lab	0	3	0	1
		OR				
COE	111-212	Co-op Work Experience	0	0	10	1
AUT	185	Emissions Controls	1	2	0	2
CIS	113	Computer Basics	0	2	0	1
			<u>3</u>	<u>10</u>	<u>0/10</u>	<u>7</u>

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
			<u>12</u>	<u>14</u>	<u>0/10</u>	<u>18</u>

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
			<u>9</u>	<u>15</u>	<u>0</u>	<u>14</u>

TOTAL REQUIRED CREDITS... 71

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 –
AUTOMOTIVE ELECTRICAL/ELECTRONICS
SYSTEMS CERTIFICATE**

C60160C4

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 2000-01

Revised: Not Effective

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 Perform-Fuels Lab	0	3	0	1
		<u>4</u>	<u>12</u>	<u>0</u>	<u>8</u>

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
		<u>2</u>	<u>4</u>	<u>0</u>	<u>4</u>

TOTAL REQUIRED CREDITS... 12

Co-op Option: Not Available.

**AUTOMOTIVE SYSTEMS TECHNOLOGY –
AUTOMOTIVE ENGINE PERFORMANCE CERTIFICATE**

C60160C2

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

Revised: Not Current

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
			<u>4</u>	<u>12</u>	<u>0</u>	<u>8</u>

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
			<u>3</u>	<u>8</u>	<u>0</u>	<u>6</u>

TOTAL REQUIRED CREDITS... 14

Co-op Option: NA

**AUTOMOTIVE SYSTEMS TECHNOLOGY –
AUTOMOTIVE POWER TRAINS CERTIFICATE**

C60160C3

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 2000-01

Revised: 5/1/99

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
			<u>3</u>	<u>6</u>	<u>0</u>	<u>5</u>

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
			<u>4</u>	<u>6</u>	<u>0</u>	<u>8</u>

TOTAL REQUIRED CREDITS... 13

Co-op Option: NA

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

C60160C1

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: 5/1/00

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
		<u>4</u>	<u>8</u>	<u>0</u>	<u>8</u>

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
		<u>2</u>	<u>13</u>	<u>0</u>	<u>4</u>

TOTAL REQUIRED CREDITS... 12

Co-op Option: NA

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.

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE BASIC LAW ENFORCEMENT TRAINING (C55120)

Effective: Fall 1998-99

Revised: 5/1/99

Length: 1 Semester

Prerequisite: High School Diploma

Award: Certificate

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Work Exp	Credit
CJC	100	Basic Law Enforcement Trn	9	27	0	0	18

TOTAL REQUIRED CREDITS... 18

Co-op Option: Not authorized in this program.

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 1998-99

Revised: 6/4/99

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

FALL SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA 115	Success & Study Skills	0	2	0	1
BUS 110	Introduction to Business	3	0	0	3
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 115	Mathematical Models	2	2	0	3
		<u>12</u>	<u>6</u>	<u>0</u>	<u>15</u>

SPRING SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC 120	Prin of Accounting I	3	2	0	4
BUS 116	Business Law II	3	0	0	3
BUS 121	Business Math	2	2	0	3
CIS 120	Spreadsheet I	2	2	0	3
ENG 114	Prof Research & Reporting	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
		<u>16</u>	<u>6</u>	<u>0</u>	<u>19</u>

SUMMER SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
ECO 252	Prin of Macroeconomics	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
		<u>6</u>	<u>0</u>	<u>0</u>	<u>6</u>

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACC	121	Prin of Accounting II	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
			<u>17</u>	<u>4</u>	<u>0</u>	<u>19</u>

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
			<u>16</u>	<u>2</u>	<u>0</u>	<u>17</u>

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.

**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 1998-99

Revised: 5/1/99

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	115	Success & Study Skills	0	2	0	1
BAF	110	Principles of Banking	3	0	0	3
BUS	115	Business Law I	3	0	0	3
MAT	115	Mathematical Models	2	2	0	3
ENG	111	Expository Writing	3	0	0	3
CIS	111	Basic PC Literacy	1	2	0	2
			<u>12</u>	<u>6</u>	<u>0</u>	<u>15</u>

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
BAF	141	Law & Banking: Principles	3	0	0	3
ACC	120	Prin of Accounting I	3	2	0	4
BUS	137	Principles of Management	3	0	0	3
ECO	251	Prin of Microeconomics	3	0	0	3
BAF	131	Fund of Bank Lending	3	0	0	3
		Major Elective	3	0	0	3
			<u>18</u>	<u>2</u>	<u>0</u>	<u>19</u>

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIS	172	Intro to the Internet	2	2	0	3
		Elective	3	0	0	3
			<u>5</u>	<u>2</u>	<u>0</u>	<u>6</u>

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
BAF	222	Money & Banking	3	0	0	3
MKT	120	Principles of Marketing	3	0	0	3
BUS	225	Business Finance	2	2	0	3
ENG	115	Oral Communication	3	0	0	3
ECO	252	Prin of Macroeconomics	3	0	0	3
		Major Elective	3	0	0	3
			<u>17</u>	<u>2</u>	<u>0</u>	<u>18</u>

SPRING SEMESTER 2

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

TOTAL REQUIRED CREDITS... 76

Co-op Option: Qualified students may elect to take up to eight (8) credit hours of Cooperative Education. Six (6) credit hours in lieu of other major courses and two (2) credit hours in lieu of a free elective provided they acquire approval from the Co-op Director and the Department Chairperson.

**BUSINESS ADMINISTRATION –
HUMAN RESOURCES MANAGEMENT**

A2512C

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

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

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

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

Effective: Spring 1999
Revised: 6/4/99

Length: 5 Semesters
Prerequisite: High School Diploma
Award: Associate in Applied Science

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
BUS	153	Human Resource Mgt	3	0	0	3
BUS	115	Business Law I	3	0	0	3
BUS	12I	Business Math	2	2	0	3
CIS	111	Basic PC Literacy	1	2	0	2
ENG	111	Expository Writing	3	0	0	3
ACA	115	Success & Study Skills	0	2	0	1
			<u>12</u>	<u>6</u>	<u>0</u>	<u>15</u>

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACC	120	Prin of Accounting I	3	2	0	4
BUS	217	Employment Law & Regs	3	0	0	3
CIS	120	Spreadsheet I	2	2	0	3
ENG	114	Prof Research & Reporting	3	0	0	3
MAT	115	Mathematical Models	2	2	0	3
		Humanities/Fine Arts Elective	3	0	0	3
			<u>16</u>	<u>6</u>	<u>0</u>	<u>19</u>

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
BUS	137	Principles of Management	3	0	0	3
ECO	252	Prin of Macroeconomics	3	0	0	3
			<u>6</u>	<u>0</u>	<u>0</u>	<u>6</u>

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
BUS	258	Compensation & Benefits	3	0	0	3
MKT	120	Principles of Marketing	3	0	0	3
ECO	251	Prin of Microeconomics	3	0	0	3
BUS	256	Recruit, Select & Per Plan	3	0	0	3
BUS	234	Training & Development	3	0	0	3
		Major Elective	3	0	0	3
			<u>18</u>	<u>0</u>	<u>0</u>	<u>18</u>

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
BUS	135	Principles of Supervision	3	0	0	3
BUS	239	Bus Applications Seminar	1	2	0	2
BUS	259	HRM Applications	3	0	0	3
ENG	115	Oral Communication	3	0	0	3
		Major Elective	3	0	0	3
		Elective	3	0	0	3
			<u>16</u>	<u>2</u>	<u>0</u>	<u>17</u>

TOTAL REQUIRED CREDITS... 75

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

**BUSINESS ADMINISTRATION –
SMALL BUSINESS MANAGEMENT CERTIFICATE**

C25120C2

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

This certificate program covers the general field of business, the basics of contract law, basic accounting principles, business insurance, and special problems associated with management of a small business.

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

SMALL BUSINESS MANAGEMENT (CERTIFICATE) (C25120C2)

Effective: Fall 1999

Revised: 11/10/99

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

FALL SEMESTER

Prefix	No.	Title	Class	Lab	Clinical	Credit
BUS	110	Introduction to Business	3	0	0	3
BUS	135	Principles of Supervision	3	0	0	3
BUS	230	Small Business Management	3	0	0	3
			<u>9</u>	<u>0</u>	<u>0</u>	<u>9</u>

SPRING SEMESTER

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACC	120	Prin of Accounting I	3	2	0	4
BUS	147	Business Insurance	3	0	0	3
			<u>6</u>	<u>0</u>	<u>0</u>	<u>7</u>

TOTAL REQUIRED CREDITS... 16

Co-op Option: NA

**BUSINESS ADMINISTRATION –
SMALL BUSINESS STARTUP CERTIFICATE**

C25120C1

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

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

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

SMALL BUSINESS STARTUP (CERTIFICATE) (C25120C1)

Effective: Fall 1999

Revised: 11/10/99

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

FALL SEMESTER

Prefix	No.	Title	Class	Lab	Clinical	Credit
BUS	110	Introduction to Business	3	0	0	3
BUS	115	Business Law I	3	0	0	3
BUS	230	Small Business Management	3	0	0	3
			<u>9</u>	<u>0</u>	<u>0</u>	<u>9</u>

SPRING SEMESTER

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACC	120	Prin of Accounting I	3	2	0	4
BUS	147	Business Insurance	3	0	0	3
			<u>6</u>	<u>2</u>	<u>0</u>	<u>7</u>

TOTAL REQUIRED CREDITS... 16

Co-op Option: NA

CABINETMAKING

D35160

The Cabinetmaking curriculum prepares students for employment in the woodworking industry. Kitchen cabinet and bathroom vanity designs and constructions are studied prior to practical application. This curriculum also provides students the opportunity to plan and construct furniture products.

Students will read blueprints and plan, construct, finish, and install kitchen cabinets and bathroom vanities. Safe operation of hand tools and machinery will be emphasized while studying purchasing principles, building considerations, and related subjects required for construction of cabinets and furniture.

Graduates should qualify for employment in a facility that manufactures cabinets, furniture, or other wood products. Students will understand plant organization and operations for possible self-employment.

CABINETMAKING (D35160)

Effective: Summer 1997-98

Revised: 5/1/99

Length: 3 Semesters

Prerequisite: High School Diploma

Award: Diploma

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
CAB	110	Shop Operations	3	3	0	4
CAB	111	Cabinetmaking I	4	9	0	7
DFT	117	Technical Drafting	1	2	0	2
MAT	101	Applied Mathematics I	2	2	0	3
			<u>10</u>	<u>16</u>	<u>0</u>	<u>16</u>

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
CAB	112	Cabinetmaking II	5	12	0	9
CIS	113	Computer Basics	0	2	0	1
DDF	110	Cabinet Design/Drafting	1	2	0	2
ENG	101	Applied Communications I	3	0	0	3
ISC	115	Construction Safety	2	0	0	2
			<u>11</u>	<u>16</u>	<u>0</u>	<u>17</u>

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
CAB	113	Cabinetmaking III	4	6	0	6
		Elective	3	0	0	3
			<u>7</u>	<u>6</u>	<u>0</u>	<u>9</u>

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.

CARPENTRY

D35180

The Carpentry curriculum is designed to train students to construct residential structures using standard building materials and hand and power tools. Carpentry skills and a general knowledge of residential construction will also be taught.

Course work includes footings and foundations, framing, interior and exterior trim, cabinetry, blueprint reading, residential planning and estimating, and other related topics. Students will develop skills through hands-on participation.

Graduates should qualify for employment in the residential building construction field as rough carpenters, framing carpenters, roofers, maintenance carpenters, and other related job titles.

CARPENTRY (D35180)

Effective: Fall 1999-2000

Revised: 5/1/99

Length: 3 Semesters

Prerequisite: High School Diploma

Award: Diploma

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
BPR	130	Blueprint Reading/Construction	1	2	0	2
CAR	110	Intro to Carpentry	2	0	0	2
CAR	111	Carpentry I	3	15	0	8
CAR	115	Res Planning/Estimating	3	0	0	3
MAT	101	Applied Mathematics I	2	2	0	3
			<u>11</u>	<u>19</u>	<u>0</u>	<u>18</u>

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
CAR	112	Carpentry II	3	15	0	8
CAR	114	Residential Bldg Codes	3	0	0	3
CIS	113	Computer Basics	0	2	0	1
ENG	101	Applied Communications I	3	0	0	3
ISC	115	Construction Safety	2	0	0	2
			<u>11</u>	<u>17</u>	<u>0</u>	<u>17</u>

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
CAR	113	Carpentry III	3	9	0	6
		Elective	3	0	0	3
			<u>6</u>	<u>9</u>	<u>0</u>	<u>9</u>

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 credit hours of electives provided they acquire approval from the Co-op Director and the Department Chairperson.

**CARPENTRY –
GENERAL CONTRACTOR'S LICENSE PREPARATION CERTIFICATE**

C35180

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

GENERAL CONTRACTOR'S LICENSE PREPARATION CERTIFICATE (C35180)

Effective: Fall 1999-2000

Revised 5/1/99

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

FALL SEMESTER

Prefix	No.	Title	Class	Lab	Clinical	Credit
BPR	130	Blueprint Reading/Const	1	2	0	2
*CAR	110	Intro to Carpentry	2	0	0	2
CAR	115	Res Planning/Estimating	3	0	0	3
			<u>6</u>	<u>2</u>	<u>0</u>	<u>7</u>

SPRING SEMESTER

Prefix	No.	Title	Class	Lab	Clinical	Credit
CAR	114	Residential Bldg Codes	3	0	0	3
MAT	101	Applied Mathematics I	2	2	0	3
			<u>5</u>	<u>2</u>	<u>0</u>	<u>6</u>

*CAR110/Intro to Carpentry (New)

TOTAL REQUIRED CREDITS... 13

Co-op Option: NA

CIVIL ENGINEERING TECHNOLOGY

A40140

The Civil Engineering Technology curriculum provides the application of relevant theory of engineering needed by technicians to carry out planning and supervisory tasks in the construction of transportation systems, residential and commercial buildings, bridges, dams, and water and wastewater treatment systems.

Course work includes the communication and computational skills required to support the fields such as materials testing, structures, estimating, project management, hydraulics, environmental technology, and surveying. Additional course work will cover the operation of computers and application software including computer-aided drafting.

Graduates should qualify for technician-level jobs with both public and private engineering, construction, and surveying agencies.

CIVIL ENGINEERING TECHNOLOGY (A40140)

Effective: Fall 1998-99

Revised: 5/1/99

Length: 5 Semesters

Prerequisite: 2 Units of Algebra

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
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
			<u>11</u>	<u>12</u>	<u>0</u>	<u>16</u>

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIV	125	Civil/Surveying CAD	1	6	0	3
ENG	114	Prof Research & Reporting	3	0	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
			<u>11</u>	<u>16</u>	<u>0</u>	<u>17</u>

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
			<u>4</u>	<u>12</u>	<u>0</u>	<u>8</u>

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIV	111	Soils and Foundations	2	3	0	3
CIV	210	Engineering Materials	1	3	0	2
CIV	211	Hydraulics and Hydrology	2	3	0	3
CIV	230	Construction Estimating	2	3	0	3
ENG	115	Oral Communication	3	0	0	3
PHY	132	Physics-Elec & Magnetism	3	2	0	4
			<u>13</u>	<u>14</u>	<u>0</u>	<u>18</u>

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
*CIV	212	Environmental Planning	2	3	0	3
CIV	222	Reinforced Concrete	2	3	0	3
CIV	240	Project Management	2	3	0	3
*CIV	250	Civil Eng Tech Project	1	3	0	2
MAT	223	Applied Calculus	2	2	0	3
		Humanities/Fine Arts Elective	3	0	0	3
			<u>12</u>	<u>14</u>	<u>0</u>	<u>17</u>

TOTAL REQUIRED CREDITS... 76

***Co-op Option:** Qualified students may elect to take up to five (5) credit hours of Cooperative Education in lieu of CIV 212 and/or CIV 250 provided they acquire approval from the Co-op Director and the Department Chairperson.

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: Spring 1999

Revised: 5/1/99

Length: 5 Semesters

Prerequisite: 2 Units of Algebra

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
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
		<u>13</u>	<u>6</u>	<u>0</u>	<u>16</u>

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS 130	Survey of Operating Sys	2	3	0	3
CSC 135	COBOL Programming	2	3	0	3
CSC 139	Visual BASIC Programming	2	3	0	3
CIS 152	Database Concepts & Apps	2	2	0	3
ENG 115	Oral Communication	3	0	0	3
	Social/Behavioral Science Elective	3	0	0	3
		<u>14</u>	<u>11</u>	<u>0</u>	<u>18</u>

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC 138	RPG Programming	2	3	0	3
CSC 235	Advanced COBOL	2	3	0	3
		<u>4</u>	<u>6</u>	<u>0</u>	<u>6</u>

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-User	2	3	0	3
CSC	134	C++ Programming	2	3	0	3
NET	110	Data Comm/Networking	2	2	0	3
		Elective	3	0	0	3
			<u>14</u>	<u>11</u>	<u>0</u>	<u>18</u>

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIS	288	Systems Project	1	4	0	3
NET	120	Network Install/Admin I	2	2	0	3
CIS	172	Intro to the Internet	2	3	0	3
		Major Elective	2	3	0	3
		Major Elective	2	3	0	3
		Humanities/Fine Arts Elective	3	0	0	3
			<u>12</u>	<u>15</u>	<u>0</u>	<u>18</u>

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 –
C++ PROGRAMMING CERTIFICATE**

C25130C2

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

Prerequisites: 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
			<u>4</u>	<u>4</u>	<u>0</u>	<u>6</u>

FALL SEMESTER

Prefix	No.	Title	Class	Lab	Clinical	Credit
CSC	134	C++ Programming	2	3	0	3
			<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>

SPRING SEMESTER

Prefix	No.	Title	Class	Lab	Clinical	Credit
CSC	234	Advanced C++	2	3	0	3
			<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>

TOTAL REQUIRED CREDITS... 12

Co-op Option: NA

**COMPUTER PROGRAMMING –
COBOL PROGRAMMING CERTIFICATE**

C25130C1

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

Prerequisites: 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
			<u>4</u>	<u>4</u>	<u>0</u>	<u>6</u>

SPRING SEMESTER

Prefix	No.	Title	Class	Lab	Clinical	Credit
CSC	135	COBOL Programming	2	3	0	3
			<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>

SUMMER SEMESTER

Prefix	No.	Title	Class	Lab	Clinical	Credit
CSC	235	Advanced COBOL	2	3	0	3
			<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>

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

Revised: 9/1/99

Length: 3 Semesters

Prerequisites: 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
			4	4	0	6

SUMMER SEMESTER

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

FALL SEMESTER

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

Prerequisites: 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
			<u>4</u>	<u>4</u>	<u>0</u>	<u>6</u>

SPRING SEMESTER

Prefix	No.	Title	Class	Lab	Clinical	Credit
CSC	139	Visual BASIC Programming	2	3	0	3
			<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>

FALL SEMESTER

Prefix	No.	Title	Class	Lab	Clinical	Credit
CSC	239	Advanced Visual BASIC	2	3	0	3
			<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>

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 1998-99

Revised: 5/1/99

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
COS	150	Computerized Salon Ops	1	0	0	1
ENG	101	Applied Communication I	3	0	0	3
			<u>8</u>	<u>24</u>	<u>0</u>	<u>16</u>

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
COS	113	Cosmetology Concepts II	4	0	0	4
COS	114	Salon II	0	24	0	8
COS	115A	Cosmetology Concepts III	2	0	0	2
COS	116A	Salon III	0	6	0	2
			<u>6</u>	<u>30</u>	<u>0</u>	<u>16</u>

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
			<u>7</u>	<u>27</u>	<u>0</u>	<u>16</u>

TOTAL REQUIRED CREDITS... 48

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: Spring 2000

Revised: 10/14/99

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
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
			<u>15</u>	<u>2</u>	<u>0</u>	<u>16</u>

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
			<u>18</u>	<u>0</u>	<u>0</u>	<u>18</u>

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
			<u>6</u>	<u>2</u>	<u>0</u>	<u>7</u>

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
			<u>14</u>	<u>4</u>	<u>0</u>	<u>16</u>

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
			<u>18</u>	<u>0</u>	<u>0</u>	<u>18</u>

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 –
CORRECTIONS CERTIFICATE**

C55180C3

The Corrections Certificate program prepares potential correctional officers for employment in confinement facilities such as jails, prisons, or juvenile detention centers. Emphasis is placed on the counseling and crisis aspects of the correctional officer's role and the procedural law governing confinement and various confinement alternatives.

CORRECTION CERTIFICATE (C55180C3)

Effective: Fall 1999-2000

Revised: 5/1/99

Length: 1 Semester

Prerequisite: High School Diploma

Award: Certificate

Prefix	No.	Title	Class	Lab	Clinical	Credit
CJC	141	Corrections	3	0	0	3
CJC	211	Counseling	3	0	0	3
CJC	214	Victimology	3	0	0	3
CJC	225	Crisis Intervention	3	0	0	3
CJC	233	Correctional Law	3	0	0	3
CJC	241	Community-Based Corrections	3	0	0	3
			<u>18</u>	<u>0</u>	<u>0</u>	<u>18</u>

TOTAL REQUIRED CREDITS... 18

Co-op Option: Option: Not authorized in this program.

**CRIMINAL JUSTICE TECHNOLOGY -
INVESTIGATIONS CERTIFICATE**

C55180C2

The Investigations Certificate program provides an in-depth study of current investigative techniques and procedures. Topics include the handling and preparing of evidence for trial, interviewing suspects and the ethical standards of criminal procedure. This program prepares the student for employment as a basic lab technician in the areas of criminal identification, security investigation or surveillance.

INVESTIGATIONS CERTIFICATE (C55180C2)

Effective: Fall 1999-2000

Revised: 5/1/99

Length: 1 Semester

Prerequisite: High School Diploma

Award: Certificate

FALL SEMESTER

Prefix	No.	Title	Class	Lab	Clinical	Credit
CJC	113	Juvenile Justice	3	0	0	3
CJC	121	Law Enforcement Operations	3	0	0	3
CJC	122	Community Policing	3	0	0	3
CJC	131	Criminal Law	3	0	0	3
CJC	212	Ethics and Community Relations	3	0	0	3
CJC	215	Organization and Administration	3	0	0	3
			<u>18</u>	<u>0</u>	<u>0</u>	<u>18</u>

TOTAL REQUIRED CREDITS... 18

Co-op Option: Not authorized in this program.

**CRIMINAL JUSTICE TECHNOLOGY –
LAW ENFORCEMENT CERTIFICATE**

C55180C1

The Law Enforcement Certificate program introduces potential law enforcement officers to or enhances the knowledge of current law enforcement officers regarding the ethical, organizational and administrative aspects of law enforcement. An in-depth review of North Carolina Criminal statutes, the role of the police in the community and an overview of organized crime are presented.

LAW ENFORCEMENT CERTIFICATE (C55180C1)

Effective: Fall 1999-2000

Revised: 5/1/99

Length: 1 Semester

Prerequisite: High School Diploma

Award: Certificate

FALL SEMESTER

Prefix	No.	Title	Class	Lab	Clinical	Credit
CJC	111	Intro to Criminal Justice	3	0	0	3
CJC	112	Criminology	3	0	0	3
CJC	113	Juvenile Justice	3	0	0	3
CJC	122	Community Policing	3	0	0	3
CJC	225	Crisis Intervention	3	0	0	3
			<u>15</u>	<u>0</u>	<u>0</u>	<u>15</u>

TOTAL REQUIRED CREDITS... 15

Co-op Option: None required in certificate program.

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 1999-2000

Revised: 5/1/99

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Work Exp	Credit
ACA	115	Success & Study Skills	0	2	0	0	1
CIS	113	Computer Basic	0	2	0	0	1
CUL	110	Sanitation and Safety	2	0	0	0	2
CUL	135	Food & Beverage Service	2	0	0	0	2
CUL	135A	Food & Beverage Serv Lab	0	2	0	0	1
CUL	140	Basic Culinary Skills	2	6	0	0	5
CUL	150	Food Science	1	2	0	0	2
ENG	111	Expository Writing	3	0	0	0	3
			<u>10</u>	<u>14</u>	<u>0</u>	<u>0</u>	<u>17</u>

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Work Exp	Credit
CUL	160	Baking I	1	4	0	0	3
CUL	170	Garde-Manger I	1	4	0	0	3
CUL	240	Adv Culinary Skills	1	8	0	0	5
MAT	115	Mathematical Models	2	2	0	0	3
NUT	110	Nutrition	3	0	0	0	3
			<u>8</u>	<u>18</u>	<u>0</u>	<u>0</u>	<u>17</u>

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Work Exp	Credit
PSY	118	Interpersonal Psychology	3	0	0	0	3
		Major Elective	5	0	0	0	5
			<u>8</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>8</u>

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Work Exp	Credit
CUL	120	Purchasing	2	0	0	0	2
CUL	130	Menu Design	2	0	0	0	2
CUL	250	Classical Cooking	1	8	0	0	5
CUL	260	Baking II	1	4	0	0	3
ENG	114	Prof Research & Reporting	3	0	0	0	3
		Humanities/Fine Arts Elective	3	0	0	0	3
			<u>12</u>	<u>12</u>	<u>0</u>	<u>0</u>	<u>18</u>

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Work 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
		Major Elective	7	0	0	0	7
			<u>14</u>	<u>0</u>	<u>0</u>	<u>20</u>	<u>16</u>

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

Prefix	No.	Title	Class	Lab	Clinical	Credit
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
			<u>7</u>	<u>12</u>	<u>10</u>	<u>14</u>

TOTAL REQUIRED CREDITS... 14

Co-op Option: Students are required to take 1 credit hour of co-op.

**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

Prefix	No.	Title	Class	Lab	Clinical	Credit
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 Manger II (2nd 8 weeks)	1	4	0	3
			<u>6</u>	<u>14</u>	<u>0</u>	<u>13</u>

TOTAL REQUIRED CREDITS... 13

Co-op Option: None required in this certificate program.

DENTAL ASSISTING

D45240

The Dental Assisting curriculum prepares individuals to assist the dentist in the delivery of dental treatment and to function as integral members of the dental team while performing 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: 5/1/99

Length: 3 Semesters

Prerequisite: 1 Unit Biology

Award: Diploma

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
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
			<u>13</u>	<u>14</u>	<u>0</u>	<u>20</u>

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
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
			<u>12</u>	<u>5</u>	<u>12</u>	<u>18</u>

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
DEN	107	Clinical Practice II	1	0	12	5
PSY	101	Applied Psychology	3	0	0	3
			<u>4</u>	<u>0</u>	<u>12</u>	<u>8</u>

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: Fall 1998-99

Revised: 5/2/00

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	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
			13	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	123	Nutrition/Dental Health	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
DEN	125	Dental Office Emer	0	2	0	1
			11	7	9	17

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
DEN	124	Periodontology	2	0	0	2
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
			6	0	6	8

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	222	General & Oral Pathology	2	0	0	2
DEN	223	Dental Pharmacology	2	0	0	2
DEN	224	Materials and Procedures	1	3	0	2
			<u>9</u>	<u>7</u>	<u>12</u>	<u>16</u>

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	232	Community Dental Health	2	0	3	3
DEN	233	Professional Development	2	0	0	2
		Humanities/Fine Arts Elec	3	0	0	3
			<u>8</u>	<u>0</u>	<u>15</u>	<u>13</u>

TOTAL REQUIRED CREDITS... 71

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: Fall 1998-99

Revised: 5/1/99

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Work Exp	Credit
ACA 115	Success & Study Skills	0	2	0	0	1
CIS 113	Computer Basics	0	2	0	0	1
EDU 119	Early Childhood Ed	3	2	0	0	4
OR						
EDU 111	Early Childhood Cred I	2	0	0	0	2
EDU 131	Child, Family, & Commun.	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
		<u>16-17</u>	<u>6-8</u>	<u>0</u>	<u>0</u>	<u>19-21</u>

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Work 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
		<u>17</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>17</u>

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Work Exp	Credit
HEA	112	First Aid & CPR	1	2	0	0	2
		Major Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>3</u>
			4	2	0	0	5

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Work 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	<u>3</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>3</u>
			15-16	2	0	0	16-17

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Work 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	251	Exploration Activities	3	0	0	0	3
		OR					
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
		Major Elective	<u>2</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2</u>
			16-17	0	0	10	17-18

TOTAL REQUIRED CREDITS... 75

Co-op Option: Students are required to take 1 credit hour of co-op.

**EARLY CHILDHOOD ASSOCIATE –
CHILD CARE ADMINISTRATION CERTIFICATE**

C55220C1

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 1

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
			<u>7</u>	<u>0</u>	<u>0</u>	<u>7</u>

SPRING SEMESTER 1

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
			<u>11</u>	<u>0</u>	<u>0</u>	<u>11</u>

TOTAL REQUIRED CREDITS... 18

Co-op Option: Not authorized in this program.

**EARLY CHILDHOOD ASSOCIATE -
CHILD CARE DEVELOPMENT CERTIFICATE**

C55220C2

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 1

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
			<u>8</u>	<u>0</u>	<u>0</u>	<u>8</u>

SPRING SEMESTER 1

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
			<u>10</u>	<u>0</u>	<u>0</u>	<u>10</u>

TOTAL REQUIRED CREDITS... 18

Co-op Option: Not authorized in this program.

**EARLY CHILDHOOD ASSOCIATE –
CHILD CARE PROFESSIONAL CERTIFICATE**

C55220C3

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 1

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
			<u>8</u>	<u>0</u>	<u>0</u>	<u>8</u>

SPRING SEMESTER 1

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
			<u>10</u>	<u>0</u>	<u>0</u>	<u>10</u>

TOTAL REQUIRED CREDITS... 18

Co-op Option: Not authorized in this program.

**EARLY CHILDHOOD ASSOCIATE –
FAMILY CHILD CARE CERTIFICATE**

C55220C4

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 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
EDU	111	Early Childhood Cred 1	2	0	0	2
EDU	131	Child, Family, & Commun	3	0	0	3
EDU	234	Infants, Toddlers & Twos	3	0	0	3
			<u>8</u>	<u>0</u>	<u>0</u>	<u>8</u>

SPRING SEMESTER 1

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
			<u>10</u>	<u>0</u>	<u>0</u>	<u>10</u>

TOTAL REQUIRED CREDITS... 18

Co-op Option: Not authorized in this program.

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: Summer 1997-98

Revised: 5/1/99

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	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
MAT	101	Applied Mathematics I	2	2	0	3
			<u>8</u>	<u>18</u>	<u>0</u>	<u>15</u>

SPRING SEMESTER 1

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
ISC	115	Construction Safety	2	0	0	2
			<u>11</u>	<u>15</u>	<u>0</u>	<u>16</u>

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ELC	115	Industrial Wiring	2	6	0	4
ELC	119	NEC Calculations	1	2	0	2
		Elective	3	0	0	3
			<u>6</u>	<u>8</u>	<u>0</u>	<u>9</u>

TOTAL REQUIRED CREDITS... 40

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 micro-processors, 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 1998-99

Revised: 5/1/99

Length: 5 Semesters

Prerequisite: 2 Units of Algebra

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA 115	Success & Study Skills	0	2	0	1
CIS 113	Computer Basics	0	2	0	1
DFT 119	Basic CAD	1	2	0	2
ELC 131	DC/AC Circuit Analysis	4	3	0	5
ELC 127	Software for Technicians	1	2	0	2
MAT 121	Algebra/Trigonometry I	2	2	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
		<u>11</u>	<u>13</u>	<u>0</u>	<u>17</u>

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC 137	Pascal Programming	2	3	0	3
ELN 131	Electronic Devices	3	3	0	4
ELN 133	Digital Electronics	3	3	0	4
ENG 111	Expository Writing	3	0	0	3
MAT 122	Algebra/Trigonometry II	2	2	0	3
		<u>13</u>	<u>11</u>	<u>0</u>	<u>17</u>

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ELN 132	Linear IC Applications	3	3	0	4
ELN 232	Intro to Microprocessors	3	3	0	4
		<u>6</u>	<u>6</u>	<u>0</u>	<u>8</u>

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
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
			<u>14</u>	<u>10</u>	<u>0</u>	<u>18</u>

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
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
			<u>12</u>	<u>11</u>	<u>0</u>	<u>16</u>

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: 5/1/99

Length: 5 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
			<u>11</u>	<u>16</u>	<u>0</u>	<u>17</u>

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
			<u>12</u>	<u>12</u>	<u>0</u>	<u>16</u>

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
			<u>9</u>	<u>6</u>	<u>0</u>	<u>11</u>

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 2000

Revised: 5/19/00

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 115	Success & Study Skills	0	2	0	1
BIO 168	Anatomy & Physiology I	3	3	0	4
EMS 110	EMT Basic	4	6	0	6
EMS 111	Prehospital Environment	2	2	0	3
EMS 150	Emerg Vehicles & EMS Comm	1	3	0	2
ENG 111	Expository Writing	3	0	0	3
		<u>13</u>	<u>16</u>	<u>0</u>	<u>19</u>

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO 169	Anatomy & Physiology II	3	3	0	4
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
EMS 140	Rescue Scene Management	1	6	0	3
		<u>8</u>	<u>17</u>	<u>6</u>	<u>16</u>

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
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
		<u>3</u>	<u>9</u>	<u>9</u>	<u>9</u>

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIS	113	Computer Basics	0	2	0	1
EMS	231	EMS Clinical Practicum III	0	0	9	3
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	250	Advanced Medical Emergencies	2	3	0	3
EMS	260	Advanced Trauma Emergencies	1	3	0	2
ENG	115	Oral Communication	3	0	0	3
PSY	150	General Psychology	3	0	0	3
			<u>11</u>	<u>8</u>	<u>9</u>	<u>17</u>

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
EMS	240	Special Needs Patients	1	3	0	2
EMS	241	EMS Clinical Practicum IV	0	0	9	3
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
			<u>7</u>	<u>8</u>	<u>9</u>	<u>13</u>

TOTAL REQUIRED CREDITS... 74

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

EMERGENCY MEDICAL SCIENCE – BRIDGING PROGRAM

A45340B

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: Fall 1998-99

Revised: 5/1/99

Length: 3 Semesters

Prerequisites: 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

Award: Associate in Applied Science

FALL SEMESTER

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	115	Success & Study Skills	0	2	0	1
BIO	168	Anatomy & Physiology I	3	3	0	4
ENG	111	Expository Writing	3	0	0	3
			<u>6</u>	<u>5</u>	<u>0</u>	<u>8</u>

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
			<u>8</u>	<u>5</u>	<u>0</u>	<u>10</u>

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
			<u>8</u>	<u>2</u>	<u>0</u>	<u>9</u>

TOTAL REQUIRED CREDITS... 27

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 2000

Revised: 5/19/00

Length: 3 Terms

Prerequisite: 1 Unit Biology

Award: Diploma

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
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	6	0	3
ENG	111	Expository Writing	3	0	0	3
			<u>7</u>	<u>12</u>	<u>6</u>	<u>13</u>

FALL SEMESTER 2

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
ENG	115	Oral Communication	3	0	0	3
			<u>7</u>	<u>11</u>	<u>9</u>	<u>14</u>

SPRING SEMESTER 1

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
			<u>6</u>	<u>11</u>	<u>9</u>	<u>13</u>

TOTAL REQUIRED CREDITS... 40

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 2000

Revised: 5/19/00

Length: 1 Semester

Prerequisite: None

Award: Certificate

SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
EMS	110	EMT Basic	4	6	0	6
EMS	111	Prehospital Environment	2	2	0	3
EMS	150	Emerg Vehicles & EMS Comm	1	3	0	2
EMS	235	EMS Management	2	0	0	2
			<u>9</u>	<u>11</u>	<u>0</u>	<u>13</u>

TOTAL REQUIRED CREDITS...13

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

**FIRE PROTECTION TECHNOLOGY IN CONSORTIUM WITH
WILSON TECHNICAL COMMUNITY COLLEGE**

A55240

The Fire Protection Technology curriculum is designed to provide individuals with technical and professional knowledge to make decisions regarding fire protection for both public and private sectors. It also provides a sound foundation for continuous higher learning in fire protection, administration, and management.

Course work includes classroom and laboratory exercises to introduce the student to various aspects of fire protection. Students will learn technical and administrative skills such as hydraulics, hazardous materials, arson investigation, fire protection safety, fire suppression management, law and codes.

Graduates should qualify for employment or advancement in governmental agencies, industrial firms, insurance rating organizations, educational organizations, and municipal fire departments. Employed persons should have opportunities for skilled and supervisory-level positions within their current organizations.

**FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE
IN CONSORTIUM WITH WILSON TECHNICAL COMMUNITY COLLEGE
FIRE PROTECTION TECHNOLOGY (A55240)**

Effective: Fall 1998-99

Revised: 10/4/99

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	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
			<u>11</u>	<u>4</u>	<u>0</u>	<u>13</u>

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
			<u>13/14</u>	<u>2</u>	<u>0</u>	<u>14</u>

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
			<u>12</u>	<u>2</u>	<u>0</u>	<u>13</u>

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
			<u>16</u>	<u>0</u>	<u>0</u>	<u>16</u>

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
			<u>15</u>	<u>0</u>	<u>0</u>	<u>15</u>

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: Fall 1998-99

Revised: 7/23/99

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Work Exp	Credit
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
			<u>15</u>	<u>6</u>	<u>0</u>	<u>0</u>	<u>18</u>

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Work 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	3	0	0	0	3
FSE	120	Embalming Microbiology	3	0	0	0	3
PSY	150	General Psychology	3	0	0	0	3
			<u>18</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>18</u>

SUMMER SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Work Exp	Credit
	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>3</u>
		3	0	0	0	3

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Work 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	<u>3</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>3</u>
		14	8	0	20	18

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Work 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	<u>1</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
		14	6	0	20	17

TOTAL REQUIRED CREDITS... 74

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 and Co-op Director.

**FUNERAL 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 1998-99

Revised: 5/1/99

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Diploma

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Work Exp	Credit
BUS 110	Introduction to Business	3	0	0	0	3
ENG 115	Oral Communication	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
		<u>18</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>18</u>

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Work 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
		<u>19</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>20</u>

TOTAL REQUIRED CREDITS... 39

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 1998-99

Revised: 10/4/99

Length: 4 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG 111	Expository Writing	3	0	0	3
ACA 115	Success & Study Skills	0	2	0	1
CIS 111	Basic PC Literacy	1	2	0	2
	Humanities/Fine Arts	3	0	0	3
	Social/Behavioral Sciences	3	0	0	3
	Natural Sciences/Mathematics	3	0	0	3
		<u>13</u>	<u>4</u>	<u>0</u>	<u>15</u>

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
		<u>17</u>	<u>0</u>	<u>0</u>	<u>17</u>

FALL SEMESTER 2

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

SPRING SEMESTER 2

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

TOTAL REQUIRED CREDITS... 65

Co-op Option: Qualified students may elect to take up to eight (8) credit hours of Cooperative Education in lieu of other major courses provided they acquire approval from the Co-op Director and the Department Chairperson.

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: Spring 2000

Revised: 11/08/99

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
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	Hort Computer Apps	1	3	0	2
		<u>10</u>	<u>11</u>	<u>0</u>	<u>15</u>

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS 137	Principles of Management	3	0	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
		<u>12</u>	<u>9</u>	<u>0</u>	<u>16</u>

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
HOR 164	Hort Pest Management	2	2	0	3
HOR 275	Hort Production Mgmt	3	2	0	4
		<u>5</u>	<u>4</u>	<u>0</u>	<u>7</u>

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	Hort Bus Entrepreneurship	3	0	0	3
		Major Elective	2	0	0	2
			<u>14</u>	<u>7</u>	<u>0</u>	<u>17</u>

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
HOR	118	Equipment Opt & Maint	1	3	0	2
HOR	277	Hort 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
			<u>12</u>	<u>5</u>	<u>0</u>	<u>14</u>

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 – BASIC LANDSCAPE MAINTENANCE

C15240

This evening 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 (C15240)

Effective: Fall 1999-2000

Revised: March 1999

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
HOR	160	Plant Materials I	2	2	0	3
HOR	162	Applied Plant Science	2	2	0	3
			<u>4</u>	<u>4</u>	<u>0</u>	<u>6</u>

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
HOR	116	Landscape Management I	2	2	0	3
HOR	164	Horticulture Pest Management	2	2	0	3
			<u>4</u>	<u>4</u>	<u>0</u>	<u>6</u>

TOTAL REQUIRED CREDITS... 12

Co-op Option: NA

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 1999-2000

Revised: 10/4/99

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA 115	Success & Study Skills	0	2	0	1
ACC 120	Prin of Accounting I	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
		<u>13</u>	<u>6</u>	<u>0</u>	<u>16</u>

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 115	Housekeeping	3	0	0	3
HRM 115A	Housekeeping Lab	0	2	0	1
HRM 140	Hospitality Tourism Law	3	0	0	3
COE 111H	Co-op Work Experience I – Hotel and Restaurant Management	0	0	10	1
		<u>13</u>	<u>4</u>	<u>10</u>	<u>16</u>

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ECO 151	Survey of Economics	3	0	0	3
ENG 15	Oral Communication	3	0	0	3
COE 121H	Co-op Work Experience II – Hotel and Restaurant Management	0	0	10	1
		<u>6</u>	<u>0</u>	<u>10</u>	<u>7</u>

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	120A	Front Office Procedures Lab	0	2	0	1
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
			<u>17</u>	<u>4</u>	<u>10</u>	<u>20</u>

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
			<u>17</u>	<u>0</u>	<u>0</u>	<u>17</u>

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.

INDUSTRIAL MAINTENANCE TECHNOLOGY

D50240

The Industrial Maintenance Technology curriculum is designed to prepare or upgrade individuals to service, maintain, repair, or install equipment for a wide range of industries. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial equipment and physical facilities.

Students will learn technical skills in blueprint reading, electricity, hydraulics/pneumatics, machining, welding, and various maintenance procedures. Practical application in these industrial systems will be emphasized and additional advanced course work may be offered.

Upon completion of any of the various levels of this curriculum, graduates should gain the necessary practical skills and related technical information to qualify for employment or advancement in the various areas of industrial maintenance technology.

INDUSTRIAL MAINTENANCE TECHNOLOGY (D50240)

Effective: Summer 1997-98

Revised: 5/1/99

Length: 3 Semesters

Prerequisite: High School Diploma

Award: Diploma

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ELC 111	Intro to Electricity	2	2	0	3
ELC 112	DC/AC Electricity	3	6	0	5
MAT 101	Applied Mathematics I	2	2	0	3
MEC 111	Machine Processes I	2	3	0	3
MNT 110	Intro to Maint Procedures	1	3	0	2
WLD 112	Basic Welding Processes	1	3	0	2
		<u>11</u>	<u>19</u>	<u>0</u>	<u>18</u>

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
CIS 113	Computer Basics	0	2	0	1
ELC 117	Motors and Controls	2	6	0	4
ENG 101	Applied Communications I	3	0	0	3
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
MEC 263	Electro-Pneu Components	2	4	0	4
		<u>11</u>	<u>20</u>	<u>0</u>	<u>19</u>

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
		<u>5</u>	<u>5</u>	<u>0</u>	<u>7</u>

TOTAL REQUIRED CREDITS... 44

Co-op Option: NA

**INDUSTRIAL MAINTENANCE TECHNOLOGY –
BASIC INDUSTRIAL MAINTENANCE CERTIFICATE**

C50240

This evening certificate program is designed to provide individuals with entry-level competencies in blueprint reading, electrical, hydraulics/pneumatics, and basic maintenance procedures.

Completers will be prepared for employment as industrial maintenance assistants.

Courses in this program can be transferred directly into the Industrial Maintenance Technology diploma curriculum.

BASIC INDUSTRIAL MAINTENANCE CERTIFICATE (C50240)

Effective: Fall 1999-2000

Revised: 5/1/99

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

FALL SEMESTER

Prefix	No.	Title	Class	Lab	Clinical	Credit
BPR	111	Blueprint Reading	1	2	0	2
ELC	112	DC/AC Electricity	3	6	0	5
			<u>4</u>	<u>8</u>	<u>0</u>	<u>7</u>

SPRING SEMESTER

Prefix	No.	Title	Class	Lab	Clinical	Credit
MNT	110	Intro to Maint Procedures	1	3	0	2
HYD	110	Hydraulics/Pneumatics I	2	2	0	3
AHR	120	HVACR Maintenance	1	3	0	2
			<u>4</u>	<u>8</u>	<u>0</u>	<u>7</u>

TOTAL REQUIRED CREDITS..... 14

Co-op Option: NA

INDUSTRIAL MANAGEMENT TECHNOLOGY

A50260

The Industrial Management Technology curriculum is designed to equip students with the knowledge, skills, and abilities to function effectively in staff, front-line leadership, and mid-level management positions in organizations. The program emphasizes team building, TQM, SPC, motivation, continuous improvement, systems and leadership.

Course work includes the integrated study of quality and productivity improvement, production operations, management, financial analysis, problem solving, and management of resources – human, physical, and information. Course work incorporates a broad understanding of computer applications to analyze and solve problems.

Graduates should qualify for entry level positions such as front-line supervisor, engineering assistant, production planner, inventory supervisor, or as a quality control technician. With additional training and experience, graduates could become plant managers or production managers.

INDUSTRIAL MANAGEMENT TECHNOLOGY (A50260)

Effective: Fall 1998-99

Revised: 10/4/99

Length: 5 Semesters

Prerequisite: 2 Units of Algebra

Award: Associate of Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
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
ISC 135	Principles of Industrial Mgmt	3	0	0	3
MAT 161	College Algebra	3	0	0	3
MEC 145	Mfg Materials I	2	3	0	3
	Major Elective	3	0	0	3
		<u>15</u>	<u>7</u>	<u>0</u>	<u>18</u>

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC 111	Financial Accounting	3	0	0	3
ENG 115	Oral Communication	3	0	0	3
ISC 112	Industrial Safety	2	0	0	2
ISC 132	Mfg Quality Control	2	3	0	3
ISC 133	Mfg Management Practices	2	0	0	2
ISC 170	Problem-Solving Skills	3	0	0	3
		<u>15</u>	<u>3</u>	<u>0</u>	<u>16</u>

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS 120	Spreadsheet I	2	2	0	3
ECO 252	Prin of Macroeconomics	3	0	0	3
ISC 136	Productivity AnalysisI	2	3	0	3
		<u>7</u>	<u>5</u>	<u>0</u>	<u>9</u>

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
ISC	233	Industrial Org & Mgmt	3	0	0	3
ISC	261	Methods Improvement	2	3	0	3
MEC	110	Intro to CAD/CAM	1	2	0	2
MEC	181	Introduction to CIM	2	0	0	2
OMT	227	Maintenance Practices	3	0	0	3
		Humanities/Fine Arts Elec	3	0	0	3
			<u>14</u>	<u>5</u>	<u>0</u>	<u>16</u>

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
ISC	214	Job Analysis/Wages & Salary	2	3	0	3
ISC	230	Simulation Prod Processes	1	3	0	2
OMT	155	Meeting & Present Skills	3	0	0	3
OMT	246	Systems and Technology	2	0	0	2
		Major Elective	3	0	0	3
		Elective	3	0	0	3
			<u>14</u>	<u>6</u>	<u>0</u>	<u>16</u>

TOTAL REQUIRED CREDITS... 75

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

INFORMATION SYSTEMS

A25260

The Information Systems curriculum is designed to prepare graduates for employment with organizations that use computers to process, manage, and communicate information. This is a flexible program, designed to meet community information systems needs.

Course work includes computer systems terminology and operations, logic, operating systems, database, data communications/networking, and related business topics. Studies will provide experience for students to implement, support, and customize industry-standard information systems.

Graduates should qualify for a wide variety of computer-related, entry-level positions that provide opportunities for advancement with increasing experience and ongoing training. Duties may include systems maintenance and troubleshooting, support and training, and business applications design and implementation.

INFORMATION SYSTEMS (A25260)

Effective: Fall 1998-99

Revised: 6/4/99

Length: 5 Semesters

Prerequisite: 2 Units of Algebra

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
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
		<u>13</u>	<u>6</u>	<u>0</u>	<u>16</u>

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS 110	Introduction to Business	3	0	0	3
CIS 130	Survey of Operating Sys	2	3	0	3
CSC 139	Visual BASIC Programming	2	3	0	3
CIS 152	Database Concepts & Apps	2	2	0	3
ENG 115	Oral Communication	3	0	0	3
	Humanities Fine Arts Elective	3	0	0	3
		<u>15</u>	<u>8</u>	<u>0</u>	<u>18</u>

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS 215	Hardware Install/Maint	2	3	0	3
BUS 228	Business Statistics	2	2	0	3
CIS 226	Trends in Technology	1	2	0	2
		<u>5</u>	<u>7</u>	<u>0</u>	<u>8</u>

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIS	216	Software Install/Maint	1	2	0	2
CIS	120	Spreadsheet I	2	2	0	3
CIS	172	Intro to the Internet	2	3	0	3
CSC	239	Advanced Visual BASIC	2	3	0	3
NET	110	Data Comm/Networking	2	2	0	3
		Elective	3	0	0	3
			<u>12</u>	<u>12</u>	<u>0</u>	<u>17</u>

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIS	162	MM Presentation Software	2	2	0	3
ECO	151	Survey of Economics	3	0	0	3
ENG	114	Prof Research & Reporting	3	0	0	3
NET	120	Network Install/Admin I	2	2	0	3
		Major Elective	3	0	0	3
			<u>13</u>	<u>4</u>	<u>0</u>	<u>15</u>

TOTAL REQUIRED CREDITS... 74

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.

**INFORMATION SYSTEMS –
NETWORK ADMINISTRATION AND SUPPORT**

A2526D

Network Administration and Support is a concentration under the curriculum title of Information Systems. This curriculum prepares students to install and support networks and develops strong analytical skills, and extensive computer knowledge.

Course work includes extensive hands-on experience with networks. Classes cover media types, topologies, and protocols with installation and support of hardware and software, troubleshooting network and computer problems, and administrative responsibilities.

Graduates should qualify for positions such as: LAN/PC administrator, microcomputer support specialist, 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 1999

Revised: 10/4/99

Length: 5 Semesters

Prerequisite: 2 Units of Algebra

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
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
			<u>13</u>	<u>6</u>	<u>0</u>	<u>16</u>

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
			<u>14</u>	<u>10</u>	<u>0</u>	<u>18</u>

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
			<u>7</u>	<u>5</u>	<u>0</u>	<u>9</u>

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
			<u>9</u>	<u>17</u>	<u>0</u>	<u>17</u>

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
			<u>9</u>	<u>12</u>	<u>0</u>	<u>15</u>

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 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 2000-01

Revised: 5/3/00

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA 115	Success & Study Skills	0	2	0	1
CIS 111	PC Literacy	1	2	0	2
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
		<u>9</u>	<u>13</u>	<u>0</u>	<u>15</u>

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS 130	Survey of Operating Systems	2	3	0	3
CIS 163	Prog Interfaces Internet	2	2	0	3
CSC 160	Intro to Internet Programming	2	2	0	3
ENG 111	Expository Writing	3	0	0	3
ITN 140	Web Development Tools	2	2	0	3
NET 110	Data Comm/Networking	2	2	0	3
		<u>13</u>	<u>11</u>	<u>0</u>	<u>18</u>

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ENG	115	Oral Communications	3	0	0	3
MAT	161	College Algebra	3	0	0	3
MAT	161A	College Algebra Lab	0	2	0	1
			<u>6</u>	<u>2</u>	<u>0</u>	<u>7</u>

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
CSC	134	C++ Programming	2	3	0	3
CIS	148	Operating Sys – Windows™ NT	2	2	0	3
CIS	246	Operating Sys – UNIX	2	3	0	3
ENG	114	Prof Research and Reporting	3	0	0	3
ITN	150	Internet Protocols	2	2	0	3
		Humanities/Fine Arts Elective	3	0	0	3
			<u>14</u>	<u>10</u>	<u>0</u>	<u>18</u>

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
CET	245	Internet Servers	2	3	0	3
CSC	248	Adv Internet Programming	2	3	0	3
ITN	130	Web Site Management	2	2	0	3
ITN	240	Internet Security	2	2	0	3
		Social/Behavioral Elective	3	0	0	3
		Major Elective	2	2	0	3
			<u>13</u>	<u>12</u>	<u>0</u>	<u>18</u>

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.

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 1998-99

Revised: 5/1/99

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	115	Success & Study Skills	0	2	0	1
BPR	111	Blueprint Reading	1	2	0	2
ISC	112	Industrial Safety	2	0	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
			<u>11</u>	<u>18</u>	<u>0</u>	<u>18</u>

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
MAT	120	Geometry & Trigonometry	2	2	0	3
MEC	142	Physical Metallurgy	1	2	0	2
			<u>9</u>	<u>18</u>	<u>0</u>	<u>16</u>

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
			<u>4</u>	<u>6</u>	<u>0</u>	<u>6</u>

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
			<u>10</u>	<u>20</u>	<u>0</u>	<u>17</u>

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
			<u>12</u>	<u>18</u>	<u>0</u>	<u>18</u>

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 acquire approval from the Co-op Director and the Department Chairperson.

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.

MASONRY (D35280)

Effective: Fall 1999-2000

Revised: 7/13/99

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	4	18	0	10
MAT	101	Applied Mathematics I	2	2	0	3
			<u>8</u>	<u>22</u>	<u>0</u>	<u>16</u>

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	4	18	0	10
			<u>8</u>	<u>20</u>	<u>0</u>	<u>15</u>

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
MAS	130	Masonry III	6	6	0	8
		Elective	3	0	0	3
			<u>9</u>	<u>6</u>	<u>0</u>	<u>11</u>

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 1999-2000

Revised: 5/1/99

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
MAT	101	Applied Mathematics I	2	2	0	3
MEC	110	Intro to CAD/CAM	1	2	0	2
MEC	111	Machine Processes I	2	3	0	3
			<u>8</u>	<u>18</u>	<u>0</u>	<u>15</u>

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
			<u>10</u>	<u>16</u>	<u>0</u>	<u>16</u>

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
			<u>5</u>	<u>5</u>	<u>0</u>	<u>7</u>

TOTAL REQUIRED CREDITS... 38

Co-op Option: NA

**MECHANICAL DRAFTING TECHNOLOGY –
BASIC CAD DRAFTING CERTIFICATE**

C50340

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: March 1999

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
			<u>3</u>	<u>9</u>	<u>0</u>	<u>6</u>

SSPRING 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
			<u>3</u>	<u>9</u>	<u>0</u>	<u>6</u>

TOTAL REQUIRED CREDITS... 12

Co-op Option: NA

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 1998-99

Revised: 10/4/99

Length: 4 Semesters

Prerequisite: 2 Units of Algebra

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
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
ENG	111	Expository Writing	3	0	0	3
MIT	110	Intro to Distance Learning	2	2	0	3
MIT	120	Intro to Audio Concepts	2	2	0	3
			<u>12</u>	<u>13</u>	<u>0</u>	<u>18</u>

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIS	130	Survey of Operating Sys	2	3	0	3
CIS	215	Hardware Install/Maint	2	3	0	3
ENG	114	Prof Research & Reporting	3	0	0	3
MIT	115	Intro to Video Concepts	2	2	0	3
MIT	220	Audio Integration	2	4	0	4
			<u>11</u>	<u>12</u>	<u>0</u>	<u>16</u>

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
			<u>10</u>	<u>14</u>	<u>0</u>	<u>17</u>

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
			<u>13</u>	<u>6</u>	<u>0</u>	<u>16</u>

TOTAL REQUIRED CREDITS... 67

Co-op: 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.

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: Fall 2000

Revised: 1/10/00

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
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	Keyboard	1	2	0	2
OST	141	Med Terms I	3	0	0	3
			<u>13</u>	<u>8</u>	<u>0</u>	<u>17</u>

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
			<u>12</u>	<u>10</u>	<u>0</u>	<u>17</u>

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	223	Machine Transcription I	1	2	0	2
			<u>6</u>	<u>4</u>	<u>0</u>	<u>8</u>

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
OST	133	Adv Keyboard Skill Bldg	1	2	0	2
OST	241	Med Ofc Transcription I	1	2	0	2
OST	149	Med Legal Issues	3	0	0	3
OST	236	Adv Word/Information Proc	2	2	0	3
OST	284	Emerging Technologies	1	2	0	2
ENG	115	Oral Communication	3	0	0	3
		Humanities/Fine Arts Elective	3	0	0	3
			<u>14</u>	<u>8</u>	<u>0</u>	<u>18</u>

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
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
OST	289	Office Systems Management	2	2	0	3
BUS	260	Business Communication	3	0	0	3
COE	111E	Work Experience I	0	0	10	1
			<u>11</u>	<u>6</u>	<u>10</u>	<u>15</u>

TOTAL REQUIRED CREDITS... 75**Co-op Option:** One (1) credit hour is required.

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: Fall 1999-2000

Revised: 10/6/99

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
OST	122	Office Computations	1	2	0	2
ECO	151	Survey of Economics	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
ACA	115	Success & Study Skills	0	2	0	1
MAT	115	Mathematical Models	2	2	0	3
OST	162	Executive Terminology	3	0	0	3
			<u>12</u>	<u>6</u>	<u>0</u>	<u>15</u>

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
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
		OR				
CIS	110	Introduction to Computers	2	2	0	3
OST	181	Intro to Office Systems	3	0	0	3
OST	184	Records Management	1	2	0	2
ENG	115	Oral Communication	3	0	0	3
			<u>10/11</u>	<u>8</u>	<u>0</u>	<u>14/15</u>

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
OST	134	Text Entry & Formatting	3	2	0	4
ACC	120	Prin of Accounting I	3	2	0	4
CIS	154	Database Utilization	1	2	0	2
CIS	120	Spreadsheet I	2	2	0	3
		Free Elective	2/3	0	0	2/3
			<u>11/12</u>	<u>8</u>	<u>0</u>	<u>15/16</u>

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
		Humanities/Fine Arts Elective	3	0	0	3
			<u>12</u>	<u>8</u>	<u>0</u>	<u>16</u>

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
OST	135	Adv Text Entry & Format	3	2	0	4
OST	224	Machine Transcription II	1	2	0	2
OST	286	Professional Development	2	0	0	2
OST	289	Office Systems Management	2	2	0	3
BUS	260	Business Communication	3	0	0	3
COE	111E	Work Experience	0	0	10	1
			<u>11</u>	<u>6</u>	<u>10</u>	<u>15</u>

TOTAL REQUIRED CREDITS... 75/76

Co-op Option: Qualified students may elect to take up to three-four (3/4) credit hours of Cooperative Education. One (1) credit hour is required and two/three (2/3) credit hours may be taken in lieu of a free elective provided they acquire approval from the Co-op Director and the Department Chairperson.

**OFFICE SYSTEMS TECHNOLOGY –
OFFICE MANAGEMENT CERTIFICATE**

C25360C1

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.

OFFICE MANAGEMENT (CERTIFICATE) (C25360C1)

Effective: Fall 1999-2000

Revised: 5/1/99

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

FALL SEMESTER

Prefix	No.	Title	Class	Lab	Clinical	Credit
BUS	110	Introduction to Business	3	0	0	3
BUS	135	Principles of Supervision	3	0	0	3
OST	122	Office Computations	1	2	0	2
			<u>7</u>	<u>2</u>	<u>0</u>	<u>8</u>

SPRING SEMESTER

Prefix	No.	Title	Class	Lab	Clinical	Credit
OST	162	Executive Terminology	3	0	0	3
OST	181	Intro to Office Systems	3	0	0	3
OST	137	Office Software Applications	1	2	0	2
			<u>7</u>	<u>2</u>	<u>0</u>	<u>8</u>

TOTAL REQUIRED CREDITS... 16

Co-op Option: NA

PARALEGAL TECHNOLOGY

A25380

The Paralegal Technology curriculum prepares individuals to work under the supervision of attorneys by performing routine legal tasks and assisting with substantive legal work. A paralegal/legal assistant may not practice law, give legal advice, or represent clients in a court of law.

Course work includes substantive and procedural legal knowledge in the areas of civil litigation, legal research and writing, real estate, family law, wills, estates, trusts, and commercial law. Required courses also include subjects such as English, mathematics, and computer utilization.

Graduates are trained to assist attorneys in probate work, investigations, public records search, drafting and filing legal documents, research, and office management. Employment opportunities are available in private law firms, governmental agencies, banks, insurance agencies, and other business organizations.

PARALEGAL TECHNOLOGY (A25380)

Effective: Fall 2000

Revised: 6/1/00

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Work Exp	Credit
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
			<u>15</u>	<u>8</u>	<u>0</u>	<u>0</u>	<u>19</u>

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Work 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
			<u>16</u>	<u>4</u>	<u>0</u>	<u>0</u>	<u>18</u>

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Work 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
			<u>4</u>	<u>8</u>	<u>0</u>	<u>0</u>	<u>8</u>

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Work 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	2	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
			<u>14</u>	<u>10</u>	<u>0</u>	<u>0</u>	<u>19</u>

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Work 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
			<u>9</u>	<u>2</u>	<u>0</u>	<u>20</u>	<u>12</u>

TOTAL REQUIRED CREDITS... 76

* The Paralegal Department Chairperson is responsible for awarding transfer credit for legal specialty courses.

Co-op Option: Students are required to take 2 credit hours of co-op.

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: Spring 1998-99

Revised: 5/1/99

Length: 3 Semesters

Prerequisites: 1 Unit Biology, 1 Unit Algebra

Award: Diploma

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
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
			<u>11</u>	<u>11</u>	<u>0</u>	<u>16</u>

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
			<u>11</u>	<u>5</u>	<u>18</u>	<u>19</u>

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
			<u>8</u>	<u>0</u>	<u>6</u>	<u>10</u>

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: Spring 2000

Revised: 1/5/00

Length: 1 Semester

Prerequisite: High School Diploma

Award: Certificate

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIS	111	Basic PC Literacy	1	2	0	2
PBT	100	Phlebotomy Technology	5	2	0	6
PBT	101	Phlebotomy Practicum	0	0	9	3
PSY	118	Interpersonal Psychology	3	0	0	3
			<u>9</u>	<u>4</u>	<u>9</u>	<u>14</u>

TOTAL REQUIRED CREDITS... 14

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 1998-99

Revised: 5/1/99

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 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
		<u>12</u>	<u>18</u>	<u>0</u>	<u>19</u>

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
		<u>12</u>	<u>23</u>	<u>0</u>	<u>20</u>

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
		<u>5</u>	<u>3</u>	<u>3</u>	<u>7</u>

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
			<u>14</u>	<u>6</u>	<u>6</u>	<u>18</u>

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
			<u>2</u>	<u>0</u>	<u>30</u>	<u>12</u>

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: Summer 1997-98

Revised: 5/1/99

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
MAT 101	Applied Mathematics I	2	2	0	3
PLU 110	Modern Plumbing	4	15	0	9
PLU 140	Intro to Plumbing Codes	1	2	0	2
		<u>8</u>	<u>21</u>	<u>0</u>	<u>16</u>

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
		<u>9</u>	<u>22</u>	<u>0</u>	<u>17</u>

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
PLU 130	Plumbing Systems	3	9	0	6
	Elective	3	0	0	3
		<u>6</u>	<u>9</u>	<u>0</u>	<u>9</u>

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.

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 1998-99

Revised: 10/4/99

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
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
			<u>12</u>	<u>6</u>	<u>0</u>	<u>15</u>

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
			<u>17</u>	<u>2</u>	<u>0</u>	<u>18</u>

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIS	172	Intro to the Internet	2	2	0	3
		Free Elective	3	0	0	3
		Major Elective	3	0	0	3
			<u>8</u>	<u>2</u>	<u>0</u>	<u>9</u>

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
			<u>15</u>	<u>2</u>	<u>0</u>	<u>16</u>

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
			<u>18</u>	<u>0</u>	<u>0</u>	<u>18</u>

TOTAL REQUIRED CREDITS... 76

Co-op Option: NA

PRACTICAL NURSING

D45660

The Practical Nursing curriculum prepares individuals with the knowledge and skills to provide nursing care to children and adults.

Students will participate in assessment, planning, implementing, and evaluating nursing care.

Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/long term care/home health facilities, clinics, and physician's offices.

PRACTICAL NURSING (DIPLOMA) (D45660)

Effective: Fall 1998-99

Revised: 5/1/99

Length: 3 Semesters

Prerequisites: 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
		<u>13</u>	<u>8</u>	<u>6</u>	<u>18</u>

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
		<u>11</u>	<u>2</u>	<u>15</u>	<u>17</u>

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG 102	Applied Communications II	3	0	0	3
NUR 103B	Practical Nursing III	4	0	9	7
		<u>7</u>	<u>0</u>	<u>9</u>	<u>10</u>

TOTAL REQUIRED CREDITS... 45

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

RADIOGRAPHY

A45700

The Radiography curriculum prepares the graduate to be a radiographer, a skilled health care professional who uses radiation to produce images of the human body.

Course work includes clinical rotations to area health care facilities, radiographic exposure, image processing, radiographic procedures, physics, pathology, patient care and management, radiation protection, quality assurance, anatomy and physiology, and radiobiology.

Graduates of accredited programs are eligible to apply to take the American Registry of Radiologic Technologists' national examination for certification and registration as medical radiographers. Graduates may be employed in hospitals, clinics, physicians' offices, medical laboratories, government agencies, and industry.

RADIOGRAPHY (A45700)

Effective: Fall 1998-99

Revised: 5/9/00

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 115	Success & Study Skills	0	2	0	1
BIO 168	Anat & 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
RAD 183	RAD Clinical Elective	0	0	0	0
		<u>11</u>	<u>11</u>	<u>6</u>	<u>17</u>

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	Anat & Physiology II	3	3	0	4
		<u>11</u>	<u>11</u>	<u>15</u>	<u>20</u>

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
		<u>2</u>	<u>6</u>	<u>12</u>	<u>8</u>

ALL 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
			<u>8</u>	<u>6</u>	<u>21</u>	<u>17</u>

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
			<u>5</u>	<u>3</u>	<u>24</u>	<u>14</u>

TOTAL REQUIRED CREDITS... 76

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

REAL ESTATE (CERTIFICATE)**C25400**

The one-year Real Estate program provides the prelicensing education required by the North Carolina Real Estate Commission, prepares individuals to enter the profession, and offers additional education to meet professional development needs.

Course work includes the practices and principles of real estate, emphasizing financial and legal applications, property development, and property values.

Graduates should qualify for the North Carolina Real Estate Sales and Broker examinations. They should be able to enter apprenticeship training and to provide real estate services to consumers in a competent manner.

REAL ESTATE (CERTIFICATE) (C25400)

Effective: Fall 2000

Revised: 5/19/00

Length: 3 Semesters

Prerequisite: High School Diploma

Award: Certificate

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
RLS	112	Real Estate Fundamentals	5	0	0	5
		Major Elective	<u>2/3</u>	<u>0</u>	<u>0</u>	<u>2/3</u>
			7/8	0	0	7/8

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
RLS	115	Real Estate Finance	2	0	0	2
RLS	116	Real Estate Law	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
			4	0	0	4

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
RLS	113	Real Estate Mathematics	2	0	0	2
RLS	114	Real Estate Brokerage	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
			4	0	0	4

TOTAL REQUIRED CREDITS... 15/16

REAL ESTATE APPRAISAL (CERTIFICATE)

C25420

The Real Estate Appraisal curriculum is designed to prepare individuals to enter the appraisal profession as a registered trainee and advance to licensed or certified appraiser levels.

Course work includes appraisal theory and concepts with applications, the North Carolina Appraisers Act, North Carolina Appraisal Board rules, and the Uniform Standards of Professional Appraisal Practice.

Graduates should be prepared to complete the North Carolina Registered Trainee Examinations and advance to licensure or certification levels as requirements are met.

REAL ESTATE APPRAISAL (CERTIFICATE) (C25420)

Effective: Fall 1998-99

Revised: 5/1/99

Length: 6 Semesters

Prerequisite: High School Diploma

Award: Certificate

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
REA 101	Intro Real Est App R-1	$\frac{2}{2}$	$\frac{0}{0}$	$\frac{0}{0}$	$\frac{2}{2}$

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
REA 102	Valuation Prin & Prac R-2	$\frac{2}{2}$	$\frac{0}{0}$	$\frac{0}{0}$	$\frac{2}{2}$

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
REA 103	Applied Res Prop Val R-3	$\frac{2}{2}$	$\frac{0}{0}$	$\frac{0}{0}$	$\frac{2}{2}$

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
REA 201	Intro Income Prop App G-1	$\frac{2}{2}$	$\frac{0}{0}$	$\frac{0}{0}$	$\frac{2}{2}$

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
REA 202	Adv Inc Capital Proc G-2	$\frac{2}{2}$	$\frac{0}{0}$	$\frac{0}{0}$	$\frac{2}{2}$

SUMMER SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
REA 203	Applied Inc Prop Val G-3	$\frac{2}{2}$	$\frac{0}{0}$	$\frac{0}{0}$	$\frac{2}{2}$

TOTAL REQUIRED CREDITS... 12

Co-op Option: NA

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: 5/1/99

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Work 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
		<u>12</u>	<u>9</u>	<u>0</u>	<u>0</u>	<u>16</u>

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Work 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
		<u>14</u>	<u>8</u>	<u>0</u>	<u>0</u>	<u>18</u>

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Work Exp	Credit
CIS 113	Computer Basics	0	2	0	0	1
	Major Elective	3	0	0	0	3
		<u>3</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>4</u>

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Work 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
			<u>12</u>	<u>12</u>	<u>0</u>	<u>0</u>	<u>17</u>

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Work 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
			<u>16</u>	<u>8</u>	<u>0</u>	<u>0</u>	<u>19</u>

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 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 1998-99

Revised: 5/1/99

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
BIO 168	Anatomy and Physiology I	3	3	0	4
CHM 135	Survey of Chemistry I	3	2	0	4
CIS 113	Computer Basics	0	3	0	1
MAT 115	Mathematical Models	2	2	0	3
RCP 110	Intro to Respiratory Care	3	3	0	4
		<u>11</u>	<u>13</u>	<u>0</u>	<u>16</u>

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
RCP 114	C-P Anatomy and Physiology	3	0	0	3
ACA 115	Success & Study Skills	0	2	0	1
BIO 169	Anatomy and Physiology II	3	3	0	4
RCP 111	Therapeutics/Diagnostics	4	3	0	5
RCP 115	C-P Pathophysiology	2	0	0	2
RCP 133	RCP Clinical Practice I	0	0	9	3
		<u>12</u>	<u>8</u>	<u>9</u>	<u>18</u>

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG 111	Expository Writing	3	0	0	3
RCP 142	RCP Clinical Practice II	0	0	6	2
RCP 210	Critical Care Concepts	3	3	0	4
		<u>6</u>	<u>3</u>	<u>6</u>	<u>9</u>

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
BIO	275	Microbiology	3	3	0	4
RCP	156	RCP Clinical Practice III	0	0	18	6
RCP	211	Adv. Monitoring/Procedures	3	3	0	4
RCP	214	Neonatal/Ped's RC	1	3	0	2
			<u>7</u>	<u>9</u>	<u>18</u>	<u>16</u>

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
ENG	115	Oral Communication	3	0	0	3
PSY	150	General Psychology	3	0	0	3
RCP	223	Special Practice Lab	0	3	0	1
RCP	237	RCP Clinical Practice IV	0	0	21	7
		Humanities/Fine Arts Elective	3	0	0	3
			<u>9</u>	<u>3</u>	<u>21</u>	<u>17</u>

TOTAL REQUIRED CREDITS... 76

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 1999-00

Revised: 5/18/99

Length: 5 Semesters

Prerequisites: Algebra I & II, Biology

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
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
			<u>13</u>	<u>6</u>	<u>0</u>	<u>16</u>

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
PSY	255	Introduction to Exceptionality	3	0	0	3
SLP	111	Introduction to Speech Pathology	3	0	0	3
ENG	114	Profess. Research & Reporting				
	OR					
ENG	115	Oral Communication	3	0	0	3
			<u>14</u>	<u>2</u>	<u>0</u>	<u>15</u>

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
SLP	112	SLP Anatomy	3	0	0	3
SLP	130	Phonetics	2	2	0	3
SLP	140	Normal Communication	3	0	0	3
PSY	265	Behavior Modification	3	0	0	3
			<u>11</u>	<u>2</u>	<u>0</u>	<u>12</u>

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
SLP	120	Office Procedures	2	0	0	2
SLP	211	Disorders and Treatments I	3	2	0	4
SLP	212	Disorders and Treatments II	3	2	3	5
ASL	111	American Sign Language	3	0	0	3
			<u>11</u>	<u>4</u>	<u>3</u>	<u>14</u>

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
SLP	220	Assistive Technology	1	2	0	2
SLP	230	SLP Field Work	0	0	12	4
SLP	231	SLP Field Work Seminar	3	0	0	3
		Humanities/Fine Arts Elective	3	0	0	3
			<u>7</u>	<u>2</u>	<u>12</u>	<u>12</u>

TOTAL REQUIRED CREDITS... 69

SLP-191 may be required for students with a Bachelor of Science Degree in Speech Pathology.

Students with a felony conviction may have limited licensure 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 Liason 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 1998

Revised: 5/1/99

Length: 3 Semesters

Prerequisite: 1 Unit Biology

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 Tech	3	0	0	3
SUR	111	Periop Patient Care	5	6	0	7
SUR	123A	SUR Clinical Practice I	0	0	9	3
			<u>15</u>	<u>8</u>	<u>9</u>	<u>21</u>

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 I	5	3	0	6
SUR	123B	SUR Clinical Practice I	0	0	12	4
SUR	135A	SUR Clinical Practice II	0	0	6	2
			<u>10</u>	<u>7</u>	<u>18</u>	<u>19</u>

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
SUR	134	Surgical Procedures II	5	0	0	5
SUR	135B	SUR Clinical Practice II	0	0	6	2
SUR	137	Prof Success Prep	1	0	0	1
			<u>6</u>	<u>0</u>	<u>6</u>	<u>8</u>

TOTAL REQUIRED CREDITS... 48

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

SURVEYING TECHNOLOGY

A40380

The Surveying Technology curriculum provides training for technicians in the many areas of surveying. Surveyors are involved in land surveying, route surveying, construction surveying, photogrammetry, mapping, global positioning systems, geographical information systems, and other areas of property description and measurements.

Course work includes the communication and computational skills required for boundary, construction, route, and control surveying, photogrammetry, topography, drainage, surveying law, and subdivision design, with emphasis upon applications of electronic data collection and related software including CAD.

Graduates should qualify for jobs as survey party chief, instrument person, surveying technician, highway surveyor, mapper, GPS technician, and CAD operator. Graduates will be prepared to pursue the requirements necessary to become a Registered Land Surveyor in North Carolina.

SURVEYING TECHNOLOGY (A40380)

Effective: Fall 1998-99

Revised: 5/1/99

Length: 5 Semesters

Prerequisite: 2 Units of Algebra

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
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
			<u>11</u>	<u>12</u>	<u>0</u>	<u>16</u>

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
			<u>11</u>	<u>16</u>	<u>0</u>	<u>17</u>

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
			<u>4</u>	<u>12</u>	<u>0</u>	<u>8</u>

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
			<u>10</u>	<u>17</u>	<u>0</u>	<u>16</u>

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
			<u>11</u>	<u>15</u>	<u>0</u>	<u>16</u>

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.

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 metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

WELDING TECHNOLOGY (D50420)

Effective: Summer 1997-98

Revised: 5/1/99

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	112	Industrial Safety	2	0	0	2
MAT	101	Applied Mathematics I	2	2	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
			<u>9</u>	<u>18</u>	<u>0</u>	<u>16</u>

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
			<u>8</u>	<u>21</u>	<u>0</u>	<u>15</u>

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
			<u>6</u>	<u>5</u>	<u>0</u>	<u>8</u>

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.



**Fayetteville Technical
Community College**

ACA 115 **Success & Study Skills** Class Hrs: 0.0 Lab Hrs: 2 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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.

ACC 111 **Financial Accounting** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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.

ACC 115 **College Accounting** Class Hrs: 3.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

This course introduces basic accounting principles for a sole proprietorship. 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.

ACC 120 **Prin of Accounting** Class Hrs: 3.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Components: ACC 120A, ACC 120B
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

This course introduces the basic principles and procedures of accounting. Emphasis is placed on collecting, summarizing, analyzing, and reporting financial information. Upon completion, students should be able to analyze data and prepare journal entries and reports as they relate to the accounting cycle. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ACC 121 **Prin of Accounting II** Class Hrs: 3.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Components: ACC 121A, ACC 121B
 Prerequisites: All courses required
 ACC 120
 Corequisites: No Corequisites

This course is a continuation of ACC 120. Emphasis is placed on corporate and managerial accounting for both external and internal reporting and decision making. Upon completion, students should be able to analyze and record corporate transactions, prepare financial statements and reports, and interpret them for management. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ACC 129 **Individual Income Taxes** Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

This course introduces the relevant laws governing individual income taxation. Emphasis is placed on filing status, exemptions for dependents, gross income, adjustments, deductions, and computation of tax. Upon completion, students should be able to complete various tax forms pertaining to the topics covered in the course.

ACC 130 Business Income Taxes Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course introduces the relevant laws governing business and fiduciary income taxes. Topics include tax depreciation, accounting periods and methods, corporations, partnerships, S corporations, estates and trusts, and gifts. Upon completion, students should be able to complete various tax forms pertaining to the topics covered in the course.

ACC 131 Federal Income Taxes Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: One course required
ACC 111 or ACC 120
Corequisites: No Corequisites

This course provides an overview of federal income taxes for individuals, partnerships, and corporations. Emphasis is placed on the application of the Internal Revenue Code to preparation of tax returns for individuals, partnerships, and corporations. Upon completion, students should be able to complete federal tax returns for individuals, partnerships, and corporations.

ACC 140 Payroll Accounting Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: One course required
ACC 115 or ACC 120
Corequisites: No Corequisites

This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries.

ACC 150 Computerized Gen Ledger Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: One course required
ACC 115 or ACC 120
Corequisites: No Corequisites

This course introduces microcomputer applications related to the major 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.

ACC 175 Hotel and Restaurant Acct Class Hrs: 3.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.

ACC 220 Intermediate Accounting I Class Hrs: 3.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: All courses required
ACC 121
Corequisites: No Corequisites

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 statements and extensive analyses of balance sheet components. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

ACC 221 Intermediate Acct II Class Hrs: 3.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: All courses required
ACC 220
Corequisites: No Corequisites

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.

ACC 225 Cost Accounting Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
ACC 121
Corequisites: No Corequisites

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 226 Managerial Accounting Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
ACC 121
Corequisites: No Corequisites

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 227 Practices in Accounting Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
ACC 220
Corequisites: No Corequisites

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 240 **Gov & Not-for-Profit Acct** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 ACC 121
Corequisites: No Corequisites

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 250 **Advanced Accounting** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 ACC 220
Corequisites: No Corequisites

This course is designed to analyze the special problems in accounting for business combinations and consolidated corporate entities. Emphasis is placed on accounting for mergers and consolidations and preparing consolidated working papers and consolidated financial statements. Upon completion, students should be able to solve a wide variety of problems by advanced application of accounting principles and procedures.

ACC 269 **Auditing** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 ACC 220
Corequisites: No Corequisites

This course covers the overall framework of the process of conducting audits and investigations. Emphasis is placed on collecting data from working papers, arranging and systematizing the audit, and writing the audit report. Upon completion, students should be able to demonstrate competence in applying the generally accepted auditing standards and the procedures for conducting an audit.

AHR 110 **Intro to Refrigeration** Class Hrs: 2.0 Lab Hrs: 6.0 Clinic Hrs: 0.0 Credit Hrs: 5.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.

AHR 111 **HVACR Electricity** Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.

AHR 112 Heating Technology Class Hrs: 2.0 Lab Hrs: 4.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: All courses required
AHR 110
Corequisites: No Corequisites

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.

AHR 113 Comfort Cooling Class Hrs: 2.0 Lab Hrs: 4.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.

AHR 114 Heat Pump Technology Class Hrs: 2.0 Lab Hrs: 4.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: One course required
AHR 110 or AHR 113
Corequisites: No Corequisites

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 115 Refrigeration Systems Class Hrs: 1.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: All courses required
AHR 110 and AHR 130
Corequisites: No Corequisites

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 120 HVACR Maintenance Class Hrs: 1.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 130 **HVAC Controls** Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: One course required
 AHR 111 or ELC 111
Corequisites: No Corequisites

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 133 **HVAC Servicing** Class Hrs: 2.0 Lab Hrs: 6.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: One course required
 AHR 112 or AHR 113
Corequisites: No Corequisites

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.

AHR 151 **HVAC Duct Systems I** Class Hrs: 1.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: All courses required
 AHR 112
Corequisites: No Corequisites

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.

AHR 160 **Refrigerant Certification** Class Hrs: 1.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course covers the requirements for the EPA certification examinations. Topics include small appliances, high pressure systems, and low pressure systems. Upon completion, students should be able to demonstrate knowledge of refrigerants and be prepared for the EPA certification examinations.

AHR 180 **HVACR Customer Relations** Class Hrs: 1.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: All courses required
 AHR 114
Corequisites: No Corequisites

This course introduces common business and customer relation practices that may be encountered in HVACR. Topics include business practices, appearance of self and vehicle, ways of handling customer complaints, invoices, telephone communications, and warranties. Upon completion, students should be able to present themselves to customers in a professional manner, understand how the business operates, complete invoices, and handle complaints.

AHR 210 Residential Building Code Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
 Prerequisites: All courses required
 AHR 151
 Corequisites: No Corequisites

This course covers the residential building codes that are applicable to the design and installation of HVAC systems. Topics include current residential codes as applied to HVAC design, service, and installation. Upon completion, students should be able to demonstrate the correct usage of residential building codes that apply to specific areas of the HVAC trade.

AHR 211 Residential System Design Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: All courses required
 AHR 151
 Corequisites: No Corequisites

This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.

AHR 212 Advanced Comfort Systems Class Hrs: 2.0 Lab Hrs: 6.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Prerequisites: All courses required
 AHR 114 and AHR 115
 Corequisites: No Corequisites

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 215 Commercial HVAC Controls Class Hrs: 1.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
 Prerequisites: All courses required
 AHR 111
 Corequisites: No Corequisites

This course introduces HVAC control systems used in commercial applications. Topics include electric/electronic control systems, pneumatic control systems, DDC temperature sensors, humidity sensors, pressure sensors, wiring, controllers, actuators, and controlled devices. Upon completion, students should be able to verify or correct the performance of common control systems with regard to sequence of operation and safety.

AHR 240 Hydronic Heating Class Hrs: 1.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
 Prerequisites: All courses required
 AHR 112
 Corequisites: No Corequisites

This course covers the accepted procedures for proper design, installation, and balance of hydronic heating systems for residential or commercial buildings. Topics include heating equipment; pump, terminal unit, and accessory selection; piping system selection and design; and pipe sizing and troubleshooting. Upon completion, students should be able to assist with the proper design, installation, and balance of typical hydronic systems.

AHR 245 **Chiller Systems** Class Hrs: 1.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
 Prerequisites: All courses required
 AHR 110
 Corequisites: No Corequisites

This course introduces the fundamentals of liquid chilling equipment. Topics include characteristics of water, principles of water chilling, the chiller, the refrigerant, water and piping circuits, freeze prevention, purging, and equipment flexibility. Upon completion, students should be able to describe the components, controls, and overall operation of liquid chilling equipment and perform basic maintenance tasks.

AHR 250 **HVAC System Diagnostics** Class Hrs: 0.0 Lab Hrs: 4.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
 Prerequisites: All courses required
 AHR 112
 Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: No Prerequisites
Corequisites: All courses required
 ANT 230

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 **Intro to Arch Technology** Class Hrs: 1.0 Lab Hrs: 6.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.

ARC 112 **Constr Matls & Methods** Class Hrs: 3.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 Arch Tech Class Hrs: 1.0 Lab Hrs: 6.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: All courses required
 ARC 111
 Corequisites: No Corequisites

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 Class Hrs: 1.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
 Prerequisites: All courses required
 ARC 111
 Corequisites: All courses required
 ARC 114A

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 Class Hrs: 0.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: No Prerequisites
 Corequisites: All courses required
 ARC 114

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 Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: All courses required
 ARC 112
 Corequisites: No Corequisites

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 Constr Technology Class Hrs: 1.0 Lab Hrs: 6.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: All courses required
 ARC 111
 Corequisites: No Corequisites

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** Class Hrs: 2.0 Lab Hrs: 6.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: All courses required
 ARC 111, ARC 112 and ARC 114
Corequisites: No Corequisites

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 **Adv Architect CAD** Class Hrs: 1.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: All courses required
 ARC 114
Corequisites: No Corequisites

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** Class Hrs: 1.0 Lab Hrs: 4.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 ARC 114
Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: All courses required
 ARC 111 and MAT 121
Corequisites: No Corequisites

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.

ARC 231 **Arch Presentations** Class Hrs: 2.0 Lab Hrs: 4.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: All courses required
 ARC 111
Corequisites: No Corequisites

This course introduces architectural presentation techniques. Topics include perspective drawing, shadow projection, texturization, rendered plans, elevations, and other related topics. Upon completion, students should be able to present ideas graphically and do rendered presentation drawings.

ARC 235 Architectural Portfolio Class Hrs: 2.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: All courses required
 ARC 221
 Corequisites: No Corequisites

This course covers the methodology for the creation of an architectural portfolio. Topics include preparation of marketing materials and a presentation strategy using conventional and/or digital design media. Upon completion, students should be able to produce an architectural portfolio of selected projects.

ARC 240 Site Planning Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: All courses required
 ARC 111
 Corequisites: No Corequisites

This course introduces the principles of site planning, grading plans, and earthwork calculations. Topics include site analysis, site work, site utilities, cut and fill, soil erosion control, and other related topics. Upon completion, students should be able to prepare site development plans and details and perform cut and fill calculations.

ARC 241 Contract Administration Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
 Prerequisites: One course required
 ARC 111 or ARC 112
 Corequisites: No Corequisites

This course covers the techniques for reviewing the progress of construction projects. Topics include site observations, field reports, applications for payment, change orders, and other related topics. Upon completion, students should be able to review construction progress and produce appropriate documentation.

ARC 264 Digital Architecture Class Hrs: 1.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
 Prerequisites: All courses required
 ARC 114
 Corequisites: No Corequisites

This course covers multiple digital architectural techniques. Topics include spreadsheets and word processing procedures, on-line resources, modems, e-mail, image capture, multimedia, and other related topics. Upon completion, students should be able to transmit/receive electronic data, create multimedia presentations, and produce a desktop publishing document.

ART 111 Art Appreciation Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/ fine arts.*

ART 114 **Art History Survey I** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ART 115 **Art History Survey II** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ART 116 **Survey of American Art** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course covers the development of American art forms from colonial times to the present. Emphasis is placed on architecture, painting, sculpture, graphics, and the decorative arts. Upon completion, students should be able to demonstrate understanding of the history of the American creative experience. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ART 117 **Non-Western Art History** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 0.0 Lab Hrs: 6.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 244 **Watercolor** Class Hrs: 0.0 Lab Hrs: 6.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course introduces basic methods and techniques used in watercolor. Emphasis is placed on application, materials, content, and individual expression. Upon completion, students should be able to demonstrate a variety of traditional and nontraditional concepts used in watercolor media. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ART 281 **Sculpture I** Class Hrs: 0.0 Lab Hrs: 6.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course provides an exploration of the creative and technical methods of sculpture with focus on the traditional processes. Emphasis is placed on developing basic skills as they pertain to three-dimensional expression in various media. Upon completion, students should be able to show competence in variety of sculptural approaches. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ART 283 **Ceramics I** Class Hrs: 0.0 Lab Hrs: 6.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course provides an introduction to three-dimensional design principles using the medium of clay. Emphasis is placed on fundamentals of forming, surface design, glaze application, and firing. Upon completion, students should be able to demonstrate skills in slab and coil construction, simple wheel forms, glaze technique, and creative expression. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ASL 111 **Elementary ASL I** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course introduces the fundamental elements of American Sign Language. Emphasis is placed on the development of basic expressive and receptive skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to expressive American Sign Language.

ASL 112 **Elementary ASL II** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
ASL 111
Corequisites: No Corequisites

This course is a continuation of ASL 111 focusing on the fundamental elements of American Sign Language. Emphasis is placed on the progressive development of expressive and receptive skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to expressive American Sign Language.

ASL 181 **ASL Lab 1** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course provides an opportunity to enhance acquisition of the fundamental elements of American Sign Language. Emphasis is placed on the development of basic expressive and receptive skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to expressive American Sign Language.

ASL 182 **ASL Lab 2** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: All courses required
ASL 181
Corequisites: No Corequisites

This course provides an opportunity to enhance acquisition of the fundamental elements of American Sign Language. Emphasis is placed on the progressive development of basic expressive and receptive skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to expressive American Sign Language.

ASL 211 **Intermediate ASL I** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
ASL 112
Corequisites: No Corequisites

This course provides a review and expansion of the essential skills of American Sign Language. Emphasis is placed on the progressive development of expressive and receptive skills. Upon completion, students should be able to communicate effectively, accurately, and creatively using American Sign Language.

ASL 212 **Intermediate ASL II** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
ASL 211
Corequisites: No Corequisites

This course provides a continuation of ASL 211. Emphasis is placed on the continuing development of expressive and receptive skills. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication.

ASL 281 **ASL Lab 3** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: All courses required
ASL 182
Corequisites: No Corequisites

This course provides an opportunity to enhance the review and expansion of the essential skills of American Sign Language. Emphasis is placed on the progressive development of expressive and receptive skills through the use of supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively using American Sign Language.

ASL 282 **ASL Lab 4** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: All courses required
ASL 281
Corequisites: No Corequisites

This course provides an opportunity to enhance the review and expansion of the essential skills of American Sign Language. Emphasis is placed on the continuing development of expressive and receptive skills 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.

AST 111 **Descriptive Astronomy** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

This course introduces an overall view of modern astronomy. Topics include an overview of the solar system, the sun, stars, galaxies, and the larger universe. Upon completion, students should be able to demonstrate an understanding of the universe around them. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

AST 111A **Descriptive Astronomy Lab** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: No Prerequisites
 Corequisites: All courses required
 AST 111

The course is a laboratory to accompany AST 111. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 111 and which provide practical experience. Upon completion, students should be able to demonstrate an understanding of the universe around them. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

AST 151 **General Astronomy I** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: All courses required
 AST 151A

This course introduces the science of modern astronomy with a concentration on the solar system. Emphasis is placed on the history and physics of astronomy and an introduction to the solar system, including the planets, comets, and meteors. Upon completion, students should be able to demonstrate a general understanding of the solar system. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

AST 151A **General Astronomy I Lab** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: No Prerequisites
 Corequisites: All courses required
 AST 151

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: All courses required
 AST 151
 Corequisites: All courses required
 AST 152A

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 Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: All courses required
 AST 151
 Corequisites: All courses required
 AST 152

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 Class Hrs: 2.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: A set of courses required
 ELN 232 or ELN 232C and ELN 232L
 Corequisites: No Corequisites

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 Class Hrs: 2.0 Lab Hrs: 6.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

This course introduces the proper procedures for using automotive refinishing equipment and materials in surface preparation and application. Topics include federal, state, and local regulations, personal safety, refinishing equipment and materials, surface preparation, masking, application techniques, and other related topics. Upon completion, students should be able to identify and use proper equipment and materials in refinishing following accepted industry standards.

AUB 112 Painting & Refinishing II Class Hrs: 2.0 Lab Hrs: 6.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Prerequisites: All courses required
 AUB 111
 Corequisites: No Corequisites

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 Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
 Prerequisites: All courses required
 AUB 111
 Corequisites: No Corequisites

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** Class Hrs: 1.0 Lab Hrs: 4.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 2.0 Lab Hrs: 6.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: All courses required
 AUB 121
Corequisites: No Corequisites

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** Class Hrs: 2.0 Lab Hrs: 4.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course introduces safety, equipment, structural damage analysis, and damage repairs. Topics include shop safety, design and construction, structural analysis and measurement, equipment, structural glass, repair techniques, and other related topics. Upon completion, students should be able to analyze and perform repairs to a vehicle which has received light/moderate structural damage.

AUB 132 **Structural Damage II** Class Hrs: 2.0 Lab Hrs: 6.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: All courses required
 AUB 131
Corequisites: No Corequisites

This course provides an in-depth study of structural damage analysis and repairs to vehicles that have received moderate to heavy structural damage. Topics include shop safety, structural analysis and measurement, equipment, structural glass, advanced repair techniques, structural component replacement and alignment, and other related topics. Upon completion, students should be able to analyze and perform repairs according to industry standards.

AUB 134 **Autobody MIG Welding** Class Hrs: 1.0 Lab Hrs: 4.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course covers the terms and procedures for welding the various metals found in today's autobody repair industry with an emphasis on personal/environmental safety. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, and other related topics. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standards.

AUB 136 **Plastics & Adhesives** Class Hrs: 1.0 Lab Hrs: 4.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course covers safety, plastic and adhesive identification, and the various repair methods of automotive plastic components. Topics include safety, identification, preparation, material selection, and the various repair procedures including refinishing. Upon completion, students should be able to identify, remove, repair, and/or replace automotive plastic components in accordance with industry standards.

AUB 162 **Autobody Estimating** Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course provides a comprehensive study of autobody estimating. Topics include collision damage analysis, industry regulations, flat-rate and estimated time, and collision estimating manuals. Upon completion, students should be able to prepare and interpret a damage report.

AUT 113 **Automotive Servicing** Class Hrs: 2.0 Lab Hrs: 6.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course covers diagnostic procedures necessary to determine the nature and cause of auto service problems and the procedures used to repair/replace components. Emphasis is placed on troubleshooting, testing, adjusting, repairing, and replacing components using appropriate test equipment and service information. Upon completion, students should be able to perform a variety of automotive repairs using proper service procedures and operate appropriate equipment.

AUT 115 **Engine Fundamentals** Class Hrs: 2.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis/repair of automotive engines using appropriate tools, equipment, procedures, and service information.

AUT 116 **Engine Repair** Class Hrs: 1.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course covers service/repair/rebuilding of block, head, and internal engine components. Topics include engine repair/reconditioning using service specifications. Upon completion, students should be able to rebuild/recondition an automobile engine to service specifications.

AUT 141 **Suspension & Steering Systems** Class Hrs: 2.0 Lab Hrs: 4.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair various steering and suspension components, check and adjust various alignment angles, and balance wheels.

AUT 151 **Brake Systems** Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: All courses required
 AUT 152

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.

AUT 152 **Brake Systems Lab** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: No Prerequisites
 Corequisites: All courses required
 AUT 151

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.

AUT 161 **Electrical Systems** Class Hrs: 2.0 Lab Hrs: 6.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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.

AUT 162 **Chassis Elect & Electronics** Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: One course required
 AUT 163, COE 111 or COE 212

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.

AUT 163 **Chassis Elec & Elect Lab** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: No Prerequisites
 Corequisites: All courses required
 AUT 162

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.

AUT 164 Automotive Electronics Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: All courses required
 AUT 161
 Corequisites: No Corequisites

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 171 Heating & Air Conditioning Class Hrs: 2.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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 181 Engine Performance-Electr Class Hrs: 2.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: All courses required
 AUT 182

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 182 Engine Perfor-Elec Lab Class Hrs: 0.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: No Prerequisites
 Corequisites: One course required
 AUT 181, COE 111 or COE 112

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 183 Engine Performance-Fuels Class Hrs: 2.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: All courses required
 AUT 184

This course covers the principles of fuel delivery/management, exhaust/emission systems, and procedures for diagnosing and restoring engine performance using appropriate test equipment. Topics include procedures for diagnosis/repair of fuel delivery/management and exhaust/emission systems using appropriate service information. Upon completion, students should be able to describe, diagnose, and repair engine fuel delivery/management and emission control systems using appropriate service information and diagnostic equipment.

AUT 184 **Engine Perfor-Fuels Lab** Class Hrs: 0.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: No Prerequisites
Corequisites: All courses required
 AUT 183

This course provides a laboratory setting to enhance the skills for diagnosing and repairing fuel delivery/management and emission systems. Emphasis is placed on practical experiences that enhance the topics presented in AUT 183. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 183.

AUT 185 **Emission Controls** Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course covers the design and function of emission control devices. Topics include chemistry of combustion as well as design characteristics and emission control devices which limit tailpipe, crankcase, and evaporative emissions. Upon completion, students should be able to troubleshoot, test, and service emission control systems.

AUT 211 **Automotive Machining** Class Hrs: 2.0 Lab Hrs: 6.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: All courses required
 AUT 115
Corequisites: No Corequisites

This course covers engine machining processes for remanufacturing automotive engines. Emphasis is placed on cylinder head service, machining block surfaces, reconditioning connecting rod assemblies, camshafts, flywheels, and precision measurement. Upon completion, students should be able to explain the operation and proper use of automotive machining equipment.

AUT 221 **Automatic Transmissions** Class Hrs: 2.0 Lab Hrs: 6.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course covers operation, diagnosis, service, and repair of automatic transmissions/transaxles. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to explain operational theory and diagnose and repair automatic drive trains.

AUT 231 **Manual Drive Trains/Axles** Class Hrs: 2.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: One course required
 AUT 232, COE 111 or COE 112

This course covers the operation, diagnosis, and repair of manual transmissions/transaxles, clutches, driveshafts, axles, and final drives. Topics include theory of torque, power flow, and manual drive train service and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to explain operational theory and diagnose and repair manual drive trains.

AUT 232 **Manual Dr Trains/Axles Lab** Class Hrs: 0.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: No Prerequisites
Corequisites: All courses required
AUT 231

This course provides a laboratory setting to enhance the skills for diagnosing and repairing manual transmissions/transaxles, clutches, driveshafts, axles, and final drives. Emphasis is placed on practical experiences that enhance the topics presented in AUT 231. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 231.

BAF 110 **Principles of Banking** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course covers the fundamentals of bank functions in a descriptive fashion. Topics include banks and the monetary system, the relationship of banks to depositors, the payment functions, bank loans and accounting, regulations, and examinations. Upon completion, students should be able to demonstrate an understanding of the business of banking from a broad perspective.

BAF 111 **Teller Training** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course provides an overview of banking teller operations, bank security, and customer relations in preparation for work as a bank teller. Topics include bank profitability, cash and cash handling, checks and other transactions, balancing and setting, and security threats and their detection. Upon completion, students should be able to discuss the components of teller performance and perform effectively as a teller after minimal on-the-job training.

BAF 115 **Marketing for Bankers** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course is designed to provide a practical understanding of marketing in the financial services organization. Topics include consumer motivation and buying, marketing information and research, the marketing management process, public relations, and communications. Upon completion, students should be able to develop a marketing plan integrating public relations, advertising, sales promotion, selling, and service distribution.

BAF 116 **Supervision for Bankers** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
ACC 120
Corequisites: No Corequisites

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 Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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, managing 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 Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 Mort Lending** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.

BAF 235 **Analyzing Fin Statements** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 ACC 120
Corequisites: No Corequisites

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.

BAF 236 **Financing Real Estate** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.

BAF 244 **Bank Management** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.

BAF 245 **Bank Investments** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.

BAF 253 **Trust Operations** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.

BIO 092 **Basics of Cell Biology** Class Hrs: 3.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Components: BIO 092C, BIO 092L
Prerequisites: No Prerequisites
Corequisites: One course required
RED 090 or COMPASS Reading Score of 68.

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.

BIO 094 **Concepts of Human Biology** Class Hrs: 3.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Components: BIO 094C, BIO 094L
Prerequisites: No Prerequisites
Corequisites: One course required
RED 090 or COMPASS Reading Score of 68

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.

BIO 106 **Intro to Anat/Phys/Micro** Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Components: BIO 106C, BIO 106L
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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.

BIO 110 **Principles of Biology** Class Hrs: 3.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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.*

BIO 111 **General Biology I** Class Hrs: 3.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Components: BIO 111C, BIO 111L
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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.*

BIO 112 **General Biology II** Class Hrs: 3.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Components: BIO 112C, BIO 112L
 Prerequisites: All courses required
 BIO 111
 Corequisites: No Corequisites

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.*

BIO 120 **Introductory Botany** Class Hrs: 3.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Components: BIO 120C, BIO 120L
 Prerequisites: All courses required
 BIO 111
 Corequisites: No Corequisites

This course provides an introduction to the classification, relationships, structure, and function of plants. Topics include reproduction and development of seed and non-seed plants, levels of organization, form and function of systems, and a survey of major taxa. Upon completion, students should be able to demonstrate comprehension of plant form and function, including selected taxa of both seed and non-seed plants. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 130 **Introductory Zoology** Class Hrs: 3.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Components: BIO 130C, BIO 130L
 Prerequisites: All courses required
 BIO 111
 Corequisites: No Corequisites

This course provides an introduction to the classification, relationships, structure, and function of major animal phyla. Emphasis is placed on levels of organization, reproduction and development, comparative systems, and a survey of selected phyla. Upon completion, students should be able to demonstrate comprehension of animal form and function including comparative systems of selected groups. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 140 **Environmental Biology** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: All courses required
 BIO 140A

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 140A **Environmental Biology Lab** Class Hrs: 0.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: No Prerequisites
 Corequisites: All courses required
 BIO 140

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 163 **Basic Anat & Physiology** Class Hrs: 4.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 5.0
 Components: BIO 163C, BIO 163L
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: All courses required
 BIO 16
Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Components: BIO 168C, BIO 168L
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Components: BIO 169C, BIO 169L
Prerequisites: All courses required
 BIO 168
Corequisites: No Corequisites

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** Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Components: BIO 175C, BIO 175L
Prerequisites: One course required
 BIO 110, BIO 163, BIO 166 or BIO 169
Corequisites: No Corequisites

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** Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Components: BIO 180C, BIO 180L
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Prerequisites: All courses required
 BIO 112
 Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Prerequisites: All courses required
 BIO 112
 Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 2.0 Clinic Hrs: 3.0 Credit Hrs: 3.0
 Prerequisites: All courses required
 BIO 112
 Corequisites: No Corequisites

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.*

BIO 230 **Entomology** Class Hrs: 3.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Prerequisites: All courses required
 BIO 112
 Corequisites: No Corequisites

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.

BIO 232 **Vertebrate Zoology** Class Hrs: 3.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Prerequisites: All courses required
 BIO 112
 Corequisites: No Corequisites

This course introduces the principles of animal biology of the chordate phylum. Emphasis is placed on the diversity, morphology, reproduction, development, behavior, ecology, evolution, and importance of the chordates. Upon completion, students should be able to demonstrate increased knowledge and comprehension of zoology as it applies to life. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

BIO 240 **Waste Management** Class Hrs: 3.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: All courses required
 BIO 110 and BIO 111
 Corequisites: No Corequisites

This course is a study of human use of and impact on the environment. Topics include how human activities can negatively affect the land and water and how to avoid and cope with waste problems. Upon completion, students should be able to identify both hazardous and nonhazardous waste products and solutions for their management. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

BIO 275 **Microbiology** Class Hrs: 3.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Components: BIO 275C, BIO 275L
 Prerequisites: One course required
 BIO 112, BIO 163 or BIO 168
 Corequisites: No Corequisites

This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

BIO 280 **Biotechnology** Class Hrs: 2.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: One course required
 BIO 111 or CHM 151
 Corequisites: No Corequisites

This course provides experience in selected laboratory procedures. Topics include proper laboratory techniques in biology and chemistry. Upon completion, students should be able to identify laboratory techniques and instrumentation in basic biotechnology. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

BIO 285 **Research & Measurement** Class Hrs: 2.0 Lab Hrs: 4.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Prerequisites: All courses required
 BIO 112 and CHM 132
 Corequisites: No Corequisites

This course provides an intensive laboratory experience with an investigative approach. Emphasis is placed on the use of various laboratory equipment and field techniques to enhance research and measurement competencies in ecology, natural resources, and other related topics. Upon completion, students should be able to demonstrate competencies with laboratory equipment and prepare a presentation of a selected research topic. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

BPR 111 **Blueprint Reading** Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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: Mech** Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
 Prerequisites: All courses required
 BPR 111
 Corequisites: No Corequisites

This course covers the interpretation of intermediate blueprints. Topics include tolerancing, auxiliary views, sectional views, and assembly drawings. Upon completion, students should be able to read and interpret a mechanical working drawing.

BPR 130 **Blueprint Reading: Const** Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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.

BUS 110 **Introduction to Business** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: All courses required
 BUS 115
 Corequisites: No Corequisites

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 Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.

BUS 125 Personal Finance Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.

BUS 135 Principles of Supervision Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.

BUS 137 Principles of Management Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.

BUS 147 Business Insurance Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.

BUS 152 Human Relations Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.

BUS 153 **Human Resource Management** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0

Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 217 **Employment Law and Regulations** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0

Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 225 **Business Finance** Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0

Prerequisites: All courses required
 ACC 120
Corequisites: No Corequisites

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 228 **Business Statistics** Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0

Prerequisites: One course required
 MAT 115, MAT 140 or MAT 161
Corequisites: No Corequisites

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 230 **Small Business Management** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0

Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.

BUS 234 Training and Development Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 Class Hrs: 2.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 Bus Applications Seminar Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: A course from each set required
 ACC 120 and BUS 115 and BUS 137
 and MKT 120 and ECO 151 or
 ECO 251 or ECO 252
Corequisites: No Corequisites

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 Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.

BUS 252 Labor Relations Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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 Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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 & Per Plan Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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 Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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.*

BUS 259 HRM Applications Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: All courses required
 BUS 217, BUS 234, BUS 256 and BUS 258
 Corequisites: No Corequisites

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.*

BUS 260 Business Communication Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: All courses required
 ENG 111, OST 134 and OST 164
 Corequisites: No Corequisites

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.

BUS 261 Diversity in Mgmt Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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.

BUS 270 Professional Development Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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.

BUS 285 Business Management Issues Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: All courses required
 BUS 137
 Corequisites: No Corequisites

This course covers contemporary issues that affect successful businesses and their managers and employees. Emphasis is placed on using case studies and exercises to develop analytical and problem-solving skills, ethics, quality management concepts, team skills, and effective communication. Upon completion, students should be able to apply the specific knowledge and skills covered to become more effective managers and employees.

CAB 110 Shop Operations Class Hrs: 3.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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.

CAB 111 Cabinetmaking I Class Hrs: 4.0 Lab Hrs: 9.0 Clinic Hrs: 0.0 Credit Hrs: 7.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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.

CAB 112 Cabinetmaking II Class Hrs: 5.0 Lab Hrs: 12.0 Clinic Hrs: 0.0 Credit Hrs: 9.0
 Prerequisites: All courses required
 CAB 111
 Corequisites: No Corequisites

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.

CAB 113 Cabinetmaking III Class Hrs: 4.0 Lab Hrs: 6.0 Clinic Hrs: 0.0 Credit Hrs: 6.0
 Prerequisites: All courses required
 CAB 112
 Corequisites: No Corequisites

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.

CAR 110 Introduction to Carpentry Class Hrs: 2.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

This course introduces the student to the carpentry trade. Topics include duties of a carpenter, hand and power tools, building materials, construction methods, and safety. Upon completion, students should be able to identify hand and power tools, common building materials, and basic construction methods.

CAR 111 Carpentry I Class Hrs: 3.0 Lab Hrs: 15.0 Clinic Hrs: 0.0 Credit Hrs: 8.0
 Components: CAR 111A, CAR 111B
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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 Class Hrs: 3.0 Lab Hrs: 15.0 Clinic Hrs: 0.0 Credit Hrs: 8.0
 Components: CAR 112A, CAR 112B
 Prerequisites: A set of courses required
 CAR 111 or CAR 111A and CAR 111B
 Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 9.0 Clinic Hrs: 0.0 Credit Hrs: 6.0

Prerequisites: A set of courses required
CAR 111 or CAR 111A and CAR 111B

Corequisites: No Corequisites.

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 Bldg Codes** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0

Prerequisites: No Prerequisites

Corequisites: No Corequisites

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 **Res Planning/Estimating** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0

Prerequisites: No Prerequisites

Corequisites: No Corequisites

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** Class Hrs: 2.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 3.0

Prerequisites: One course required
CSC*134

Corequisites: No Corequisites

This course covers 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** Class Hrs: 3.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 4.0

Components: CHM 081C CHM 081L

Prerequisites: No Prerequisites

Corequisites: All courses required
MAT 070

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** Class Hrs: 3.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Components: CHM 082C, CHM 082L
 Prerequisites: A set of courses required
 CHM 081 or CHM 081C and CHM 081L
 Corequisites: No Corequisites

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 115 **Concepts in Chemistry** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

This course introduces basic chemical concepts and their applications to daily life for non-science majors. Topics include air pollution, global warming, energy, world of polymers, water and its importance to a technological society, food, drugs, and nuclear chemistry. Upon completion, students should be able to discuss, apply, and appreciate the impact of chemistry on modern society. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

CHM 115A **Concepts in Chemistry Lab** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

This course is a laboratory for CHM 115. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 115. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical concepts presented in CHM 115. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

CHM 130 **Gen, Org, & Biochemistry** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: All courses required
 CHM 130A

This course provides a survey of basic facts and principles of general, organic, and biochemistry. Topics include measurement, molecular structure, nuclear chemistry, solutions, acid-base chemistry, gas laws, and the structure, properties, and reactions of major organic and biological groups. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

CHM 130A **Gen, Org, & Biochem Lab** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: No Prerequisites
 Corequisites: All courses required
 CHM 130

This course is a laboratory for CHM 130. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 130. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 130. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

CHM 131 **Introduction to Chemistry** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Components: CHM 131C ,CHM 131A
 Prerequisites: No Prerequisites
 Corequisites: All courses required
 CHM 131A

This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

CHM 131A **Intro to Chemistry Lab** Class Hrs: 0.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: No Prerequisites
 Corequisites: All courses required
 CHM 131

This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

CHM 132 **Organic and Biochemistry** Class Hrs: 3.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Prerequisites: All courses required
 CHM 131 and CHM 131A
 Corequisites: No Corequisites

This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

CHM 135 **Survey of Chemistry I** Class Hrs: 3.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Components: CHM 135C, CHM 135L
 Prerequisites: All courses required
 MAT 070
 Corequisites: No Corequisites

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.*

CHM 136 **Survey of Chemistry II** Class Hrs: 3.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Components: CHM 136C, CHM 136L
Prerequisites: All courses required
 CHM 135
Corequisites: No Corequisites

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.*

CHM 151 **General Chemistry I** Class Hrs: 3.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Components: CHM 151C, CHM 151L
Prerequisites: All courses required
 MAT 161
Corequisites: No Corequisites

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.*

CHM 152 **General Chemistry II** Class Hrs: 3.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Components: CHM 152C, CHM 152L
Prerequisites: All courses required
 CHM 151
Corequisites: No Corequisites

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.*

CHM 251 **Organic Chemistry I** Class Hrs: 3.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Components: CHM 251C, CHM 251L
Prerequisites: All courses required
 CHM 152
Corequisites: No Corequisites

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 252 Organic Chemistry II Class Hrs: 3.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Components: CHM 252C, CHM 252L
 Prerequisites: All courses required
 CHM 251
 Corequisites: No Corequisites

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.*

CIS 110 Introduction to Computers Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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.*

CIS 111 Basic PC Literacy Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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.

CIS 112 Windows™ Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

This course includes the fundamentals of the Windows™ software. Topics include graphical user interface, icons, directories, file management, accessories, and other applications. Upon completion, students should be able to use Windows™ software in an office environment.

CIS 113 Computer Basics Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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.

CIS 115 **Intro to Prog & Logic** Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: All courses required
 MAT 070
 Corequisites: No Corequisites

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.*

CIS 120 **Spreadsheet I** Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: One course required
 CIS 110, CIS 111 or OST 137
 Corequisites: No Corequisites

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.

CIS 122 **Intro to Business Comp** Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: One course required
 CIS 110 or CIS 111
 Corequisites: No Corequisites

This course provides preparation in solving business problems using computers. Topics include hardware and software concepts, the DOS operating system, Windows™, spreadsheets, and communications. Upon completion, students should be able to use DOS commands, navigate a Windows™ environment, use spreadsheet capabilities, and access information in a business environment.

CIS 124 **DTP Graphics Software** Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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 126 **Graphics Software Intro** Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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 128 **Computer Language Survey** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 130 **Survey of Operating Systems** Class Hrs: 2.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: One course required
 CIS 110 or CIS 111
Corequisites: No Corequisites

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 148 **Operating Sys —**
 Windows™ NT Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: All courses required
 CIS 130

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.

CIS 152 **Database Concepts & Apps** Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: One course required
 CIS 110, CIS 111 or CIS 115
Corequisites: No Corequisites

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** Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: One course required
 CIS 110, CIS 111 or OST 137
Corequisites: No Corequisites

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 Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: All courses required
 CIS 130, CIS 152 and CIS 139
 Corequisites: No Corequisites

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 MM Presentation Software Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: One course required
 CIS 110 or CIS 111
 Corequisites: No Corequisites

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 Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: One course required
 CIS 110 or CIS 111
 Corequisites: No Corequisites

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 and interactive multimedia application or applet for the Internet.

CIS 169 Business Presentations Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
 Prerequisites: One course required
 CIS 110 or CIS 111
 Corequisites: No Corequisites

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 Intro to the Internet Class Hrs: 2.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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 Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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** Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 Install/Maint** Class Hrs: 2.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: One course required
 CIS 110, CIS 111 or CIS 115
Corequisites: No Corequisites

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.

CIS 216 **Software Install/Maint** Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: All courses required
 CIS 130
Corequisites: No Corequisites

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.

CIS 220 **Spreadsheets II** Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: All courses required
 CIS 120
Corequisites: No Corequisites

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.

CIS 226 **Trends in Technology** Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.

CIS 245 **Oper Sys - Multi-user** Class Hrs: 2.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 CIS 130
Corequisites: No Corequisites

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.

CIS 246 **Operating System – UNIX** Class Hrs: 2.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.

CIS 274 **Network System Manager II** Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 CIS 174
Corequisites: No Corequisites

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.*

CIS 275 **Network Management II** Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 CIS 175
Corequisites: No Corequisites

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.

CIS 286 **Systems Analysis & Design** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 CIS 115, CIS 152 and CIS 235
Corequisites: No Corequisites

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.

CIS 287 **Network Support** Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: One course required
 CIS 274 or CIS 275
Corequisites: No Corequisites

This course provides experience using CD ROM and on-line research tools and hands-on experience for advanced hardware support and troubleshooting. 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.*

CIS 288 **Systems Project** Class Hrs: 1.0 Lab Hrs: 4.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 CIS 286
Corequisites: No Corequisites

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.

CIV 110 **Statics/Strength of Mater** Class Hrs: 2.0 Lab Hrs: 6.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: All courses required
 MAT 121
Corequisites: No Corequisites

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.

CIV 111 **Soils and Foundations** Class Hrs: 2.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 CIV 110
Corequisites: No Corequisites

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.

CIV 125 **Civil/Surveying CAD** Class Hrs: 1.0 Lab Hrs: 6.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 CIS 111 and EGR 115
Corequisites: All courses required
 SRV 110

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.

CIV 210 **Engineering Materials** Class Hrs: 1.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.

CIV 211 Hydraulics and Hydrology Class Hrs: 2.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 CIV 110, PHY 131C and PHY 131L
Corequisites: No Corequisites

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 212 Environmental Planning Class Hrs: 2.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 CIV 211
Corequisites: No Corequisites

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 222 Reinforced Concrete Class Hrs: 2.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 CIV 110
Corequisites: No Corequisites

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 230 Construction Estimating Class Hrs: 2.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: One course required
 CIS 110, CIS 111 or ERG 115
Corequisites: No Corequisites

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 240 Project Management Class Hrs: 2.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 CIV 210 and EGR 115
Corequisites: No Corequisites

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.

CIV 250 **Civil Eng Tech Project** Class Hrs: 1.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: Departmental Approval
Corequisites: No Corequisites

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 Trn Class Hrs: 9.0 Lab Hrs: 27.0 Clinic Hrs: 0.0 Credit Hrs: 18.0
Prerequisites: Departmental Approval
Corequisites: No Corequisites

This course covers the skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Emphasis is placed on topics and areas as defined by the North Carolina Administrative Code. Upon completion, students should be able to demonstrate competence in the topics and areas required for the state comprehensive examination.

CJC 111 **Intro to Criminal Justice** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition.

CJC 121 **Law Enforcement Operation** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.

CJC 132 **Court Procedure & Evidence** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence.

CJC 141 **Corrections** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

CJC 215 Organization & Administration Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 Class Hrs: 3.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.

CJC 241 **Community-Based
Correction** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.

COE 110 **World of Work** Class Hrs: 1.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.

COE 111 **Co-op Work Experience I** Class Hrs: 0.0 Lab Hrs: 0.0 Clinic Hrs: 10.0 Credit Hrs: 1.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 111A **Co-op Work Experience I** Class Hrs: 0.0 Lab Hrs: 0.0 Clinic Hrs: 10.0 Credit Hrs: 1.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 within the foodservice industry.

COE 111B **Co-op Work Experience I** Class Hrs: 0.0 Lab Hrs: 0.0 Clinic Hrs: 10.0 Credit Hrs: 1.0
Prerequisites: No Prerequisites
Corequisites: All courses required
 EDU 298

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.

COE 111E **Co-op Work Experience I** Class Hrs: 0.0 Lab Hrs: 0.0 Clinic Hrs: 10.0 Credit Hrs: 1.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.

COE 111H **Co-op Work Experience I** Class Hrs: 0.0 Lab Hrs: 0.0 Clinic Hrs: 10.0 Credit Hrs: 1.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 within the industry.

COE 112 **Co-op Work Experience I** Class Hrs: 0.0 Lab Hrs: 0.0 Clinic Hrs: 20.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 112A **Co-op Work Experience I** Class Hrs: 0.0 Lab Hrs: 0.0 Clinic Hrs: 20.0 Credit Hrs: 2.0
 Prerequisites: No Prerequisites
 Corequisites: All courses required
 COE 115A

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 within the foodservice industry during their last term of enrollment.

COE 112D **Co-op Work Experience I** Class Hrs: 0.0 Lab Hrs: 0.0 Clinic Hrs: 20.0 Credit Hrs: 2.0
 Prerequisites: All LEX courses except
 LEX 270 and LEX 285
 Corequisites: No Corequisites

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 112F **Co-op Work Experience I** Class Hrs: 0.0 Lab Hrs: 0.0 Clinic Hrs: 20.0 Credit Hrs: 2.0
 Prerequisites: No Prerequisites
 Corequisites: All courses required
 FSE 210

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.

COE 113 **Co-op Work Experience I** Class Hrs: 0.0 Lab Hrs: 0.0 Clinic Hrs: 30.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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** Class Hrs: 0.0 Lab Hrs: 0.0 Clinic Hrs: 40.0 Credit Hrs: 4.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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 115 **Work Exp Seminar I** Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: No Prerequisites
 Corequisites: One course required
 COE 111, COE 112, COE 113 or COE 114

This course description may be written by the individual colleges.

COE 115A **Work Exp Seminar I-
Culinary** Class Hrs: 1.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: Department approval
 Corequisites: All courses
 COE-112A

This course provides Culinary Technology students the opportunity to share internship experiences under the guidance of a Culinary Technology Instructor.

COE 121 **Co-op Work Experience II** Class Hrs: 0.0 Lab Hrs: 0.0 Clinic Hrs: 10.0 Credit Hrs: 1.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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 121H **Co-op Work Experience II** Class Hrs: 0.0 Lab Hrs: 0.0 Clinic Hrs: 10.0 Credit Hrs: 1.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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 122 **Co-op Work Experience II** Class Hrs: 0.0 Lab Hrs: 0.0 Clinic Hrs: 20.0 Credit Hrs: 2.0
 Prerequisites: One course required
 COE 111 or COE 112
 Corequisites: No Corequisites

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 122F **Co-op Work Experience II** Class Hrs: 0.0 Lab Hrs: 0.0 Clinic Hrs: 20.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: All courses required
 FSE 212

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.

COE 123 **Co-op Work Experience II** Class Hrs: 0.0 Lab Hrs: 0.0 Clinic Hrs: 30.0 Credit Hrs: 3.0
Prerequisites: One course required
 COE 111, COE 112 or COE 113
Corequisites: No Corequisites

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 124 **Co-op Work Experience II** Class Hrs: 0.0 Lab Hrs: 0.0 Clinic Hrs: 40.0 Credit Hrs: 4.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 125 **Work Exp Seminar II** Class Hrs: 1.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course description may be written by the individual colleges.

COE 131 **Co-op Work Experience III** Class Hrs: 0.0 Lab Hrs: 0.0 Clinic Hrs: 10.0 Credit Hrs: 1.0
Prerequisites: One course required
 COE 121, COE 122 or COE 123
Corequisites: No Corequisites

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 131H **Co-op Work Experience III** Class Hrs: 0.0 Lab Hrs: 0.0 Clinic Hrs: 10.0 Credit Hrs: 1.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 receive practical work experience within the industry.

COE 132 **Co-op Work Experience III** Class Hrs: 0.0 Lab Hrs: 0.0 Clinic Hrs: 20.0 Credit Hrs: 2.0
Prerequisites: One course required
 COE 121 or COE 122 or COE 123
Corequisites: No Corequisites

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 133 **Co-op Work Experience III** Class Hrs: 0.0 Lab Hrs: 0.0 Clinic Hrs: 30.0 Credit Hrs: 3.0
Prerequisites: One course required
 COE 121, COE 122 or COE 123
Corequisites: No Corequisites

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 211 **Co-op Work Experience IV** Class Hrs: 0.0 Lab Hrs: 0.0 Clinic Hrs: 10.0 Credit Hrs: 1.0
Prerequisites: One course required
 COE 131, COE 132 or COE 133
Corequisites: No Corequisites

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 212 **Co-op Work Experience IV** Class Hrs: 0.0 Lab Hrs: 0.0 Clinic Hrs: 20.0 Credit Hrs: 2.0
Prerequisites: One course required
 COE 131, COE 132 or COE 133
Corequisites: No Corequisites

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.

COM 110 Introduction to Communication Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a 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 Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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 Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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 Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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 Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: One course required
 ENG 112 or ENG 113
 Corequisites: No Corequisites

This course introduces theory and history of persuasive speaking, covering critical thinking skills in analyzing problems, assessing solutions, and communicating the information to an audience. Emphasis is placed on analysis, evidence, reasoning, and library and field research used to enhance persuasive public speaking skills. Upon completion, students should be able to apply the principles of persuasive speaking in a public setting. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

Corequisites: All courses required
 COS 117

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 Ops Class Hrs: 1.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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.

EFL 094 Composition IV Class Hrs: 5.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 5.0
 Prerequisites: All courses required
 EFL 093
 Corequisites: No Corequisites

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 Class Hrs: 5.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 5.0
 Prerequisites: All courses required
 EFL 094
 Corequisites: No Corequisites

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 Intro to Technology Class Hrs: 2.0 Lab Hrs: 6.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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 Intro to Electricity Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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 Class Hrs: 3.0 Lab Hrs: 6.0 Clinic Hrs: 0.0 Credit Hrs: 5.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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 113 **Basic Wiring I** Class Hrs: 2.0 Lab Hrs: 6.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 114 **Basic Wiring II** Class Hrs: 2.0 Lab Hrs: 6.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: All courses required
 ELC 113
Corequisites: No Corequisites

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 115 **Industrial Wiring** Class Hrs: 2.0 Lab Hrs: 6.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: All courses required
 ELC 113
Corequisites: No Corequisites

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** Class Hrs: 2.0 Lab Hrs: 6.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: One course required
 ELC 112 or ELC 131
Corequisites: No Corequisites

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** Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.

ELC 119 **NEC Calculations** Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 127 Software for Technicians Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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 Intro to PLC Class Hrs: 2.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to install PLCs and create simple programs.

ELC 131 DC/AC Circuit Analysis Class Hrs: 4.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 5.0
 Prerequisites: No Prerequisites
 Corequisites: All courses required
 MAT 121

This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation software, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.

ELC 140 Fund of DC/AC Circuit Class Hrs: 5.0 Lab Hrs: 6.0 Clinic Hrs: 0.0 Credit Hrs: 7.0
 Components: ELC 140A, ELC 140B
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

This course covers the principles of DC/AC circuit analysis as applied to electronics. Topics include atomic theory, circuit analysis, components, test equipment, troubleshooting techniques, schematics, diagrams, and other related topics. Upon completion, students should be able to interpret, construct, verify, analyze, and troubleshoot DC/AC circuits in a safe manner.

ELC 213 Instrumentation Class Hrs: 3.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Prerequisites: All courses required
 ELC 111 and ELC 112
 Corequisites: No Corequisites

This course covers the fundamentals of instrumentation used in industry. Emphasis is placed on electric, electronic, and pneumatic instruments. Upon completion, students should be able to design, install, maintain, and calibrate instrumentation.

ELC 215 Electrical Maintenance Class Hrs: 2.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 ELC 117
Corequisites: No Corequisites

This course introduces the theory of maintenance and the skills necessary to maintain electrical equipment found in industrial and commercial facilities. Topics include maintenance theory, predictive and preventive maintenance, electrical equipment operation and maintenance, and maintenance documentation. Upon completion, students should be able to perform maintenance on electrical equipment in industrial and commercial facilities.

ELN 131 Electronic Devices Class Hrs: 3.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: All courses required
 ELC 131
Corequisites: No Corequisites

This course includes semiconductor-based devices such as diodes, bipolar transistors, FETs, thermistors, and related components. Emphasis is placed on analysis, selection, biasing, and applications in power supplies, small signal amplifiers, and switching and control circuits. Upon completion, students should be able to construct, analyze, verify, and troubleshoot discrete component circuits using appropriate techniques and test equipment.

ELN 132 Linear IC Applications Class Hrs: 3.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Components: ELN 132C, ELN 132L
Prerequisites: All courses required
 ELN 131
Corequisites: No Corequisites

This course introduces the characteristics and applications of linear integrated circuits. Topics include op-amp circuits, differential amplifiers, instrumentation amplifiers, waveform generators, active filters, PLLs, and IC voltage regulators. Upon completion, students should be able to construct, analyze, verify, and troubleshoot linear integrated circuits using appropriate techniques and test equipment.

ELN 133 Digital Electronics Class Hrs: 3.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: All courses required
 ELC 131
Corequisites: No Corequisites

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, MSI and LSI circuits, AD/DA conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.

ELN 140 Semiconductor Devices Class Hrs: 4.0 Lab Hrs: 6.0 Clinic Hrs: 0.0 Credit Hrs: 6.0
Components: ELN 140A, ELN 140B
Prerequisites: No Prerequisites
Corequisites: All courses required
 ELC 140

This course covers semiconductor devices and circuits as they apply to the area of electronic servicing. Topics include semiconductor theory, diodes, transistors, linear integrated circuits, biasing, amplifiers, power supplies, and other related topics. Upon completion, students should be able to construct, verify, analyze, and troubleshoot semiconductor circuits.

ELN 141 **Digital Fundamentals** Class Hrs: 4.0 Lab Hrs: 6.0 Clinic Hrs: 0.0 Credit Hrs: 6.0
 Components: ELN 141A, ELN 141B
 Prerequisites: All courses required
 ELN 140 or ELN 140A and ELN 140B
 Corequisites: No Corequisites

This course covers combinational and sequential logic circuits. Topics include number systems, logic elements, Boolean algebra, Demorgan's theorem, logic families, flip flops, registers, counters, and other related topics. Upon completion, students should be able to analyze, verify, and troubleshoot digital circuits.

ELN 231 **Industrial Controls** Class Hrs: 2.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: A set of courses required
 ELN 132 or ELN 132C and ELN 132L
 Corequisites: No Corequisites

This course introduces the fundamental concepts of solid-state control of rotating machinery and associated peripheral devices. Topics include rotating machine theory, ladder logic, electromechanical and solid state relays, motor controls, pilot devices, three-phase power systems, and other related topics. Upon completion, students should be able to interpret ladder diagrams and demonstrate an understanding of electromechanical and electronic control of rotating machinery.

ELN 232 **Intro to Microprocessors** Class Hrs: 3.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Components: ELN 232C, ELN 232L
 Prerequisites: All courses required
 ELN 133
 Corequisites: No Corequisites

This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include assembly language programming, bus architecture, bus cycle types, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment.

ELN 233 **Microprocessor Systems** Class Hrs: 3.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Prerequisites: All courses required
 ELN 232
 Corequisites: No Corequisites

This course covers the application and design of microprocessor control systems. Topics include control and interfacing of systems using AD/DA, serial/parallel I/O, communication protocols, and other related applications. Upon completion, students should be able to design, construct, program, verify, analyze, and troubleshoot fundamental microprocessor interface and control circuits using related equipment.

ELN 234 **Communication Systems** Class Hrs: 3.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Prerequisites: All courses required
 ELN 132
 Corequisites: No Corequisites

This course introduces the fundamentals of electronic communication systems. Topics include the frequency spectrum, electrical noise, modulation techniques, characteristics of transmitters and receivers, and digital communications. Upon completion, students should be able to interpret analog and digital communication circuit diagrams, analyze transmitter and receiver circuits, and use appropriate communication test equipment.

ELN 240 Microprocessor Fund Class Hrs: 3.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: No Prerequisites
Corequisites: All courses required
 ELN 141

This course introduces microprocessor architecture and microcomputer systems. Topics include use of technical documentation, bus architecture, I/O and memory systems, and other related topics. Upon completion, students should be able to analyze and troubleshoot basic microprocessor circuits.

ELN 243 Communication Electronics Class Hrs: 2.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: A set of courses is required
 ELN 140 or ELN 140A and ELN 140B
Corequisites: No Corequisites

This course covers the installation, maintenance, troubleshooting, and repair of electronic communications equipment. Topics include the theory, operation, and maintenance of electronic communications equipment. Upon completion, students should be able to maintain, troubleshoot, and repair electronic communications equipment.

ELN 244 Computer Repair Class Hrs: 3.0 Lab Hrs: 6.0 Clinic Hrs: 0.0 Credit Hrs: 5.0
Prerequisites: One course required
 ELN 133 or ELN 141
Corequisites: No Corequisites

This course covers the assembly, upgrading, and repair of microcomputers. Topics include logic test equipment, computer motherboards, storage devices, I/O devices, power supplies, and other peripherals. Upon completion, students should be able to assemble, upgrade, maintain, troubleshoot, and repair microcomputers.

ELN 249 Digital Communication Class Hrs: 2.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 ELN 133
Corequisites: No Corequisites

This course covers the core processes and applications associated with digital communication techniques. Topics include the characteristics of RF circuits, modulation, transmitters and receivers, electromagnetic transmission, antennas, and related applications. Upon completion, students should be able to demonstrate knowledge of the concepts associated with digital communication systems.

EMS 110 EMT-Basic Class Hrs: 4.0 Lab Hrs: 6.0 Clinic Hrs: 0.0 Credit Hrs: 6.0
Prerequisites: Departmental Approval
Corequisites: No Corequisites

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 skills necessary to achieve North Carolina State or National Registry EMT-Basic certification.

EMS 111 Prehospital Environment Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: Departmental Approval
Corequisites: No Corequisites

This course introduces the prehospital care environment and is required for all levels of EMT certification. Topics include roles, responsibilities, laws, ethics, communicable diseases, hazardous materials recognition, therapeutic communications, EMS systems, and defense tactics. Upon completion, students should be able to demonstrate competence in rules and regulations governing prehospital care and personal protection.

EMS 115 **Defense Tactics for EMS** Class Hrs: 1.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: Departmental Approval
Corequisites: No Corequisites

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 Intervention** Class Hrs: 2.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 EMS 110 and EMS 111
Corequisites: All courses required
 EMS 121 and EMS 130

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** Class Hrs: 0.0 Lab Hrs: 0.0 Clinic Hrs: 6.0 Credit Hrs: 2.0
Prerequisites: All courses required
 EMS 110 and EMS 111
Corequisites: All courses required
 EMS 120 and EMS 130

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** Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 1.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: All courses required
 EMS 110
Corequisites: All courses required
 EMS 120 and EMS 131

This course introduces the fundamental principles of pharmacology and medication administration and is required for intermediate and paramedic certification. Topics include terminology, pharmacokinetics, pharmacodynamics, weights, measures, drug calculations, legislation, and administration routes. Upon completion, students should be able to accurately calculate drug dosages, properly administer medications, and demonstrate general knowledge of pharmacology.

EMS 131 Adv Airway Management Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: All courses required
 EMS 110
Corequisites: All courses required
 EMS 120 and EMS 130

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 Class Hrs: 1.0 Lab Hrs: 6.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: Departmental Approval
Corequisites: No Corequisites

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 Emerg Vehicles &
 EMS Comm Class Hrs: 1.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 2.0**
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 Adv Patient Assessment Class Hrs: 1.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: All courses required
 EMS 120, EMS 121, EMS 130 and EMS 131
Corequisites: No Corequisites

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 Class Hrs: 2.0 Lab Hrs: 6.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: All courses required
 EMS 120, EMS 121, EMS 130 and EMS 131
Corequisites: No Corequisites

This course provides an in-depth study of cardiovascular emergencies and is required for paramedic certification. Topics include anatomy and physiology, pathophysiology, rhythm interpretation, cardiac pharmacology, and patient treatment. Upon completion, students should be able to certify at the Advanced Cardiac Life Support Provider level utilizing American Heart Association guidelines.

EMS 221 **EMS Clinical Practicum II** Class Hrs: 0.0 Lab Hrs: 0.0 Clinic Hrs: 9.0 Credit Hrs: 3.0
Prerequisites: All courses required
 EMS 121 and EMS 122
Corequisites: No Corequisites

This course is a continuation of the hospital and field internship required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

EMS 231 **EMS Clinical Pract III** Class Hrs: 0.0 Lab Hrs: 0.0 Clinic Hrs: 9.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course is a continuation of the hospital and field internship required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

EMS 235 **EMS Management** Class Hrs: 2.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: Departmental Approval
Corequisites: No Corequisites

This course stresses the principles of managing a modern emergency medical service system. Topics include structure and function of municipal governments, EMS grantsmanship, finance, regulatory agencies, system management, legal issues, and other topics relevant to the EMS manager. Upon completion, students should be able to understand the principles of managing emergency medical service delivery systems.

EMS 240 **Special Needs Patients** Class Hrs: 1.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: All courses required
 EMS 120, EMS 121, EMS 130 and EMS 131
Corequisites: No Corequisites

This course includes concepts of crisis intervention and techniques of dealing with special needs patients and is required for paramedic certification. Topics include behavioral emergencies, abuse, assault, challenged patients, personal well-being, home care, and psychotherapeutic pharmacology. Upon completion, students should be able to recognize and manage frequently encountered special needs patients.

EMS 241 **EMS Clinical Practicum IV** Class Hrs: 0.0 Lab Hrs: 0.0 Clinic Hrs: 9.0 Credit Hrs: 3.0
Prerequisites: All courses required
 EMS 231
Corequisites: No Corequisites

This course is a continuation of the hospital and field internship required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to provide advanced-level patient care as an entry-level paramedic.

ENG 101 Applied Communications I Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 102 Applied Communications II Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.

ENG 111 Expository Writing Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: ENG 090 or COMPASS Writing Score of 70
RED 090 or COMPASS Reading Score of 81
Corequisites: No Corequisites

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.*

ENG 112 Argument-Based Research Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
ENG 111
Corequisites: No Corequisites

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.*

ENG 113 Literature-Based Research Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
ENG 111
Corequisites: No Corequisites

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.*

ENG 114 **Prof Research & Reporting** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 ENG 111
Corequisites: No Corequisites

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.*

ENG 115 **Oral Communication** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 125 **Creative Writing I** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 ENG 111
Corequisites: No Corequisites

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 126 **Creative Writing II** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 ENG 125
Corequisites: No Corequisites

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 131 **Introduction to Literature** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 ENG 111
Corequisites: No Corequisites

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 Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
ENG 111
Corequisites: No Corequisites

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.*

ENG 133 Introduction to the Novel Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
ENG 111
Corequisites: No Corequisites

This course provides intensive study of the novel as a literary form, based on close reading of representative texts. Emphasis is placed on the development and analysis of the novel. Upon completion, students should be able to interpret, analyze, and discuss the distinguishing features of the novel. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ENG 134 Introduction to Poetry Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
ENG 111
Corequisites: No Corequisites

This course provides intensive study of the poem as a literary form, based on close reading of representative texts. Emphasis is placed on the development and analysis of poetry. Upon completion, students should be able to interpret, analyze, and discuss the distinguishing features of poetry. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ENG 135 Intro to Short Fiction Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
ENG 111
Corequisites: No Corequisites

This course provides intensive study of short fiction as a literary form, based on close reading of representative texts. Emphasis is placed on the development and analysis of short fiction. Upon completion, students should be able to interpret, analyze, and discuss the distinguishing features of short fiction. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ENG 231 American Literature I Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: One course required
ENG 112, ENG 113 or ENG 114
Corequisites: No Corequisites

This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 232 **American Literature II** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: One course required
 ENG 112, ENG 113 or ENG 114
Corequisites: No Corequisites

This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 233 **Major American Writers** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: One course required
 ENG 112, ENG 113 or ENG 114
Corequisites: No Corequisites

This course provides an intensive study of the works of several major American authors. Emphasis is placed on American history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 234 **Modern American Poet** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: One course required
 ENG 112, ENG 113 or ENG 114
Corequisites: No Corequisites

This course covers the works of selected major modern American poets. Topics include each poet's theory and practice of poetry and the historical and literary traditions which influenced or were influenced by the poets. Upon completion, students should be able to read poetry with more comprehension and explicate selected poems in light of technique, theory, and poetic traditions. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ENG 241 **British Literature I** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: One course required
 ENG 112, ENG 113 or ENG 114
Corequisites: No Corequisites

This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 242 **British Literature II** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: One course required
 ENG 112, ENG 113 or ENG 114
Corequisites: No Corequisites

This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 243 Major British Writers Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: One course required
ENG 112, ENG 113 or ENG 114
Corequisites: No Corequisites

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 Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: One course required
ENG 112, ENG 113 or ENG 114
Corequisites: No Corequisites

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 Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: One course required
ENG 112, ENG 113 or ENG 114
Corequisites: No Corequisites

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 Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: One course required
ENG 112, ENG 113 or ENG 114
Corequisites: No Corequisites

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 Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: One course required
ENG 112, ENG 113 or ENG 114
Corequisites: No Corequisites

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginnings through the seventeenth century. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 262 **World Literature II** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: One course required
 ENG 112, ENG 113 or ENG 114
Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: One course required
 ENG 112, ENG 113 or ENG 114
Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: One course required
 ENG 112, ENG 113 or ENG 114
Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: One course required
 ENG 112, ENG 113 or ENG 114
Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: One course required
 ENG 112, ENG 113 or ENG 114
Corequisites: No Corequisites

This course provides an analytical study of the works of several women authors. Emphasis is placed on the historical and cultural contexts, themes and aesthetic features of individual works, and biographical backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and discuss selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

FRE 182 French Lab 2 Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: All courses required
 FRE 181
 Corequisites: No Corequisites

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 Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: All courses required
 FRE 112
 Corequisites: No Corequisites

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 Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: All courses required
 FRE 211
 Corequisites: No Corequisites

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 Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: All courses required
 FRE 212
 Corequisites: No Corequisites

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 Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: All courses required
 FRE 182
 Corequisites: No Corequisites

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.*

FRE 282 **French Lab 4** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: All courses required
 FRE 281
 Corequisites: No Corequisites

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 **Princ of Funeral Service** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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** Class Hrs: 4.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: One course required
 FSE 211 or COE 112F

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** Class Hrs: 0.0 Lab Hrs: 4.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: All courses required
 FSE 210

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: A course from each set
 FSE 210 and FSE 211 or COE112F
Corequisites: One course required
 FSE 213 or COE 122F

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** Class Hrs: 0.0 Lab Hrs: 4.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: All courses required
 FSE 210 and FSE 211
Corequisites: All courses required
 FSE 212

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.

FSE 214 Pathology Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.

FSE 215 Funeral Home Operations Class Hrs: 4.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.

FSE 216 Restorative Arts Class Hrs: 2.0 Lab Hrs: 4.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.

FSE 217 Funeral Service Projects Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.

GEL 111 Introductory Geology Class Hrs: 3.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.*

GEL 113 Historical Geology Class Hrs: 3.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: All courses required
GEL 111
Corequisites: No Corequisites

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.*

GEL 120 Physical Geology Class Hrs: 3.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.*

GEL 220 Marine Geology Class Hrs: 3.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: All courses required
 GEL 120
Corequisites: No Corequisites

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.*

GEL 230 Environmental Geology Class Hrs: 3.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: One course required
 GEL 120 or PHS 130
Corequisites: No Corequisites

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.*

GEO 110 Introduction to Geography Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course introduces map reading skills and the physical and cultural features of different areas of the earth. Topics include spatial association, the importance of location, physical characteristics of the earth, and 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 general education core requirement in humanities/fine arts.*

GEO 111 World Regional Geography Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.*

GEO 112 Cultural Geography Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.*

GEO 113 Economic Geography Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.*

GEO 121 North Carolina Geography Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.*

GEO 130 General Physical Geography Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.*

GEO 131 Physical Geography I Class Hrs: 3.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.*

GEO 132 **Physical Geography II** Class Hrs: 3.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.*

GER 111 **Elementary German I** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.*

GER 112 **Elementary German II** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 GER 111
Corequisites: No Corequisites

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.*

GER 181 **German Lab 1** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.*

GER 182 **German Lab 2** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: All courses required
 GER 181
Corequisites: No Corequisites

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.*

GER 211 **Intermediate German I** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 GER 112
Corequisites: No Corequisites

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.*

GER 212 **Intermediate German II** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 GER 211
Corequisites: No Corequisites

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 221 **German Conversation** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 281 **German Lab 3** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: All courses required
 GER 182
Corequisites: No Corequisites

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 282 **German Lab 4** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: All courses required
 GER 281
Corequisites: No Corequisites

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.*

GRA 121 **Graphic Arts I** Class Hrs: 2.0 Lab Hrs: 4.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 2.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 1.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 1.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: All courses required
 GRD 121
Corequisites: No Corequisites

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** Class Hrs: 1.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 2.0

Prerequisites: All courses required
GRD 131

Corequisites: No Corequisites

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** Class Hrs: 1.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 2.0

Prerequisites: All courses required
GRD 132

Corequisites: No Corequisites

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** Class Hrs: 2.0 Lab Hrs: 4.0 Clinic Hrs: 0.0 Credit Hrs: 4.0

Prerequisites: No Prerequisites

Corequisites: No Corequisites

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** Class Hrs: 2.0 Lab Hrs: 4.0 Clinic Hrs: 0.0 Credit Hrs: 4.0

Prerequisites: All courses required
GRD 141

Corequisites: No Corequisites

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.

GRD 151 **Computer Design Basics** Class Hrs: 1.0 Lab Hrs: 4.0 Clinic Hrs: 0.0 Credit Hrs: 3.0

Prerequisites: No Prerequisites

Corequisites: No Corequisites

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** Class Hrs: 1.0 Lab Hrs: 4.0 Clinic Hrs: 0.0 Credit Hrs: 3.0

Prerequisites: All courses required
GRD 151

Corequisites: No Corequisites

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** Class Hrs: 1.0 Lab Hrs: 4.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
GRD 152
Corequisites: No Corequisites

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** Class Hrs: 1.0 Lab Hrs: 4.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 1.0 Lab Hrs: 4.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
GRD 160
Corequisites: No Corequisites

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** Class Hrs: 1.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: Enrollment in the program
Corequisites: 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** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 1.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: All courses required
GRD 121
Corequisites: No Corequisites

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** Class Hrs: 1.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: One course required
 ART 131 or GRD 121
Corequisites: No Corequisites

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** Class Hrs: 2.0 Lab Hrs: 4.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: All courses required
 GRD 142
Corequisites: No Corequisites

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 271 **Multimedia Design I** Class Hrs: 1.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: All courses required
 GRD 152
Corequisites: No Corequisites

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 audio-video, and copyright issues. Upon completion, students should be able to design and produce multimedia presentations.

GRD 272 **Multimedia Design II** Class Hrs: 1.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: All courses required
 GRD 271
Corequisites: No Corequisites

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.

GRD 280 **Portfolio Design** Class Hrs: 2.0 Lab Hrs: 4.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: All courses required
 GRD 142 and GRD 152
Corequisites: No Corequisites

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.

GRD 281 **Design of Advertising** Class Hrs: 2.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.

GRD 282 **Advertising Copywriting** Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: All courses required
 ENG 111
Corequisites: No Corequisites

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 285 **Client/Media Relations** Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: All courses required
 GRD 121 and GRD 142
Corequisites: No Corequisites

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.

HEA 110 **Personal Health/Wellness** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.*

HEA 111 **First Aid & Safety** Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.

HEA 112 **First Aid & CPR** Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.*

HEA 120 **Community Health** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.*

HEA 130 **Health-Adult Sexuality** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.

HEA 140 **Health-Child Sexuality** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course provides health-related information about the concepts 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.

HEA 150 **Drugs and Behavior** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.

HIS 111 **World Civilizations I** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.*

HIS 112 **World Civilizations II** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.*

HIS 114 **Comparative World History** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.*

HIS 115 **Intro to Global History** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.*

HIS 116 **Current World Problems** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 121 **Western Civilization I** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 Hist I** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 Hist II** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.*

HIS 224 **US Diplomatic History** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course examines American diplomacy from the Colonial period to the present. Topics include the Monroe Doctrine, expansionism and imperialism, the world wars, the Cold War, and America's role in a changing world. Upon completion, students should be able to analyze significant developments and trends in the diplomatic history of the United States. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

HIS 226 **The Civil War** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course examines the social, political, economic, and ideological forces that led to the Civil War and Reconstruction. Topics include regional conflicts and sectionalism, dissolution of the Union, military campaigns, and the War's socioeconomic impact, aftermath, and consequences. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the United States during the era of the Civil War. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

HIS 236 **North Carolina History** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course is a study of geographical, political, economic, and social conditions existing in North Carolina from America's discovery to the present. Topics include native and immigrant backgrounds; colonial, antebellum, and Reconstruction periods; party politics; race relations; and the transition from an agrarian to an industrial economy. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in North Carolina. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

HIS 271 The French Revolution Era Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course traces the causes and effects of the French Revolution. Topics include the Enlightenment; Jacobins; Reign of Terror; Napoleon's republic, empire, and wars; and the French Revolution's impact upon world history. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments during the French revolutionary era. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

HOR 110 Intro to Landscaping Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course introduces the basic skills and concepts of drafting and surveying necessary to complete landscape site analysis and topographical drawings. Emphasis is placed on proper use of drafting and survey equipment. Upon completion, students should be able to draw a site analysis drawing with topographical lines.

HOR 112 Landscape Design I Class Hrs: 2.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 HOR 170
Corequisites: No Corequisites

This course covers landscape principles and practices for residential and commercial sites. Emphasis is placed on drafting, site analysis, and common elements of good design, plant material selection, and proper plant utilization. Upon completion, students should be able to read, plan, and draft a landscape design.

HOR 114 Landscape Construction Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course introduces the design and fabrication of landscape structures/features. Emphasis is placed on safety, tool identification and use, material selection, construction techniques, and fabrication. Upon completion, students should be able to design and construct common landscape structures/features.

HOR 116 Landscape Management I Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course covers information and skills necessary to analyze a property and develop a management schedule. Emphasis is placed on property measurement, plant condition, analysis of client needs, and plant culture needs. Upon completion, students should be able to analyze a property, develop management schedules, and implement practices based on client needs.

HOR 118 Equipment Op & Maintenance Class Hrs: 1.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course covers the proper operation and maintenance of selected equipment used in horticulture. Emphasis is placed on the maintenance, minor repairs, safety devices, and actual operation of selected equipment. Upon completion, students should be able to design a maintenance schedule, service equipment, and demonstrate safe operation of selected equipment.

HOR 134 Greenhouse Operations Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course covers the principles and procedures involved in the operation and maintenance of greenhouse facilities. Emphasis is placed on the operation of greenhouse systems, including the environmental control, record keeping, scheduling, and production practices. Upon completion, students should be able to demonstrate the ability to operate greenhouse systems and facilities to produce greenhouse crops.

HOR 142 Fruit & Vegetable Production Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course introduces the principles and techniques of growing fruits and field-grown vegetables. Topics include site selection, proper varietal selection, nutritional values, cultural techniques, harvesting and marketing, and insect and disease control. Upon completion, students should be able to demonstrate an understanding of the principles related to the production of selected fruits and vegetables.

HOR 150 Intro to Horticulture Class Hrs: 2.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course covers the history, development, and basic techniques of horticulture. Topics include propagation techniques, planting procedures, watering and fertility, plant growth, pest and disease control, and garden design and history. Upon completion, students should be able to demonstrate an understanding of the basic principles of horticulture.

HOR 152 Horticultural Practices Class Hrs: 0.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course covers the maintenance of ornamental plantings and production areas. Topics include maintenance of flower beds, vegetable gardens, greenhouses, and container and field nursery stock using sound horticultural practices. Upon completion, students should be able to apply the principles and practices of maintaining ornamental landscape plantings.

HOR 160 Plant Materials I Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course covers identification, culture, characteristics, and use of plants. Emphasis is placed on nomenclature, identification, growth requirements, cultural requirements, soil preferences, and landscape applications. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials.

HOR 162 Applied Plant Science Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course introduces the basic concepts of botany as they apply to horticulture. Topics include nomenclature, physiology, morphology, and anatomy as they apply to plant culture. Upon completion, students should be able to apply the basic principles of botany to horticulture.

HOR 164 Hort Pest Management Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course covers the identification and control of plant pests including insects, diseases, and weeds. Topics include pest identification and chemical regulations, safety, and pesticide application. Upon completion, students should be able to meet the requirements for North Carolina Commercial Pesticide Ground Applicators license.

HOR 166 Soils & Fertilizers Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course covers the physical and chemical properties of soils and soil fertility and management. Topics include soil formation, classification, physical and chemical properties, testing, fertilizer application, and other amendments. Upon completion, students should be able to analyze, evaluate, and properly amend soils/media.

HOR 168 Plant Propagation Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course is a study of sexual and asexual reproduction of plants. Emphasis is placed on seed propagation, grafting, stem and root propagation, micro-propagation, and other propagation techniques. Upon completion, students should be able to successfully propagate ornamental plants.

HOR 170 Hort Computer Apps Class Hrs: 1.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course introduces computer programs as they apply to the horticulture industry. Emphasis is placed on applications of software for plant identification, design, and irrigation. Upon completion, students should be able to use computer programs in horticultural situations.

HOR 215 Landscape Irrigation Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course introduces basic irrigation design, layout, and installation. Topics include site analysis, components of irrigation systems, safety, types of irrigation systems, and installation techniques. Upon completion, students should be able to design and install basic landscape irrigation systems.

HOR 251 Insects & Diseases Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course introduces insects and diseases of economic importance to horticultural crops. Topics include insect life cycles and identifying characteristics; plant diseases, including their signs and symptoms; control methods; and insect scouting for IPM. Upon completion, students should be able to demonstrate an understanding of insect and disease identification, collection, and control.

HOR 253 Horticulture Turfgrass Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: One course required
 HOR 162 or HOR 166
 Corequisites: No Corequisites

This course covers information and skill development necessary to establish and manage landscape turfgrasses. Topics include grass identification, establishment, cultural requirements, application of control products, fertilization, and overseeding techniques. Upon completion, students should be able to analyze a landscape site and determine those cultural and physical activities needed to establish or manage a quality turf.

HOR 257 Arboriculture Practices Class Hrs: 1.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
 Prerequisites: All courses required
 HOR 160
 Corequisites: No Corequisites

This course covers the culture and maintenance of trees and shrubs. Topics include fertilization, pruning, approved climbing techniques, pest control, and equipment use and safety. Upon completion, students should be able to properly prune trees and shrubs and perform arboricultural practices.

HOR 260 Plant Materials II Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: All courses required
 HOR 160
 Corequisites: No Corequisites

This course is a continuation of HOR 160 and covers additional plants. Emphasis is placed on reinforcement of skills and the introduction of additional plants. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials.

HOR 275 Hor Production Mgmt Class Hrs: 3.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

This course introduces starting and/or managing a horticulture production operation. Emphasis is placed on types of horticulture production businesses, production management practices and skills, and appropriate safety measures for equipment, personnel, and facilities. Upon completion, students should be able to identify various types of production businesses, prepare appropriate schedules and inventories, and manage personnel/facilities for safe crop production.

HOR 277 Hor Sales & Services Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

This course introduces various strategies for marketing horticulture products and services. Topics include wholesale, retail, and consignment sales; advertising media; costing products and services; preparing estimates, bids, and proposals; and consumer relations. Upon completion, students should be able to develop a marketing strategy for various horticulture products and services.

HOR 278 **Hor Bus Entrepreneurship** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course introduces starting and/or managing a horticulture business operation. Emphasis is placed on types of business ownership, legal aspects of licenses, worker safety and facility criteria, and creating inventories, schedules, and financial statements. Upon completion, students should be able to prepare appropriate schedules and financial statements and demonstrate knowledge of legal standards for equipment and personnel.

HRM 110 **Intro to Hospitality** Class Hrs: 2.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course covers the growth and progress of the hospitality industry. Topics include financing, hotels, restaurants, and clubs. Upon completion, students should be able to demonstrate an understanding of the background, context, and career opportunities that exist in the hospitality industry.

HRM 115 **Housekeeping** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course covers the scope, responsibilities, communications, terminology, materials, and concerns specific to hotel housekeeping. Topics include management and supervision of housekeeping staff in the proper cleaning and sanitation of rooms and public areas, budgeting, purchasing, security, and inventory control. Upon completion, students should be able to understand and apply the principles of organization and management of a housekeeping department.

HRM 115A **Housekeeping Lab** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: No Prerequisites
Corequisites: All courses required
 HRM 115

This course is a laboratory to accompany HRM 115. Emphasis is placed on the development of skills for the performance of housekeeping tasks. Upon completion, students should be able to demonstrate mastery of housekeeping skills.

HRM 120 **Front Office Procedures** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course provides a systematic approach to hotel front office procedures. Topics include reservations, registration, guest satisfaction, occupancy and rate management, security, interdepartmental communications, and related guest services. Upon completion, students should be able to demonstrate a basic understanding of current front office operating systems, including efficient and courteous guest services.

HRM 120A **Front Office Procedures Lab** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: No Prerequisites
Corequisites: All courses required:
 HRM 120

This course is a laboratory to accompany HRM 120. Emphasis is placed on practical computer applications of theory covered in HRM 120. Upon completion, students should be able to demonstrate a basic proficiency in computer-based, front office applications.

HRM 230 **Club & Resort Management** Class Hrs: 2.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course introduces specific principles of managing a hospitality operation in a resort or club setting. Topics include resort and club marketing, recreational and sport activity management, and retail management. Upon completion, students should be able to demonstrate an understanding of the specialized skills involved in resort and club management.

HRM 235 **Hospitality Quality Mgmt** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course introduces the various schools of thought in achievement and implementation of quality standards for the hospitality industry. Emphasis is placed on developing and maintaining quality in the delivery of the tangible and intangible aspects of the service product. Upon completion, students should be able to demonstrate an understanding of quality service principles and apply them within a hospitality/service environment.

HRM 240 **Hospitality Marketing** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course covers planning, organizing, directing, and analyzing the results of marketing programs in the hospitality industry. Emphasis is placed on market segmentation and analysis, product and image development, sales planning, advertising, public relations, and collateral materials. Upon completion, students should be able to prepare a marketing plan applicable to the hospitality industry.

HRM 245 **Hosp Human Resource Mgt** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course presents a systematic approach to human resource management in the hospitality industry. Topics include labor regulations and laws, hiring, development, discipline, motivation, separation, productivity, and organizational culture. Upon completion, students should be able to apply sound human resource management skills to the hospitality industry.

HRM 280 **Hospitality Mgmt Problems** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 HRM 220
Corequisites: No Corequisites

This course addresses current global, national, and local concerns and issues in the hospitality industry. Emphasis is placed on problem-solving skills using currently available resources. Upon completion, students should be able to apply hospitality management principles to real challenges facing industry managers.

HUM 110 **Technology and Society** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 115 Critical Thinking Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: One course required
 ENG 101 or ENG 111
 Corequisites: No Corequisites

This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

HUM 120 Cultural Studies Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 121 The Nature of America Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

This course provides an interdisciplinary survey of the American cultural, social, and political experience. Emphasis is placed on the multicultural character of American society, distinctive qualities of various regions, and the American political system. Upon completion, students should be able to analyze significant cultural, social, and political aspects of American life. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 122 Southern Culture Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

This course explores the major qualities that make the South a distinct region. Topics include music, politics, literature, art, religion, race relations, and the role of social class in historical and contemporary contexts. Upon completion, students should be able to identify the characteristics that distinguish Southern culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 130 Myth in Human Culture Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

This course provides an in-depth study of myths and legends. Topics include the varied sources of myths and their influence on the individual and society within diverse cultural contexts. Upon completion, students should be able to demonstrate a general familiarity with myths and a broad-based understanding of the influence of myths and legends on modern culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 150 **American Women's Studies** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course provides an inter-disciplinary study of the history, literature, and social roles of American women from Colonial times to the present. Emphasis is placed on women's roles as reflected in American language usage, education, law, the workplace, and mainstream culture. Upon completion, students should be able to identify and analyze the roles of women as reflected in various cultural forms. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 160 **Introduction to Film** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 170 **The Holocaust** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course provides a survey of the destruction of European Jewry by the Nazis during World War II. Topics include the anti-Semitic ideology, bureaucratic structures, and varying conditions of European occupation and domination under the Third Reich. Upon completion, students should be able to demonstrate an understanding of the historical, social, religious, political, and economic factors which cumulatively resulted in the Holocaust. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

HUM 211 **Humanities I** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 ENG 111
Corequisites: No Corequisites

This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from ancient through early modern times. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 212 **Humanities II** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 ENG 111
Corequisites: No Corequisites

This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from early modern times to the present. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 220 **Human Values and Meaning** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: All courses required
 ENG 111
 Corequisites: No Corequisites

This course presents some major dimensions of human experience as reflected in art, music, literature, philosophy, and history. Topics include the search for identity, the quest for knowledge, the need for love, the individual and society, and the meaning of life. Upon completion, students should be able to recognize interdisciplinary connections and distinguish between open and closed questions and between narrative and scientific models of understanding. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 230 **Leadership Development** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: All courses required
 ENG 111
 Corequisites: No Corequisites

This course explores the theories and techniques of leadership and group process. Emphasis is placed on leadership styles, theories of group dynamics, and the moral and ethical responsibilities of leadership. Upon completion, students should be able to identify and analyze a personal philosophy and style of leadership and integrate these concepts in various practical situations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HYD 110 **Hydraulics/Pneumatics I** Class Hrs: 2.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.

INS 101 **Life/Accident/Health Ins** Class Hrs: 4.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

This course provides basic instruction in life and health insurance. Topics include life, accident, and health agent regulations, comparison of policies, and individual and group policy provisions. Upon completion, students should be able to demonstrate knowledge of life, health, and accident insurance required for the NC Agents' Life and Health Licensure Exam.

INS 102 **Medicare Supp/L-T Care** Class Hrs: 1.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

This course covers the types of Medicare coverage, long-term care coverage, Medicaid, policy provisions, applicable laws and regulations, and buying practices. Topics include hospital insurance, supplementary medical insurance, Medicare supplement insurance, Medicaid assistance, and long-term care. Upon completion, students should be able to discuss long-term care coverage, Medicaid, appropriate policy provisions, legal principles, and their applicable use.

INS 103 **Property & Casualty Ins** Class Hrs: 4.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course covers types of property and casualty coverage, policy provisions, applicable laws and regulations, buying procedures, government property, and casualty coverage. Topics include general liability insurance, automobile insurance, homeowner's insurance, commercial, fire and extended coverage, worker's compensation, and various policy provisions. Upon completion, students should be able to discuss types of property and casualty coverage, appropriate policy provisions, and appropriate legal principles and their applicable uses.

INS 105 **Risk Management** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course introduces the fundamentals of risk management. Topics include risk and hazard recognition and measurement, risk handling methods, steps of the risk management process, and design of a risk management plan. Upon completion, students should be able to recognize risks and hazards and develop a plan for managing them by retention, avoidance, reduction, and transfer methods.

INS 107 **Claims Adjusting** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course introduces the legal basis of contracts and claims. Emphasis is placed on the elements and purpose of negligence, principles of torts, investigation and interview techniques, medical terminology, and diagnostic procedures. Upon completion, students should be able to demonstrate the ability to investigate and legally settle claims.

INS 108 **Income Taxation of Insur** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course introduces the federal income tax system with particular reference to the taxation of life insurance and annuities. Topics include tax concepts, gross income, business expenses, deductions, credits, sales and exchanges, capital gains and losses, and taxation of business entities. Upon completion, students should be able to demonstrate professional financial service planning strategies to minimize, defer, or avoid taxation for clients.

INS 109 **Employee Benefits** Class Hrs: 2.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course introduces the concepts of employee benefit options in the business insurance market. Emphasis is placed on governmental and private programs, group insurance benefits, pension plans, and other deferred compensation arrangements. Upon completion, students should be able to explain the fundamental features of employer sponsored benefit plans.

INT 110 **International Business** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course provides an overview of the environment, concepts, and basic differences involved in international business. Topics include forms of foreign involvement, international trade theory, governmental influences on trade and strategies, international organizations, multinational corporations, personnel management, and international marketing. Upon completion, students should be able to describe the foundation of international business.

ISC 112 Industrial Safety Class Hrs: 2.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

This course introduces the principles of industrial safety. Emphasis is placed on industrial safety and OSHA and environmental regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment.

ISC 113 Industrial Specifications Class Hrs: 1.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

This course introduces industrial specifications. Emphasis is placed on using machinist reference materials. Upon completion, students should be able to use and interpret charts and data found in reference materials.

ISC 115 Construction Safety Class Hrs: 2.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

This course introduces the basic concepts of construction site safety. Topics include ladders, lifting, lock-out/tag-out, personal protective devices, scaffolds, and above/below ground work based on OSHA regulations. Upon completion, students should be able to demonstrate knowledge of applicable safety regulations and safely participate in construction projects.

ISC 131 Quality Management Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

This course provides a study and analysis of the aspects and implications of quality management that lead to customer satisfaction through continuous quality improvement. Topics include Total Quality Management, ISO 9000, organizing for quality, supplier/vendor relationships, and the role of leadership in quality management. Upon completion, students should be able to demonstrate an understanding of quality management concepts and techniques.

ISC 132 Mfg Quality Control Class Hrs: 2.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

This course introduces quality concepts and techniques used in industry. Topics include elementary statistics and probability, process control, process capability, and quality improvement tools. Upon completion, students should be able to demonstrate an understanding of the concepts and principles of quality and apply them to the work environment.

ISC 33 Mfg Management Practices Class Hrs: 2.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

This course covers successful industrial organizations and management practices for improving quality and productivity. Topics include self-managed work teams, problem-solving skills, and production management techniques. Upon completion, students should be able to demonstrate an understanding of day-to-day plant operations, team management processes, and the principles of group dynamics.

ISC 135 **Principles of Industrial Mgmt** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

This course covers the managerial principles and practices required for organizations to succeed in modern industry. Topics include the functions and roles of all levels of management, organization design, and planning and control of manufacturing operations. Upon completion, students should be able to demonstrate an understanding of management principles and integrate these principles into job situations.

ISC 136 **Productivity Analysis I** Class Hrs: 2.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

This course covers modern methods of improving productivity. Topics include traditional motion economy, methods analysis, time standards, process analysis, cycle time management, and human factors/ergonomics. Upon completion, students should be able to demonstrate an understanding of productivity concepts and apply productivity improvement techniques to work situations.

ISC 140 **Material & Capacity Plan** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

This course covers materials requirements planning (MRP) and capacity requirements planning (CRP). Emphasis is placed on measuring the amount of work scheduled and determining the human, physical, and material resources necessary. Upon completion, students should be able to demonstrate an understanding of material and capacity requirements planning and be prepared for the APICS CPIM examination.

ISC 141 **Prod Activity Control** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

This course covers a broad base of production operations in a wide variety of production environments. Emphasis is placed on the principles, approaches, and techniques needed to schedule, control, measure, and evaluate the effectiveness of production operations. Upon completion, students should be able to demonstrate an understanding of production activity control and be prepared for the APICS CPIM examination.

ISC 151 **Plant Layout** Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

This course provides a practical study of factory planning. Emphasis is placed on site selection and efficient arrangement of work areas to achieve lower manufacturing costs. Upon completion, students should be able to produce sample layouts of manufacturing operations.

ISC 170 **Problem-Solving Skills** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

This course covers basic concepts of interpersonal and problem-solving skills. Topics include leadership development, constructive feedback, building relationships, and winning support from others. Upon completion, students should be able to use interpersonal skills effectively and lead others.

ISC 214 **Job Analysis/Wages & Salary** Class Hrs: 2.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course covers job analysis and evaluation as a basis for determining equitable wages and salaries. Topics include selection and definition of job factors, relative values of factors, preparation of job specifications and descriptions, and determination of wage/salary structure. Upon completion, students should be able to prepare job specifications and descriptions, evaluate jobs by four commonly accepted methods, and calculate costs of wage curves.

ISC 216 **Work Measurement** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course introduces the techniques of work simplification, job method improvement, and sampling using the various charts and methods of evaluations to determine utilization. Emphasis is placed on the development of effective work methods and the charting of methods to improve output. Upon completion, students should be able to demonstrate the use of various charts and studies to indicate levels or changes in levels of performance.

ISC 25 **Facility Layout** Class Hrs: 3.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course provides a practical study of facility planning with emphasis on a structured approach to solving layout problems. Emphasis is placed on investigating and designing an effective facility layout. Upon completion, students should be able to design a basic work area indicating effective use of allowable resources.

ISC 30 **Simulation Prod Processes** Class Hrs: 1.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: One course required
 MAT 115 or MAT 161
Corequisites: No Corequisites

This course introduces fundamental principles and procedures for simulation modeling of production processes. Emphasis is placed on problem-solving and engineering applications of simulation modeling for quality enhancement and productivity improvement. Upon completion, students should be able to analyze and model a production process to obtain optimum productive operations.

ISC 233 **Industrial Org & Mgmt** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 ISC 133
Corequisites: No Corequisites

This course covers advanced organization and management philosophies for organization improvement. Emphasis is placed on understanding comprehensive organization improvement concepts such as reengineering, MBQA, ISO 9000, and teams. Upon completion, students should be able to demonstrate an understanding of organizations and assess their strengths and weaknesses.

ISC 235 Management Problems Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: All courses required
 ISC 135
 Corequisites: No Corequisites

This course covers problem-solving strategies for a variety of industrial management problems. Emphasis is placed on integrating management principles and practices in an industrial setting through a case-study approach. Upon completion, students should be able to analyze a variety of management problems and provide oral and/or written reports which include problem definition and recommendations.

ISC 255 Engineering Economy Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

This course covers the process of economic evaluation of manufacturing industrial alternatives such as equipment selection, replacement studies, and cost reduction proposals. Topics include discounted cash flows, time value of money, income tax considerations, internal rates of return, and comparison of alternatives using computer programs. Upon completion, students should be able to analyze complex manufacturing alternatives based on engineering economy principles.

ISC 261 Methods Improvement Class Hrs: 2.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

This course introduces the principles of methods improvement. Topics include the analysis, development, and installation of new methods and/or equipment in the manufacturing operation. Upon completion, students should be able to analyze operations for methods improvements and recommend process modifications.

ITA 111 Elementary Italian I Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

This course introduces the fundamental elements of the Italian language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Italian and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ITA 112 Elementary Italian II Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: All courses required
 ITA 111
 Corequisites: No Corequisites

This course is a continuation of ITA 111 focusing on the fundamental elements of the Italian language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Italian and demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ITA 181 **Italian Lab 1** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course provides an opportunity to enhance acquisition of the fundamental elements of the Italian language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Italian and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ITA 182 **Italian Lab 2** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: All courses required
 ITA 181
Corequisites: No Corequisites

This course provides an opportunity to enhance acquisition of the fundamental elements of the Italian language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Italian and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ITA 211 **Intermediate Italian I** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 ITA 112
Corequisites: No Corequisites

This course provides a review and expansion of the essential skills of the Italian language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ITA 212 **Intermediate Italian II** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 ITA 211
Corequisites: No Corequisites

This course provides a continuation of ITA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ITA 221 **Italian Conversation** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 ITA 212
Corequisites: No Corequisites

This course provides an opportunity for intensive communication in spoken Italian. Emphasis is placed on vocabulary acquisition and interactive communication through the discussion of media materials and authentic texts. Upon completion, students should be able to discuss selected topics, express ideas and opinions clearly, and engage in formal and informal conversations. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ITA 281 **Italian Lab 3** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: All courses required
 ITA 182
Corequisites: No Corequisites

This course provides an opportunity to enhance the review and expansion of the essential skills of the Italian language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ITA 282 **Italian Lab 4** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: All courses required
 ITA 281
Corequisites: No Corequisites

This course provides an opportunity to enhance the review and expansion of the essential skills of the Italian language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ITN 110 **Intro to Web Graphics** Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course is the first of two courses covering the creation of web graphics, addressing problems peculiar to WWW display using appropriate software. Topics include web graphics file types, type conversion, RGB color, the browser-safe palette, elementary special effects, image maps, and other related topics. Upon completion, students should be able to create graphics such as banners, buttons, backgrounds, and other graphics for Web pages.

ITN 120 **Intro Internet Multimedia** Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This is the first of two courses covering the creation of Internet Multimedia. Topics include Internet multimedia file types, file type conversion, acquisition of digital audio/video, streaming audio/video and graphics animation plug-in programs and other related topics. Upon completion, students should be able to create Internet multimedia presentations utilizing a variety of methods and applications.

ITN 130 **Web Site Management** Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course covers the issues involved in web site architecture. Topics include operating system directory structures, web site structural design, web site navigation, web site maintenance, backup and security. Upon completion, students should be able to design a web site directory plan optimized for navigation and ease of maintenance.

ITN 140 **Web Development Tools** Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course provides an introduction to web development software suites. Topics include the creation of web sites and applets using web development software. Upon completion, students should be able to create entire web sites and supporting applets.

ITN 150 **Internet Protocols** Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course introduces the student to the application protocols used on the Internet. Topics include HTTP, Secure HTTP, TCP/IP, and related applications such as FTP, TELNET, and PING. Upon completion, students should be able to use the protocols as they pertain to the Internet, as well as, setup and maintain these protocols.

ITN 160 **Principals of Web Design** Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course introduces intermediate to advanced web page design techniques. Topics include effective use of graphics, fonts, colors, navigation tools, advanced markup language elements, as well as a study of bad design techniques. Upon completion, the student should be able to employ advanced design techniques to create high impact and highly functional web pages.

ITN 170 **Intro to Internet Databases** Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This is the first of two courses introducing the use of databases to store, retrieve and query data through HTML forms. Topics include database design for Internet databases, use of ODBC-compliant databases. Upon completion, students should be able to create and maintain a database that will collect, query and report on data via an HTML form.

ITN 180 **Active Server Programming** Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course introduces Active Server Programming. Topics include Jscript, VBScript, HTML forms processing, and the Active Server Object Model. Upon completion, students should be able to create and maintain Active Server applications.

ITN 240 **Internet Security** Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.

LEX 110 **Intro to Paralegal Study** Class Hrs: 2.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 LEX 120
Corequisites: No Corequisites

This course covers advanced topics in legal research and writing. Topics include more complex legal issues and assignments involving preparation of legal memos, briefs, and other documents and the advanced use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.

LEX 130 **Civil Injuries** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 LEX 140
Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course introduces the structure of the legal system and the rules governing civil litigation. Topics include jurisdiction 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** Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 LEX 140
Corequisites: No Corequisites

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** Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 LEX 110 and LEX 140
Corequisites: No Corequisites

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** Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course introduces substantive criminal law and procedural rights of the accused. Topics include elements of state/federal crimes, defenses, constitutional issues, pre-trial and trial process, and other related topics. Upon completion, students should be able to explain elements of specific crimes and assist an attorney in preparing a criminal case.

LEX 180 **Case Analysis & Reasoning** Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: All courses required
 LEX 110 and LEX 140
Corequisites: All courses required
 LEX 120

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.

LEX 210 **Real Property I** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.

LEX 211 Real Property II Class Hrs: 1.0 Lab Hrs: 4.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 LEX 210
Corequisites: All courses required
 LEX 250

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.

LEX 240 Family Law Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 LEX 140
Corequisites: No Corequisites

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.

LEX 250 Wills, Estates, & Trusts Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 LEX 110
Corequisites: All courses required
 LEX 211

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.

LEX 260 Bankruptcy & Collections Class Hrs: 2.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: All courses required
 LEX 141 and LEX 210
Corequisites: All courses required
 LEX 150

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 270 Law Office Mgt/Technology Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: All courses required
 LEX 110 and LEX 140
Corequisites: No Corequisites

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 283 Investigation Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 285 Workers' Comp Law Class Hrs: 2.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: All courses required
LEX 130
Corequisites: No Corequisites

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.

LSG 111 Basic Landscape Tech Class Hrs: 2.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: One course required
LSG 121, LSG 122 or LSG 123

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.

LSG 121 Fall Gardening Lab Class Hrs: 0.0 Lab Hrs: 6.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: All courses required
LSG 111

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.

LSG 122 Spring Gardening Lab Class Hrs: 0.0 Lab Hrs: 6.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: All courses required
LSG 111 and LSG 121
Corequisites: All courses required
HOR 114, HOR 134 and TRF 110

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.

MAC 226 CNC EDM Machining Class Hrs: 1.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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.

MAC 241 Jigs & Fixtures I Class Hrs: 2.0 Lab Hrs: 6.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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.

MAC 243 Die Making I Class Hrs: 2.0 Lab Hrs: 6.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Prerequisites: All courses required
 MAC 112
 Corequisites: No Corequisites

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 245 Mold Construction I Class Hrs: 2.0 Lab Hrs: 6.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Prerequisites: All courses requires
 MAC 112
 Corequisites: No Corequisites

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.

MAS 110 Masonry I Class Hrs: 4.0 Lab Hrs: 18.0 Clinic Hrs: 0.0 Credit Hrs: 10.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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.

MAS 120 Masonry II Class Hrs: 4.0 Lab Hrs: 18.0 Clinic Hrs: 0.0 Credit Hrs: 10.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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.

MAS 130 **Masonry III** Class Hrs: 6.0 Lab Hrs: 6.0 Clinic Hrs: 0.0 Credit Hrs: 8.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.

MAT 050 **Basic Math Skills** Class Hrs: 3.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: Placement
Corequisites: No Corequisites

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.

MAT 060 **Essential Mathematics** Class Hrs: 3.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: MAT 050 or COMPASS Pre-Algebra Score of 25
Corequisites: No Corequisites

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.

MAT 070 **Introductory Algebra** Class Hrs: 3.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: MAT 060 or COMPASS Pre-Algebra Score of 45
Corequisites: No Corequisites

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.

MAT 080 **Intermediate Algebra** Class Hrs: 3.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: MAT 070
Corequisites: No Corequisites

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.

MAT 090 **Accelerated Algebra** Class Hrs: 3.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: HS Alg I and Alg II
Corequisites: All courses required
 RED 080

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 101 Applied Mathematics I Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: MAT 060 or COMPASS Algebra Score of 47
Corequisites: No Corequisites

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 110 Mathematical Measurement Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
MAT 070
Corequisites: No Corequisites

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 115 Mathematical Models Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: MAT 070 or COMPASS Algebra Score of 46
Corequisites: No Corequisites

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.

MAT 120 Geometry and Trigonometry Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: Mat 070 or COMPASS Algebra Score of 46
Corequisites: No Corequisites

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.

MAT 121 Algebra and Trigonometry Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: One course required
MAT 080, MAT 090 or COMPASS Algebra Score of 58
Corequisites: No Corequisites

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.

MAT 122 Algebra/Trigonometry II Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: All courses required
 MAT 121
 Corequisites: No Corequisites

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.

MAT 140 Survey of Mathematics Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: MAT 070 or COMPASS Algebra Score of 46
 Corequisites: No Corequisites

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.*

MAT 140A Survey of Mathematics Lab Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: No Prerequisites
 Corequisites: All courses required
 MAT 140

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 151 Statistics I Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: One course required
 MAT 080, MAT 090 or COMPASS Algebra Score of 58
 Corequisites: No Corequisites

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 151A Statistics I Lab Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: No Prerequisites
 Corequisites: All courses required
 MAT 151

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.*

MAT 155 **Statistical Analysis** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: One course required
 MAT 080, MAT 090 or COMPASS Algebra Score of 58
 Corequisites: All courses required
 MAT 155A

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** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: No Prerequisites
 Corequisites: All courses required
 MAT 155

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: One course required
 MAT 080, MAT 090 or COMPASS Algebra Score of 58
 Corequisites: All courses required
 MAT 161A

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** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: No Prerequisites
 Corequisites: All courses required
 MAT 161

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: All courses required
 MAT 161
 Corequisites: MAT 162A

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 Trig Lab** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: No Prerequisites
 Corequisites: All courses required
 MAT 162

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: All courses required
 MAT 161
 Corequisites: All courses required
 MAT 165A

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 Math Lab** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: No Prerequisites
 Corequisites: All courses required
 MAT 165

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: All courses required
 MAT 121
 Corequisites: All courses required
 MAT 167A

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.*

MAT 167A **Discrete Mathematics Lab** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: No Prerequisites
 Corequisites: All courses required
 MAT 167

This course is a laboratory for MAT 167. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

MAT 171 **Precalculus Algebra** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: One course required
 MAT 080, MAT 090 or COMPASS Algebra Score of 58
 Corequisites: All courses required
 MAT 171A

This is the first of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on equations and inequalities, functions (linear, polynomial, rational), systems of equations and inequalities, and parametric equations. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and predictions. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 171A **Precalculus Algebra Lab** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: No Prerequisites
 Corequisites: All courses required
 MAT 171

This course is a laboratory for MAT 171. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

MAT 172 **Precalculus Trigonometry** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: All courses required
 MAT 171
 Corequisites: All courses required
 MAT 172A

This is the second of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on properties and applications of transcendental functions and their graphs, right and oblique triangle trigonometry, conic sections, vectors and polar coordinates. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 172A **Precalculus Trig Lab** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: No Prerequisites
 Corequisites: All courses required
 MAT 172

This course is a laboratory for MAT 172. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

MAT 175 **Precalculus** Class Hrs: 4.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Prerequisites: One course required
 MAT 080, MAT 090 or COMPASS Trig Score of 23
 Corequisites: All courses required
 MAT 175A

This course provides an intense study of the topics which are fundamental to the study of calculus. Emphasis is placed on functions and their graphs with special attention to polynomial, rational, exponential, logarithmic and trigonometric functions, and analytic trigonometry. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 175A **Precalculus Lab** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: No Prerequisites
 Corequisites: All courses required
 MAT 175

This course is a laboratory for MAT 175. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

MAT 210 **Logic** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: All courses required
 MAT 161
 Corequisites: All courses required
 MAT 210A

This course introduces the concept of deductive logic with emphasis on the use of formal logic in analysis. Topics include traditional logic, propositional logic, and determination of validity including truth tables, Venn diagrams, and translational exercises. Upon completion, students should be able to analyze data based on formal logic or ordinary language discourse. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

MAT 210A **Logic Lab** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: No Prerequisites
 Corequisites: All courses required
 MAT 210

This course is a laboratory for MAT 210. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

MAT 223 **Applied Calculus** Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: All courses required
 MAT 122
 Corequisites: No Corequisites

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.

MAT 252 **Statistics II** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: All set of courses is required
 MAT 151 and MAT 121 or MAT 161
 Corequisites: No Corequisites

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.*

MAT 252A **Statistics II Lab** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: All set of courses is required
 MAT 151 and MAT 121 or MAT 161
 Corequisites: All courses required
 MA T 252

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.*

MAT 263 **Brief Calculus** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: All courses required
 MAT 161
 Corequisites: No Corequisites

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.

MAT 271 **Calculus I** Class Hrs: 3.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Prerequisites: One course required
 MAT 172, MAT 175 or COMPASS Trig Score of 50
 Corequisites: No Corequisites

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 272 Calculus II Class Hrs: 3.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Prerequisites: All courses required
 MAT 271
 Corequisites: No Corequisites

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 273 Calculus III Class Hrs: 3.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Prerequisites: All courses required
 MAT 272
 Corequisites: No Corequisites

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.*

MAT 280 Linear Algebra Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: All courses required
 MAT 271
 Corequisites: No Corequisites

This course provides a study of linear algebra topics with emphasis on the development of both abstract concepts and applications. Topics include vectors, systems of equations, matrices, determinants, vector spaces, linear transformations in two or three dimensions, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate both an understanding of the theoretical concepts and appropriate use of linear algebra models to solve application problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

MAT 285 Differential Equations Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: All courses required
 MAT 272
 Corequisites: No Corequisites

This course provides an introduction to ordinary differential equations with an emphasis on applications. Topics include first-order, linear higher-order, and systems of differential equations; numerical methods; series solutions; eigenvalues and eigenvectors; Laplace transforms; and Fourier series. Upon completion, students should be able to use differential equations to model physical phenomena, solve the equations, and use the solutions to analyze the phenomena. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

MEC 110 Intro to CAD/CAM Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

This course introduces CAD/CAM. Emphasis is placed on transferring part geometry from CAD to CAM for the development of a CNC-ready program. Upon completion, students should be able to use CAD/CAM software to produce a CNC program.

MIT 120 **Intro to Audio Concepts** Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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** Class Hrs: 2.0 Lab Hrs: 4.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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** Class Hrs: 2.0 Lab Hrs: 4.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Prerequisites: All courses required
 MIT 120
 Corequisites: No Corequisites

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 Sys Design/Implem** Class Hrs: 1.0 Lab Hrs: 4.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: All courses required
 CIS 215 and MIT 220
 Corequisites: 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.

MIT 250 **Tech Implementation Project** Class Hrs: 2.0 Lab Hrs: 4.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Prerequisites: All courses required
 MIT 230
 Corequisites: No Corequisites

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 Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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 Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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 Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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 Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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 Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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 Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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.

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NUR 103
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 Corequisites:

NUR 101
 Prerequisites:
 Corequisites:

NUR 110
 Prerequisites:
 Corequisites:

NUR 101 required
 Prerequisites: 6.0 Lab Hrs: 0.0 Clinic Hrs: 12.0 Credit Hrs: 10.0
 Corequisites: No Corequisites

This course focuses on use of nursing/related concepts by practical nurses as providers of care/members of discipline in collaboration with health team members. Emphasis is placed on the nursing process, wellness/illness patterns, entry-level issues, accountability, advocacy, professional development, evolving technology, and changing health care delivery systems. Upon completion, students should be able to use the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span.

Nursing I
 Departmental Approval
 All courses required
 BIO 168C, BIO 168L and PSY 150
 Class Hrs: 5.0 Lab Hrs: 3.0 Clinic Hrs: 6.0 Credit Hrs: 8.0

NET 110 Data Comm/Networking Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

This course introduce data communication and networking. Topics include telecommunication standards, protocols, equipment, network topologies, communication software, LANs, WANs, the Internet, and network operating systems. Upon completion, students should be able to demonstrate understanding of the fundamentals of telecommunication and networking.

NET 120 Network Install/Admin I Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: All courses required
 NET 110
 Corequisites: No Corequisites

This course covers the installation and administration of network hardware and system software. Topics include network topologies, various network operating systems, server and workstation installation and configuration, printer services, and connectivity options. Upon completion, students should be able to perform basic installation and administration of departmental networks.

NET 125 Routing and Switching I Class Hrs: 1.0 Lab Hrs: 4.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

This course introduces the OSI model, network protocols, and basic switching terminology. Topics include classes of IP addresses, subnetting, and Internet routing.

OST 121 Office Computations Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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.

OST 122 Keyboarding Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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.

OST 131 Keyboard Skill Building Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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.

OST 132 Adv Keyboard Skill Bldg Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
 Prerequisites: All courses required
 OST 132
 Corequisites: No Corequisites

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 133 Text Entry & Formatting Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: All courses required
 OST 132 and OST 136
 Corequisites: No Corequisites

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.

OST 134 Adv Text Entry & Format Class Hrs: 3.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Prerequisites: All courses required
 OST 134, OST 236 and OST 233
 Corequisites: No Corequisites

This course focuses on computer application skills in the generation of office documents. Emphasis is placed on forms, tabulation, legal documents, and newsletters. Upon completion, students should be able to produce documents using the correct format, style, and method of presentation.

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OST 136 **Word Processing** Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.

OST 141 **Med Terms I-Med Office** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 **Med Terms II-Med Office** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 OST 141
Corequisites: No Corequisites

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 **Med Coding Billing &
Insurance** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 **Med Legal Issues** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.

OST 164 Text Editing Applications Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.

OST 181 Intro to Office Systems Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: One course required
 OST 132 or equivalent
Corequisites: No Corequisites

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.

OST 184 Records Management Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: One course required
 OST 132 or equivalent
Corequisites: No Corequisites

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.

OST 223 Machine Transcription I Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: All courses required
 ENG 111, OST 134 and OST 136
Corequisites: All courses required
 OST 164

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.

OST 224 Machine Transcription II Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: All courses required
 OST 223
Corequisites: No Corequisites

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 233 **Office Publications Design** Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0

Prerequisites: All courses required
OST 136

Corequisites: No Corequisites

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 236 **Adv Word/Information Proc** Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0

Prerequisites: All courses required
OST 135 and OST 136

Corequisites: No Corequisites

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 241 **Med Ofc Transcription I** Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0

Prerequisites: One course required
MED 121, OST 141 or OST 223

Corequisites: No Corequisites

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 242 **Med Ofc Transcription II** Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0

Prerequisites: All courses required
OST 241

Corequisites: No Corequisites

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.

OST 243 **Med Office Simulation** Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0

Prerequisites: All courses required
OST 134, OST 142, OST 148 and OST 241

Corequisites: No Corequisites

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.*

OST 284 **Emerging Technologies** Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.

OST 286 **Professional Development** Class Hrs: 2.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: All courses required
 OST 236
Corequisites: No Corequisites

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 289 **Office Systems Management** Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 OST 134, OST 136 and OST 164
Corequisites: No Corequisites

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.

PAD 151 **Intro to Public Admin** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.*

PAD 152 **Ethics in Government** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course introduces the ethical issues and problems within the public administration field. Emphasis is placed on building analytical skills, stimulating moral imagination, and recognizing the discretionary power of the administrator's role. Upon completion, students should be able to understand the moral dimensions of public administrative decision making. *This course is a unique concentration requirement of the Public Administration concentration in the Business Administration program.*

PAD 251 **Public Finance & Budgeting** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 **Intro to Urban Planning** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course is a study of the nature, process, and legal ramifications of contracting with and for the federal government. Emphasis is placed on developing and writing bid specifications for contracts and on negotiating and working with contractors. Upon completion, students should be able to read, write, and interpret government contracts.

PBT 100 Phlebotomy Technology Class Hrs: 5.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 6.0
 Prerequisites: No Prerequisites
 Corequisites: PBT 101

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 Class Hrs: 0.0 Lab Hrs: 0.0 Clinic Hrs: 9.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: PBT 101

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 Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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 Class Hrs: 0.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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 Class Hrs: 0.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: All courses required
 PED 111
 Corequisites: No Corequisites

This course is an intermediate-level fitness class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems. Upon completion, students should be able to implement and evaluate an individualized physical fitness program. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 113 Aerobics I Class Hrs: 0.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 114 Aerobics II Class Hrs: 0.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: All courses required
 PED 113
Corequisites: No Corequisites

This course provides a continuation of a program of cardiovascular fitness involving rhythmic exercise. Emphasis is placed on a wide variety of aerobic activities which include cardiovascular efficiency, strength, and flexibility. Upon completion, students should be able to participate in and design a rhythmic aerobic exercise routine. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 115 Step Aerobics I Class Hrs: 0.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course introduces the fundamentals of step aerobics. Emphasis is placed on basic stepping up and down on an adjustable platform; cardiovascular fitness; and upper body, floor, and abdominal exercises. Upon completion, students should be able to participate in basic step aerobics. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 116 Step Aerobics II Class Hrs: 0.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: All courses required
 PED 115
Corequisites: No Corequisites

This course provides a continuation of step aerobics. Emphasis is placed on a wide variety of choreographed step patterns; cardiovascular fitness; and upper body, abdominal, and floor exercises. Upon completion, students should be able to participate in and design a step aerobics routine. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 117 Weight Training I Class Hrs: 0.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 118 **Weight Training II** Class Hrs: 0.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: All courses required
 PED 117
Corequisites: No Corequisites

This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight training program. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 119 **Circuit Training** Class Hrs: 0.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course covers the skills necessary to participate in a developmental fitness program. Emphasis is placed on the circuit training method which involves a series of conditioning timed stations arranged for maximum benefit and variety. Upon completion, students should be able to understand and appreciate the role of circuit training as a means to develop fitness. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 120 **Walking for Fitness** Class Hrs: 0.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course introduces fitness through walking. Emphasis is placed on stretching, conditioning exercises, proper clothing, fluid needs, and injury prevention. Upon completion, students should be able to participate in a recreational walking program. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 121 **Walk, Jog, Run** Class Hrs: 0.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 122 **Yoga I** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 128 **Golf-Beginning** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: All courses required
 PED 128
Corequisites: No Corequisites

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** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: All courses required
 PED 130
Corequisites: No Corequisites

This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 132 **Racquetball-Beginning** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: All courses required
PED 132
Corequisites: No Corequisites

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** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: All courses required
PED 135
Corequisites: No Corequisites

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** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: All courses required
 PED 139
Corequisites: No Corequisites

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** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: All courses required
 PED 143
 Corequisites: No Corequisites

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** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: All courses required
 PED 145
 Corequisites: No Corequisites

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** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: No Prerequisite
 Corequisites: No Corequisites

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.*

PED 148 **Softball** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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** Class Hrs: 0.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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** Class Hrs: 0.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: All courses required
 PED 150
 Corequisites: No Corequisites

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** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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.*

PED 153 **Swimming-Intermediate** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: All courses required
 PED 152
 Corequisites: No Corequisites

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.*

PED 154 **Swimming for Fitness** Class Hrs: 0.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: All courses required
 PED 152
 Corequisites: No Corequisites

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.*

PED 155 **Water Aerobics** Class Hrs: 0.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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.*

PED 156 **Scuba Diving** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: One course required
 PED 153 or proficiency at the intermediate level
 Corequisites: No Corequisites

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.*

PED 158 **Whitewater Rafting** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

This course covers the skills necessary to safely participate in whitewater rafting. Topics include raft guiding, paddling skills, scouting rapids, and rigging boats. Upon completion, students should be able to successfully complete a whitewater rafting experience. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 160 **Canoeing-Basic** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: All courses required
 PED 152
 Corequisites: No Corequisites

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 161 **Canoeing-Rivers** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: All courses required
 PED 160
 Corequisites: No Corequisites

This course provides practice in the basic skills of river and whitewater canoeing. Emphasis is placed on river running, safety, and care of equipment. Upon completion, students should be able to demonstrate navigation in a moving current, canoe safety, and self-rescue skills. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 163 Kayaking-Basic Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: All courses required
PED 152
Corequisites: No Corequisites

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 164 Kayaking-Whitewater Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 169 Orienteering Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course introduces the various types of orienteering and proper orienteering techniques. Emphasis is placed on defining various types of orienteering and recognizing and drawing topographic map symbols. Upon completion, students should be able to draw topographic map symbols and negotiate a 3-5 km cross-country orienteering course in a specified time period. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 170 Backpacking Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course covers the proper techniques for establishing a campsite, navigating in the wilderness, and planning for an overnight trip. Topics include planning for meals, proper use of maps and compass, and packing and dressing for extended periods in the outdoors. Upon completion, students should be able to identify quality backpacking equipment, identify the principles of no-trace camping, and successfully complete a backpacking experience. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 171 Nature Hiking Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course provides instruction on how to equip and care for oneself on the trail. Topics include clothing, hygiene, trail ethics, and necessary equipment. Upon completion, students should be able to successfully participate in nature trail hikes. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 172 Outdoor Living Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course is designed to acquaint the beginning camper with outdoor skills. Topics include camping techniques such as cooking and preserving food, safety, and setting up camp. Upon completion, students should be able to set up camp sites in field experiences using proper procedures. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 173 Rock Climbing Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course teaches the fundamental skills and safety of rock climbing. Topics include rock climbing, bouldering, rappelling, the correct method of belaying for climbing and rappelling, and knowledge of equipment. Upon completion, students should be able to demonstrate strong and skillful techniques in climbing and rappelling. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 175 Horseback Riding I Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course introduces beginning and non-riders to recreational horseback riding. Topics include riding skills, equipment, handling of horses, mounting, care of the horse, and coordinated horse-rider balance. Upon completion, students should be able to demonstrate riding, safety, and horse management skills. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 176 Horseback Riding II Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: All courses required
PED 175
Corequisites: No Corequisites

This course is designed to give advanced riding experiences in a variety of specialized situations. Emphasis is placed on the development of skills such as jumping, rodeo games, and trail riding. Upon completion, students should be able to demonstrate control and management of the horse and perform various riding techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 181 Snow Skiing-Beginning Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course introduces the fundamentals of snow skiing. Topics include basic techniques, safety, and equipment involved in snow skiing. Upon completion, students should be able to ski a down slope, enter and exit a ski lift, and perform basic maneuvers on skis. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 182 **Snow Skiing Intermediate** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course is designed to further develop snow skiing skills. Topics include selection and care of equipment, parallel skiing and turns, christies, advanced jumps, trail skiing, and slalom racing. Upon completion, students should be able to ski on varying terrains and snow conditions with control and safety. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 183 **Folk Dancing** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course teaches the fundamental folk dance movements along with cultural traditions from various countries. Emphasis is placed on the history and traditions of the folk dance as well as the movements and the dances themselves. Upon completion, students should be able to demonstrate folk dances as well as knowledge of their origins and cultural traditions. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 184 **Square Dancing I** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course introduces the terminology and skills necessary to perform square dancing. Topics include working from squared sets-squared circles to squared throughs, right and left throughs, and Dixie Chains. Upon completion, students should be able to perform square dance routines and recognize the calls made for all formations. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 185 **Square Dancing II** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: All courses required
 PED 184
Corequisites: No Corequisites

This course includes additional variations and forms of square dancing. Topics include such routines as turns, grand swing, triple trades, wheel and deal, T-cup chain, and arky change. Upon completion, students should be able to demonstrate and perform country and western square dance routines. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 186 **Dancing for Fitness** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course is designed to develop movement and recreational dance skills, safety, fitness, coordination, and techniques used to teach various groups. Emphasis is placed on participation and practice with adapting dances for ages and ability levels. Upon completion, students should be able to demonstrate knowledge of fitness through social, folk, and square dance participation and instruction. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 187 **Social Dance-Beginning** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course introduces the fundamentals of popular social dances. Emphasis is placed on basic social dance techniques, dances, and a brief history of social dance. Upon completion, students should be able to demonstrate specific dance skills and perform some dances. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 188 **Social Dance-Intermediate** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course covers advanced fundamentals of social dancing. Topics include rhythm, appearance, and routine sequence. Upon completion, students should be able to perform more difficult steps and types of dances. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 210 **Team Sports** Class Hrs: 0.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course introduces the fundamentals of popular American team sports. Emphasis is placed on rules, equipment, and motor skills used in various sports. Upon completion, students should be able to demonstrate knowledge of the sports covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 211 **New Games** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course includes explanation, demonstration, and participation in games that provide an alternative to traditional sports. Emphasis is placed on playing for pleasure rather than for competitive purposes. Upon completion, students should be able to participate and lead others in participating in non-competitive games. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 220 **Exer for Phys Challenged** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course is designed to improve physical strength, endurance, and range of motion while focusing on individual needs. Emphasis is placed on exercises which are designed and adapted to serve those with special needs. Upon completion, students should be able to show improved physical fitness, body awareness, and an appreciation for their physical well-being. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 240 **Advanced PE Skills** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course provides those who have mastered skills in a particular physical education area the opportunity to assist with instruction. Emphasis is placed on methods of instruction, class organization, and progressive skill development. Upon completion, students should be able to design, develop, and implement a unit lesson plan for a skill they have mastered. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 250 **Officiating/Bkball/Vball** Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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/Ftball/Soccer** Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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/Bsball/Sfball** Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course introduces the theory and methods of coaching football. Emphasis is placed on rules, game strategies, and selected techniques of coaching football. Upon completion, students should be able to demonstrate competent coaching skills in football. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 256 **Coaching Baseball** Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 **Prev & Care Ath Injuries** Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.*

PHI 210 **History of Philosophy** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 ENG 111
Corequisites: No Corequisites

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.*

PHI 215 **Philosophical Issues** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 ENG 111
Corequisites: No Corequisites

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.*

PHI 220 **Western Philosophy I** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 ENG 111
Corequisites: No Corequisites

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.*

PHI 221 **Western Philosophy II** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 ENG 111
Corequisites: No Corequisites

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.*

PHI 230 **Introduction to Logic** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 ENG 111
Corequisites: No Corequisites

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 pre-major and/or elective course requirement.*

PHI 240 Introduction to Ethics Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
ENG 111
Corequisites: No Corequisites

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.*

PHM 110 Introduction to Pharmacy Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: All courses required
PHM 111 and PHM 115

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.

PHM 111 Pharmacy Practice I Class Hrs: 3.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Components: PHM 111C, PHM 111L
Prerequisites: Departmental Approval
Corequisites: All courses required
PHM 110 and PHM 115

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.

PHM 115 Pharmacy Calculations Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: Departmental Approval
Corequisites: All courses required
PHM 110, PHM 111 and PHM 115A

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 Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: Departmental Approval
Corequisites: All courses required
PHM 115

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 Class Hrs: 3.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Prerequisites: All courses required
 PHM 110, PHM 111 and PHM 115
 Corequisites: All courses required
 PHM 120 and PHM 138

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 Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: Departmental Approval
 Corequisites: All courses required
 PHM 118 and PHM 138

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 Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: All courses required
 PHM 120
 Corequisites: All courses required
 PHM 132 and PHM 140

This course provides a continuation of the study of the properties, effects, and therapeutic value of the primary agents in the major drug categories. Topics include autonomic and central nervous system agents, anti-inflammatory agents, and anti-infective drugs. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names.

PHM 132 Pharmacy Clinical Class Hrs: 0.0 Lab Hrs: 0.0 Clinic Hrs: 6.0 Credit Hrs: 2.0
 Prerequisites: All courses required
 PHM 138
 Corequisites: All courses required
 PHM 125 and PHM 140

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 Class Hrs: 0.0 Lab Hrs: 0.0 Clinic Hrs: 18.0 Credit Hrs: 6.0
 Prerequisites: Departmental Approval
 Corequisites: All courses required
 PHM 118, PHM 120 and PHM 115

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 Class Hrs: 2.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
 Prerequisites: All courses required
 PHM 138
 Corequisites: All courses required
 PHM 132 and PHM 125

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 Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: Departmental Approval
 Corequisites: All courses required
 PHM 118, PHM 120 and PHM 136

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 Class Hrs: 3.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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 121 Applied Physical Sci I Class Hrs: 3.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PHS 122 Applied Physical Sci II Class Hrs: 3.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.

PHS 140 **Weather and Climate** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: No Prerequisites
Corequisites: All courses required
PHY 110

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** Class Hrs: 3.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Components: PHY 121C, PHY 121L
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This algebra-based course introduces fundamental physical concepts as applied to industrial and service technology fields. Topics include systems of units, problem-solving methods, graphical analyses, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to demonstrate an understanding of the principles studied as applied in industrial and service fields.

PHY 122 **Applied Physics II** Class Hrs: 3.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Components: PHY 122C, PHY 122L
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

This algebra-based course introduces fundamental physical concepts as applied to industrial and service technology fields. Emphasis is placed on systems of units, problem-solving methods, graphical analysis, static electricity, AC and DC circuits, magnetism, transformers, AC and DC motors, and generators. Upon completion, students should be able to demonstrate an understanding of the principles studied as applied in industrial and service fields.

PHY 125 **Health Sciences Physics** Class Hrs: 3.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Components: PHY 125C, PHY 125L
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

This course introduces fundamental physical principles as they apply to health technologies. Topics include motion, force, work, power, simple machines, and other topics as required by the students' area of study. Upon completion, students should be able to demonstrate an understanding of the fundamental principles covered as they relate to practical applications in the health sciences.

PHY 131 **Physics-Mechanics** Class Hrs: 3.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Components: PHY 131C, PHY 131L
 Prerequisites: All courses required
 MAT 121
 Corequisites: No Corequisites

This algebra/trigonometry-based course introduces fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields. applications in engineering technology fields.

PHY 132 **Physics-Elec & Magnetism** Class Hrs: 3.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Components: PHY 132C, PHY 132L
 Prerequisites: All courses required
 PHY 131
 Corequisites: No Corequisites

This algebra/trigonometry-based course is a study of fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, waves, electricity, magnetism, circuits, transformers, motors, and generators. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.

PHY 133 **Physics-Sound & Light** Class Hrs: 3.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Components: PHY 133C, PHY 133L
 Prerequisites: All courses required
 PHY 131
 Corequisites: No Corequisites

This algebra/trigonometry-based course is a study of fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, wave motion, sound, light, and modern physics. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.

PHY 151 **College Physics I** Class Hrs: 3.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Components: PHY 151C, PHY 151L
 Prerequisites: One course required
 MAT 161 or MAT 171
 Corequisites: No Corequisites

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

PHY 152 **College Physics II** Class Hrs: 3.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Components: PHY 152C, PHY 152L
 Prerequisites: All courses required
 PHY 151
 Corequisites: No Corequisites

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

PHY 153 **Modern Topics in Physics** Class Hrs: 3.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Prerequisites: All courses required
 PHY 151
 Corequisites: No Corequisites

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include atomic structure, nuclear processes, natural and artificial radioactivity, basic quantum theory, and special relativity. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PHY 251 **General Physics I** Class Hrs: 3.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Components: PHY 251C, PHY 251L
 Prerequisites: All courses required
 MAT 271
 Corequisites: All courses required
 MAT 272

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

PHY 252 General Physics II Class Hrs: 3.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Components: PHY 252C, PHY 252L
 Prerequisites: All courses required
 MAT 272 and PHY 251
 Corequisites: No Corequisites

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

PHY 253 Modern Physics Class Hrs: 3.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Prerequisites: All courses required
 PHY 251
 Corequisites: No Corequisites

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include atomic structure, nuclear processes, natural and artificial radioactivity, quantum theory, and special relativity. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PLU 110 Modern Plumbing Class Hrs: 4.0 Lab Hrs: 15.0 Clinic Hrs: 0.0 Credit Hrs: 9.0
 Components: PLU 110A, PLU 110B
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

This course introduces the tools, equipment, and materials associated with the plumbing industry. Topics include safety, use and care of tools, recognition and assembly of fittings and pipes, and other related topics. Upon completion, students should be able to safely assemble various pipes and fittings in accordance with state code requirements.

PLU 120 Plumbing Applications Class Hrs: 4.0 Lab Hrs: 15.0 Clinic Hrs: 0.0 Credit Hrs: 9.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

This course covers general plumbing layout, fixtures, and water heaters. Topics include drainage, waste and vent pipes, water service and distribution, fixture installation, water heaters, and other related topics. Upon completion, students should be able to safely install common fixtures and systems in compliance with state and local building codes.

PLU 130 Plumbing Systems Class Hrs: 3.0 Lab Hrs: 9.0 Clinic Hrs: 0.0 Credit Hrs: 6.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

This course covers the maintenance and repair of plumbing lines and fixtures. Emphasis is placed on identifying and diagnosing problems related to water, drain and vent lines, water heaters, and plumbing fixtures. Upon completion, students should be able to identify and diagnose needed repairs to the plumbing system.

PLU 140 **Intro to Plumbing Codes** Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course covers plumbing industry codes and regulations. Emphasis is placed on North Carolina regulations and the minimum requirements for plumbing materials and design. Upon completion, students should be able to research and interpret North Carolina plumbing codes.

PLU 150 **Plumbing Diagrams** Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: All courses required
 PLU 110
Corequisites: No Corequisites

This course introduces sketching diagrams and interpretation of blueprints applicable to the plumbing trades. Emphasis is placed on plumbing plans for domestic and/or commercial buildings. Upon completion, students should be able to sketch plumbing diagrams applicable to the plumbing trades.

POL 110 **Intro Political Science** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course introduces basic political concepts used by governments and addresses a wide range of political issues. Topics include political theory, ideologies, legitimacy, and sovereignty in democratic and non-democratic systems. Upon completion, students should be able to discuss a variety of issues inherent in all political systems and draw logical conclusions in evaluating these systems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

POL 120 **American Government** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course provides a study of the effects of ideologies, trade, armaments, and alliances on relations among nation-states. Emphasis is placed on regional and global cooperation and conflict, economic development, trade, non-governmental organizations, and international institutions such as the World Court and UN. Upon completion, students should be able to identify and discuss major international relationships, institutions, and problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

POS 110 **POS History & Organization** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.

POS 135 **Officer-in-Charge Training** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 **Psych of Death and Dying** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 PSY 150
Corequisites: No Corequisites

This course introduces the study of the adjustment process focusing on contemporary challenges individuals must deal with in everyday life. Topics include theories of behavior, career choices, self-understanding, coping mechanisms, human relationships, intimacy, sociocultural factors influencing healthy personal adjustment, and other related topics. Upon completion, students should be able to demonstrate an awareness of the processes of adjustment. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PSY 237 **Social Psychology** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: One course required
 PSY 150 or SOC 210
Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 PSY 150
Corequisites: No Corequisites

This course covers major personality theories and personality research methods. Topics include psychoanalytic, behavioristic, social learning, cognitive, humanistic, and trait theories including supporting research. Upon completion, students should be able to compare and contrast traditional and contemporary approaches to the understanding of individual differences in human behavior. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 241 **Developmental Psych** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 PSY 150
Corequisites: No Corequisites

This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 243 **Child Psychology** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 PSY 150
Corequisites: No Corequisites

This course provides an overview of physical, cognitive, and psychosocial development from conception through adolescence. Topics include theories and research, interaction of biological and environmental factors, language development, learning and cognitive processes, social relations, and moral development. Upon completion, students should be able to identify typical and atypical childhood behavior patterns as well as appropriate strategies for interacting with children. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PSY 246 **Adolescent Psychology** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 PSY 150
Corequisites: No Corequisites

This course provides an overview of the behavior patterns, life changes, and social issues that accompany the developmental stage of adolescence. Topics include developmental theories; physical, cognitive and psychosocial growth; transitions to young adulthood; and sociocultural factors that influence adolescent roles in home, school and community. Upon completion, students should be able to identify typical and atypical adolescent behavior patterns as well as appropriate strategies for interacting with adolescents. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PSY 247 **Psychology of Adulthood** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 PSY 150
Corequisites: No Corequisites

This course examines the major theories and patterns of adult development from young adulthood to late adulthood. Topics include physical, cognitive, and psychosocial changes with an emphasis on relationships, family patterns, work roles, community interactions, and the challenges of each stage of adulthood. Upon completion, students should be able to demonstrate a knowledge of adult development and an ability to apply this knowledge to their own lives. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PSY 249 **Psychology of Aging** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 PSY 150
Corequisites: No Corequisites

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 255 **Intro to Exceptionality** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 PSY 150
Corequisites: No Corequisites

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 259 **Human Sexuality** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 PSY 150
Corequisites: No Corequisites

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 263 **Educational Psychology** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 PSY 150
Corequisites: No Corequisites

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.*

PSY 265 **Behavioral Modification** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 PSY 150
Corequisites: No Corequisites

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.

PSY 271 Sports Psychology Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
PSY 150
Corequisites: No Corequisites

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.*

PSY 275 Health Psychology Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
PSY 150
Corequisites: No Corequisites

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.*

PSY 281 Abnormal Psychology Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
PSY 150
Corequisites: No Corequisites

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.*

PTA 110 Intro to Physical Therapy Class Hrs: 2.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: Departmental Approval
Corequisites: All courses required
PHY 125 and PTA 130

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.

PTA 160 Physical Therapy Proc III Class Hrs: 2.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: All courses required
 PTA 150
 Corequisites: All courses required
 PTA 170 and PTA 180A

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 Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: All courses required
 PTA 160 and PTA 180A

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 Ed Intro Class Hrs: 0.0 Lab Hrs: 0.0 Clinic Hrs: 9.0 Credit Hrs: 3.0
 Components: PTA 180A, PTA 180B
 Prerequisites: Departmental Approval
 Corequisites: All courses required
 PTA 160

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 212 Health Care/Resources Class Hrs: 2.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
 Prerequisites: All courses required
 PTA 222
 Corequisites: All courses required
 PTA 260

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.

PTA 222 Professional Interactions Class Hrs: 2.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
 Prerequisites: All courses required
 PTA 160
 Corequisites: No Corequisites

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.

RAD 121 Radiographic Imaging I Class Hrs: 2.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 RAD 110, RAD 111 and RAD 151
Corequisites: All courses required
 RAD 112 and RAD 161

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 Class Hrs: 1.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: All courses required
 RAD 112, RAD 121 and RAD 161
Corequisites: All courses required
 RAD 131 and RAD 171

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 Class Hrs: 1.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: All courses required
 RAD 112, RAD 121 and RAD 161
Corequisites: All courses required
 RAD 122 and RAD 171

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 Class Hrs: 0.0 Lab Hrs: 0.0 Clinic Hrs: 6.0 Credit Hrs: 2.0
Prerequisites: Departmental Approval
Corequisites: All courses required
 RAD 110, RAD 111 and RAD 183

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 Class Hrs: 0.0 Lab Hrs: 0.0 Clinic Hrs: 15.0 Credit Hrs: 5.0
Prerequisites: All courses required
 RAD 110, RAD 111 and RAD 151
Corequisites: All courses required
 RAD 112 and RAD 121

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** Class Hrs: 0.0 Lab Hrs: 0.0 Clinic Hrs: 12.0 Credit Hrs: 4.0
 Prerequisites: All courses required
 RAD 112, RAD 121 and RAD 161
 Corequisites: All courses required
 RAD 122 and RAD 131

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** Class Hrs: 0.0 Lab Hrs: 0.0 Clinic Hrs: 9.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: All courses required
 RAD 110, RAD 111 and RAD 151

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** Class Hrs: 2.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: All courses required
 RAD 122
 Corequisites: All courses required
 RAD 121, RAD 241 and RAD 251

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** Class Hrs: 1.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
 Prerequisites: All courses required
 RAD 171
 Corequisites: All courses required
 RAD 211, RAD 241 and RAD 251

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.

RAD 241 **Radiation Protection** Class Hrs: 2.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
 Prerequisites: All courses required
 RAD 122, RAD 131 and RAD 171
 Corequisites: All courses required
 RAD 211, RAD 231 and RAD 251

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.

RCP 156 **RCP Clinical Practice.III** Class Hrs: 0.0 Lab Hrs: 0.0 Clinic Hrs: 18.0 Credit Hrs: 6.0
Prerequisites: All courses required
 RCP 111 and RCP 142
Corequisites: All courses required
 RCP 211 and RCP 214

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** Class Hrs: 3.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: All courses required
 RCP 111
Corequisites: All courses required
 RCP 142

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 **Adv Monitoring/Procedures** Class Hrs: 3.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: All courses required
 RCP 210
Corequisites: No Corequisites

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/Peds RC** Class Hrs: 1.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: All courses required
 RCP 111 and RCP 210
Corequisites: All courses required
 RCP 156 and RCP 211

This course provides in-depth coverage of the concepts of neonatal and pediatric respiratory care. Emphasis is placed on neonatal and pediatric pathophysiology and on the special therapeutic needs of neonates and children. Upon completion, students should be able to demonstrate competence in these concepts through written and laboratory evaluations.

RCP 223 **Special Practice Lab** Class Hrs: 0.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: Departmental Approval
Corequisites: No Corequisites

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.

RCP 237 **RCP Clinical Practice IV** Class Hrs: 0.0 Lab Hrs: 0.0 Clinic Hrs: 21.0 Credit Hrs: 7.0
 Prerequisites: All courses required
 RCP 111 and RCP 156
 Corequisites: All courses required
 RCP 223

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 **Intro Real Est App R-1** Class Hrs: 2.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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 Prin & Prac R-2** Class Hrs: 2.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
 Prerequisites: All courses required
 REA 101
 Corequisites: No Corequisites

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 Res Prop Val R-3** Class Hrs: 2.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
 Prerequisites: All courses required
 REA 102
 Corequisites: No Corequisites

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 Act (FIRREA), Uniform Standards of Professional Appraisal Practice (USPAP), and North Carolina statutes and rules. Upon completion, students should be able to demonstrate eligibility to sit for the NC Appraisal Board license trainee examination and to enroll in REA 201. *This course is required for the Real Estate Appraisal certificate program.*

REA 201 **Intro Income Prop App G-1** Class Hrs: 2.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
 Prerequisites: All courses required
 REA 103
 Corequisites: No Corequisites

This course introduces concepts and techniques used to appraise real estate income properties. Topics include real estate market analysis, property analysis and site valuation, how to use financial calculators, present value, NOI, and before-tax cash flow. Upon completion, students should be able to estimate income property values using direct capitalization and to sit for the NC Certified Residential Appraiser examination. *This course is required for the Real Estate Appraisal certificate program.*

REA 202 **Adv Inc Capital Proc G-2** Class Hrs: 2.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: All courses required
 REA 201
Corequisites: A financial calculator is required for this course.

This course expands direct capitalization techniques and introduces yield capitalization. Topics include yield rates, discounted cash flow, financial leverage, and traditional yield capitalization formulas. Upon completion, students should be able to estimate the value of income producing property using yield capitalization techniques. *This course is required for the Real Estate Appraisal certificate program.*

REA 203 **Applied Inc Prop Val G-3** Class Hrs: 2.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: All courses required
 REA 202
Corequisites: No Corequisites

This course covers the laws, rules, and standards pertaining to the principles and practices applicable to the appraisal of income properties. Topics include FIRREA, USPAP, Uniform Commercial and Industrial Appraisal Report (UCIAR) form, North Carolina statutes and rules, and case studies. Upon completion, students should be able to prepare a narrative report that conforms to the USPAP and sit for the NC Certified General Appraisal examination. *This course is required for the Real Estate Appraisal certificate program.*

REC 110 **Intro to Leisure Services** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course introduces park and recreation systems focusing on the social aspects and the role of government in meeting the recreational needs of America. Emphasis is placed on the importance of resource management arising from the social needs of urban America. Upon completion, students should be able to outline the leisure need of America in the 21st century.

REC 112 **Outdoor Rec Admin & Mgmt** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course introduces the history of natural resource management and basic administration principles as well as management related to outdoor recreation. Emphasis is placed on planning and controlling a budget system, directing the finances of an outdoor recreation program and facility, and hiring and other personnel policies. Upon completion, students should be able to develop, implement, and evaluate a budget system for an outdoor recreation facility.

REC 113 **Programming & Special Pop** Class Hrs: 3.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course introduces the essential elements and principles of programming and leisure problems confronting disadvantaged individuals and groups. Topics include programming, organization, supervision, and promotion activities for the developmentally disadvantaged. Upon completion, students should be able to plan, implement, and evaluate a recreation program for all persons.

REC 114 Wilderness Survival Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course is designed to acquaint the camper with wilderness survival skills. Topics include selecting equipment, bushwhacking, mapping, safety, orienteering, foraging for food, identifying and constructing shelter, and low impact camping. Upon completion, students should be able to survive in a wilderness setting with minimum equipment and supplies.

REC 119 Environmental Awareness Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course introduces environmental issues such as population dynamics, biodiversity, and ecosystem management. Emphasis is placed on ecosystem structure, management for biodiversity, and current environmental issues. Upon completion, students should be able to evaluate ecosystems and manage areas based on biodiversity concepts.

REC 120 Intro Special Populations Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
REC 110
Corequisites: No Corequisites

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 Class Hrs: 1.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 Rec Activities Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 Class Hrs: 1.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: One course required
 CIS 110, CIS 111 or CIS 113
Corequisites: No Corequisites

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 Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 Class Hrs: 2.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 Prin of Motor Development Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.

REC 192 **Selected Topics in Rec** Class Hrs: 2.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: Departmental Approval
Corequisites: No Corequisites

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.

REC 214 **Camp Administration** Class Hrs: 3.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.

REC 216 **Rec Arts & Crafts** Class Hrs: 1.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.

REC 217 **Maintenance/Facility Mgt** Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.

REC 218 **Cultural Programs** Class Hrs: 1.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.

REC 222 **Commercial Rec & Tourism** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 224 **Leisure & the Aging** Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 226 **Pathways to Wellness** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 228 **Volunteer Services** Class Hrs: 1.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.

RED 070 **Essential Reading Skills** Class Hrs: 3.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: Placement
Corequisites: No Corequisites

This course is designed for those with limited reading skills. Emphasis is placed on basic word attack skills, vocabulary, transitional words, paragraph organization, basic comprehension skills, and learning strategies. Upon completion, students should be able to demonstrate competence in the skills required for RED 080. This course does not satisfy the developmental reading and writing prerequisite for ENG 111 or ENG 111A.

RED 080 **Intro to College Reading** Class Hrs: 3.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: RED 070 or COMPASS Reading Score of 57
Corequisites: No Corequisites

This course introduces effective reading and inferential thinking skills in preparation for RED 090. Emphasis is placed on vocabulary, comprehension, and reading strategies. Upon completion, students should be able to determine main ideas and supporting details, recognize basic patterns of organization, draw conclusions, and understand vocabulary in context.

RED 090 **Improved College Reading** Class Hrs: 3.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: RED 080 or COMPASS Reading Score of 68
Corequisites: No Corequisites

This course is designed to improve reading and critical thinking skills. Topics include vocabulary enhancement; extracting implied meaning; analyzing author's purpose, tone, and style; and drawing conclusions and responding to written material. Upon completion, students should be able to comprehend and analyze college-level reading material.

REL 110 **World Religions** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

REL 111 **Eastern Religions** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course introduces the major Asian religious traditions. Topics include Hinduism, Buddhism, Taoism, Confucianism, and Shinto. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

REL 112 **Western Religions** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course introduces the major western religious traditions. Topics include Zoroastrianism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

REL 211 **Intro to Old Testament** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

REL 212 **Intro to New Testament** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 221 **Religion in America** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.*

RLS 112 **Real Estate Fundamentals** Class Hrs: 5.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 5.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.

RLS 113 **Real Estate Mathematics** Class Hrs: 2.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.

RLS 114 **Real Estate Brokerage** Class Hrs: 2.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: One course required
 RLS 112 or current Real Estate license
Corequisites: No Corequisites

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.

RLS 115 **Real Estate Finance** Class Hrs: 2.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: One course required
 RLS 112 or current Real Estate License
Corequisites: No Corequisites

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.

RLS 116 Real Estate Law Class Hrs: 2.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 2.0

Prerequisites: One course required
 RLS 112 or current Real Estate License

Corequisites: No Corequisites

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.

RLS 212 Real Property Management Class Hrs: 2.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 2.0

Prerequisites: All courses required
 RLS 112

Corequisites: No Corequisites

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 214 Construction Mthd/Materials Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0

Prerequisites: No Prerequisites

Corequisites: No Corequisites

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 216 Land Use Controls Class Hrs: 2.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 2.0

Prerequisites: All courses required
 RLS 112

Corequisites: No Corequisites

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 218 Intro Real Prop Valuation Class Hrs: 2.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 2.0

Prerequisites: No Prerequisites

Corequisites: No Corequisites

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.

RUS 111 **Elementary Russian I** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 RUS 111
Corequisites: No Corequisites

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** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 grammatical accuracy 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 182 **Russian Lab 2** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: All courses required
 RUS 181
Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 RUS 112
Corequisites: No Corequisites

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.*

RUS 212 Intermediate Russian II Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
RUS 211
Corequisites: No Corequisites

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.*

RUS 221 Russian Conversation Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
RUS 212
Corequisites: No Corequisites

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.*

RUS 281 Russian Lab 3 Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
RUS 182
Corequisites: No Corequisites

This course provides an opportunity to enhance the review and expansion of the essential skills of the Russian language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

RUS 282 Russian Lab 4 Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: All courses required
RUS 281
Corequisites: No Corequisites

This course provides an opportunity to enhance the review and expansion of the essential skills of the Russian language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

SLP 111 Intro to Sp-Lan Patho Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course provides an overview of the theory, practice, and philosophy of speech-language pathology assisting. Topics include legal and ethical issues, scope of practice, multiculturalism, and diversity. Upon completion, students should be able to describe characteristics of the profession and identify components of safe and ethical practice.

SLP 112 **SLP Anatomy & Physiology** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: A set of courses is required
 BIO 163 or BIO 163C and BIO 163L or
 BIO 169 or BIO 169C and BIO 169L
 Corequisites: All courses required
 SLP 130 and SLP 140

This course introduces the basic pathophysiology of the orofacial and thoracic structures of the human body. Emphasis is placed on the most commonly treated speech, language, and hearing disorders. Upon completion, students should be able to identify and describe basic pathophysiology related to the production of speech and hearing.

SLP 120 **SLP Admin Office Proc** Class Hrs: 2.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

This course covers organizational and functional skills appropriate to the speech-language pathology workplace. Emphasis is placed on scheduling, office etiquette, operation of office equipment, time management, and quality issues. Upon completion, students should be able to demonstrate correct operation of office equipment and work cooperatively and effectively within the speech-language pathology professional environment.

SLP 130 **Phonetics/Speech Patterns** Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: Departmental Approval
 Corequisites: All courses required
 SLP 112 and SLP 140

This course introduces the International Phonetic Alphabet and the categories of speech sounds, including voice, place, and manner of production. Emphasis is placed on the accurate transcription of normal and abnormal speech samples using the IPA and on the production of effective natural speech. Upon completion, students should be able to transcribe and categorize speech sounds and produce natural speech using appropriate breathing, articulation, and pronunciation.

SLP 140 **Normal Communication** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: Departmental Approval
 Corequisites: No Corequisites

This course introduces normal verbal and non-verbal communications across the life span, including appropriate social interaction with diverse populations. Topics include normal speech, language, and hearing in a multicultural society and an introduction to screening for normality and abnormality. Upon completion, students should be able to identify normal speech, language, and hearing patterns.

SLP 191 **Selected Topics in SLP** Class Hrs: 1.1 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: Departmental Approval
 Corequisites: No Corequisites

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 **Disorders & Treatment I** Class Hrs: 3.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Prerequisites: All courses required
 SLP 111, SLP 112, SLP 130 and SLP 140
 Corequisites: All courses required
 ASL 111, SLP 120 and SLP 212

This course covers screening for speech, language, and hearing disorders; use of observational checklists; and administration of therapeutic protocols. Emphasis is placed on conditions commonly treated in speech-language pathology. Upon completion, students should be able to accurately administer screening tests and therapeutic protocols and identify characteristics of developmental speech, language, and hearing disorders.

SLP 212 **Disorders & Treatment II** Class Hrs: 3.0 Lab Hrs: 2.0 Clinic Hrs: 3.0 Credit Hrs: 5.0
 Prerequisites: All courses required
 SLP 211
 Corequisites: All courses required
 SLP 120 and ASL 111

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** Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
 Prerequisites: All courses required
 SLP 111, SLP 130 and SLP 140
 Corequisites: All courses required
 SLP 212

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 230 **SLP Fieldwork** Class Hrs: 0.0 Lab Hrs: 0.0 Clinic Hrs: 12.0 Credit Hrs: 4.0
 Prerequisites: All courses required
 SLP 211 and SLP 212
 Corequisites: All courses required
 SLP 231

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.

SLP 231 **SLP Fieldwork Seminar** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: All courses required
 SLP 211 and SLP 212
 Corequisites: All courses required
 SLP 230

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.

SOC 210 **Introduction to Sociology** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.*

SOC 213 **Sociology of the Family** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.*

SOC 220 **Social Problems** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.*

SOC 225 **Social Diversity** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

SOC 230 **Race and Ethnic Relations** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 pre-major and/or elective course requirement.*

SOC 232 **Social Context of Aging** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.*

SOC 240 **Social Psychology** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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.*

SOC 244 **Soc of Death & Dying** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

This course presents sociological perspectives on death and dying. Emphasis is placed on analyzing the different death rates among various groups, races, and societies, as well as various types of death. Upon completion, students should be able to discuss the rituals of death, both cultural and religious, and examine current issues relating to death and dying. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

SOC 250 **Sociology of Religion** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: All courses required
 SPA 111
 Corequisites: No Corequisites

This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish 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 Spanish and demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 141 **Culture and Civilization** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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 181 **Spanish Lab 1** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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.*

SPA 182 **Spanish Lab 2** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: All courses required
 SPA 181
 Corequisites: No Corequisites

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 Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
SPA 112
Corequisites: No Corequisites

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 Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
SPA 211
Corequisites: No Corequisites

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 221 Spanish Conversation Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
SPA 212
Corequisites: No Corequisites

This course provides an opportunity for intensive communication in spoken Spanish. Emphasis is placed on vocabulary acquisition and interactive communication through the discussion of media materials and authentic texts. Upon completion, students should be able to discuss selected topics, express ideas and opinions clearly, and engage in formal and informal conversations. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

SPA 281 Spanish Lab 3 Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: All courses required
SPA 182
Corequisites: No Corequisites

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 Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
Prerequisites: All courses required
SPA 281
Corequisites: No Corequisites

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.*

SRV 110 **Surveying I** Class Hrs: 2.0 Lab Hrs: 6.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: All courses required
 ERG 115 and MAT 121
Corequisites: No Corequisites

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** Class Hrs: 2.0 Lab Hrs: 6.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: All courses required
 SRV 110
Corequisites: No Corequisites

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** Class Hrs: 2.0 Lab Hrs: 6.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: All courses required
 SRV 110
Corequisites: No Corequisites

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** Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 SRV 110
Corequisites: No Corequisites

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** Class Hrs: 1.0 Lab Hrs: 6.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 CIV 211, SRV 111 and SRV 210
Corequisites: No Corequisites

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** Class Hrs: 2.0 Lab Hrs: 6.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Prerequisites: All courses required
 SRV 110
 Corequisites: No Corequisites

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 **Intro to Surg Tech** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: Departmental Approval
 Corequisites: All courses required
 SUR 111

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.

SUR 111 **Periop Patient Care** Class Hrs: 5.0 Lab Hrs: 6.0 Clinic Hrs: 0.0 Credit Hrs: 7.0
 Components: SUR 111A, SUR 111B
 Prerequisites: Departmental Approval
 Corequisites: All courses required
 SUR 110

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** Class Hrs: 5.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 6.0
 Prerequisites: All courses required
 SUR 110 and SUR 111
 Corequisites: All courses required
 SUR 123

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** Class Hrs: 0.0 Lab Hrs: 0.0 Clinic Hrs: 21.0 Credit Hrs: 7.0
 Components: SUR 123A, SUR 123B
 Prerequisites: All courses required
 SUR 110 and SUR 111
 Corequisites: All courses required
 SUR 122

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 Class Hrs: 5.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 5.0
 Prerequisites: All courses required
 SUR 123
 Corequisites: All courses required
 SUR 134 and SUR 137

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 Class Hrs: 0.0 Lab Hrs: 0.0 Clinic Hrs: 12.0 Credit Hrs: 4.0
 Prerequisites: All courses required
 SUR 123A and SUR 123B
 Corequisites: All courses required
 SUR 134 and 486 SUR 135

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 Prep Class Hrs: 1.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: All courses required
 SUR 123A and SUR 123B
 Corequisites: No Corequisites

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.

TRE 110 Intro to Therapeutic Rec Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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 Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

This course introduces the need to educate for leisure so that clients can use leisure to increase their independence. Emphasis is placed on 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 Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
 Prerequisites: All courses required
 REC 120
 Corequisites: No Corequisites

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 Class Hrs: 4.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

This course covers topics required by state regulations relating to the development of activity programs in nursing and domiciliary 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 Beh Mgmt in Thera Rec Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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 Class Hrs: 1.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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 Soc, Folk, & Sq Dance Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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 Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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** Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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** Class Hrs: 3.0 Lab Hrs: 0.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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/Dev Dis Lab** Class Hrs: 0.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 1.0
 Prerequisites: No Prerequisites
 Corequisites: All courses required
 A TRE course

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** Class Hrs: 3.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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** Class Hrs: 1.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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** Class Hrs: 1.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
 Prerequisites: No Prerequisites
 Corequisites: No Corequisites

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 Class Hrs: 2.0 Lab Hrs: 9.0 Clinic Hrs: 0.0 Credit Hrs: 5.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 Class Hrs: 1.0 Lab Hrs: 9.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: All courses required
WLD 115
Corequisites: No Corequisites

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 Class Hrs: 2.0 Lab Hrs: 6.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 Class Hrs: 2.0 Lab Hrs: 6.0 Clinic Hrs: 0.0 Credit Hrs: 4.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: No Prerequisites
Corequisites: No Corequisites

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 261 Certification Practices Class Hrs: 1.0 Lab Hrs: 3.0 Clinic Hrs: 0.0 Credit Hrs: 2.0
Prerequisites: All courses required
WLD 115, WLD 121 and WLD 131
Corequisites: No Corequisites

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.

WLD 262 **Inspection & Testing** Class Hrs: 2.0 Lab Hrs: 2.0 Clinic Hrs: 0.0 Credit Hrs: 3.0
Prerequisites: All courses required
 WLD 115, WLD 121 and WLD 131
Corequisites: All courses required
 WLD 261

This course introduces destructive and non-destructive testing methods. Emphasis is placed on safety, types and methods of testing, and the use of testing equipment and materials. Upon completion, students should be able to understand and/or perform a variety of destructive and non-destructive testing processes.



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- Douglas Fuller Physical Education Instructor
Shenandoah Junior College
B.S., Florida State University
M.S., Florida State University
- Joyce Ricci Fuller Advertising and Graphic Design Chairperson
B.A., Concord College
- Frank Galluccio Advertising and Graphic Design Instructor
A.A., Brookdale Community College
B.S., Utah State University
M.Ed., Utah State University
- Laura Galvan Business Administration Instructor
A.A.S., Del Mar Junior College
B.S., Corpus Christi State University
M.B.A., Liberty University
- Edward Garrett English/Communication Instructor
A.A., Pima Community College
B.A., De La Salle College
M.A., University of Arizona
M.A., University of Florida
- Terry Gause Horticulture Technology/Management Chairperson
B.S., North Carolina State University
M.Ed., North Carolina State University
- Mary Jane Gentry Radiography Chairperson
B.S., University of Nebraska
M.Ed., North Carolina State University
Ed.D., North Carolina State University

- Hossein Gholami Business Administration Instructor
 B.S., Iranian Institute of Banking
 M.S., University of Detroit
 Ph.D., Southern Methodist University
- Kay A. Gilbert Culinary Technology Chairperson
 B.S., East Carolina University
 M.Ed., University of North Carolina at Greensboro
- Sandra A. Gillikin English Instructor
 B.A., Methodist College
 M.A., East Carolina University
- George Glann Sociology Instructor
 B.S., Cameron University
 M.A.T., Fayetteville State University
- Glenn Thomas Godwin Biology Instructor
 B.S., East Carolina University
 M.A., East Carolina University
- Collins G. Gray Biology Chairperson
 B.A., University of North Carolina at Wilmington
 M.A., East Carolina University
- Anne Greene Psychology Instructor
 B.A., Methodist College
 M.A., Fayetteville State University
- Mamie L. Griffin English Instructor
 B.A., St. Augustine College
 M.S., N.C. A & T State University
 C.A.S., East Carolina University
- Arthur Hall Autobody Repair Chairperson
 A.A., Fayetteville Technical Community College
 B.S., Fayetteville State University
- Beverly R. Hall Mathematics Instructor
 B.S., Texas A & M University
 M.Ed., Campbell University
- Calton G. Hall Physical Science Chairperson
 B.S., East Carolina University
 M.A., East Carolina University

- David Hall Funeral Service Education Instructor
 A.A.S., Fayetteville Technical Community College
 B.A., Methodist College
 M.A., Webster University
- Elizabeth Hall Fine Arts Instructor
 B.A., Meredith College
 M.F.A., East Carolina University
- Frederick Hall Air Conditioning, Heating & Refrigeration Instructor
 A.A.S., Fayetteville Technical Community College
- William T. Hall Accounting Instructor
 B.S.B.A., East Carolina University
 M.B.A., East Carolina University
- Willisteen Hall Learning Lab Instructor
 B.S., Methodist College
- James A. Hammer Basic Skills Education Instructor
 B.S., California State University
 M.A., Fayetteville State University
- Karen Harris Early Childhood Associate Instructor
 B.S., Fayetteville State University
 M.A., Fayetteville State University
- Perry Harris Law Enforcement Instructor, Continuing Education
 A.A.S., Central Carolina Technical College
- Joanne Hayes Basic Skills Education Instructor
 B.A., North Carolina State University
 M.Ed., North Carolina State University
- Tony P. Hayes Civil Engineering/Surveying Technology Instructor
 B.S.C.E., University of Tennessee
 B.S.I.T., East Tennessee State University
- Jeanette Herring Dental Hygiene Instructor
 A.A.S., Fayetteville Technical Community College
 B.S., East Carolina University
- Daniel Hicks Architectural Technology Instructor
 B.E.D.A., North Carolina State University

- Robert M. Hill Electronic Servicing Technology Instructor
 A.A.S., Fayetteville Technical Community College
 B.E.T., University of North Carolina at Charlotte
- Barbara Hill-Jones Accounting Instructor
 B.S., North Carolina A & T State University
 M.B.A., University of Miami
- John Hoffmann Business Administration Instructor
 A.A.S., Fayetteville Technical Community College
 B.A., St. Thomas University
 M.A.T., St. Thomas University
- James L. Hogan Real Estate Instructor
 B.S., Purdue University
 M.A., Miami University
 M.S., Purdue University
 Ph.D., Miami University
- Janis Holden-Toruno Basic Skills Education Instructor
 B.A., Rollins College
 M.A., Webster University
- Stanley Holgate Social Science Chairperson
 B.A., Texas Tech University
 Ph.D., Texas Tech University
- Robin M. Horner Physics/Chemistry Instructor
 B.S., Methodist College
 M.A., East Carolina University
- Annette Hornsby Learning Lab Instructor
 B.S., Methodist College
- Donald Hughes Industrial Maintenance, Continuing Education
- Stephen W. Hunter Information Systems/Programming Instructor
 A.A.S., Fayetteville Technical Community College
 B.M., University of North Carolina at Greensboro
 M.M., University of North Carolina at Greensboro
- Gerald J. Ittenbach Physics/Chemistry Instructor
 B.S., North Carolina State University
 M.Ed., East Carolina University

- Pamela B. James Associate Degree Nursing Instructor
 B.S.N., East Carolina University
 M.S.N., East Carolina University
- Richard C. Jarvies Accounting Chairperson
 B.S., Fordham University
 M.S.F.S., American College
- Doty B. Johnson Advertising and Graphic Design Instructor
 B.A., Purdue University
 M.S., Illinois Institute of Technology
- Sue Anne Johnson Early Childhood Associate Instructor
 B.S., Black Hills State College
 M.A., University of North Carolina at Pembroke
- Robert Jones Social Science Instructor
 A.A., Everett Community College
 B.A., University of Washington
 M.S., Troy State University
- L. Dwain Joyce Office Systems Technology Chairperson
 B.S., Campbell University
 M.Ed., University of North Carolina at 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
- Audrey Kern Respiratory Care Technology Instructor
 A.A.S., Sandhills Community College
 B.A., Stony Brook State University of New York
- Mary Kilgore Early Childhood Associate Instructor
 B.S., University of Montevallo
 M.Ed., Columbus State University
- Stella King Basic Skills Education Instructor
 B.S., Fayetteville State University
- William Kirchman Business Administration/Postal Service Technology Instructor
 B.S., Virginia Polytechnical Institute
 M.A., Webster University

- Rose Kulich English Instructor
 B.A., St. Bernard College
 M.Ed., Georgia State University
- Claretha Lacy Human Resource Development Instructor
 B.S., North Carolina Central University
 M.A., Fayetteville State University
- Michael G. Landon Funeral Service Education Chairperson
 B.S., Lock Haven State College
 M.A., Fayetteville State University
- Lynda S. Lennon Basic Skills Instructor
 B.A., University of North Carolina at Wilmington
- David Leonard Mathematics Instructor
 B.P.A., Embry-Riddle Aeronautical University
 M.S., Navel Post Graduate School
 M.S., Fayetteville State University
- 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
 A.A., Fayetteville Technical Community College
- Marcia MacKethan English Instructor
 B.A., University of North Carolina at Charlotte
 M.A., Fayetteville State University
- Lucinda Mains Emergency Medical Science Instructor
- David Martin Mathematics Instructor
 B.S., Fayetteville State University
 M.S., Fayetteville State University
- Jeffrey T. Martin Biology Instructor
 B.S., University of North Carolina at Charlotte
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- Joseph Masa Criminal Justice Technology Instructor
 A.A.S., Fayetteville Technical Community College
 B.S., Western Carolina University
- Robert Massey Social Science Instructor
 B.S., Fayetteville State University
 M.A., Catholic University of America
- Boni Mays Computer Instructor
- Kimberly McDaniel Sociology Instructor
 B.S., Fayetteville State University
 M.S., Fayetteville State University
- Jo McEwan English Instructor
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 M.A., University of North Carolina at Chapel Hill
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 B.S., University of North Carolina at Chapel Hill
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 B.S.N., University of New Mexico
 M.S.N., University of Virginia
- Keith McNeill Basic Skills Education Instructor
 B.A., University of North Carolina at Wilmington
- James E. Messenger Emergency Medical Science Instructor
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 B.S., East Carolina University

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 A.A.S., Roane State Community College
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 M.A., Fayetteville State University
- David Miller English Instructor
 B.S., United States Military Academy
 M.A., University of Pennsylvania
 M.B.A., Fairleigh Dickinson University
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 B.A., University of North Carolina at Chapel Hill
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 Ph.D., Temple University
- Carl Mitchell Business Administration Instructor
 B.S., Methodist College
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 B.A., University of Maryland
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- Joseph Motte Mathematics Instructor
 B.A., Fayetteville State University
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- Janet Murphy Associate Degree Nursing Instructor
 B.S.N., East Carolina University
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 Ph.D., Indiana University
- James Speed English Instructor
 B.S., Jackson State University
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- Charles Stone Machining Technology Instructor
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- Carolyn Stovall Associate Degree Nursing Instructor
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 M.S.N., Wichita State University
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 B.S., Campbell University
 M.A., Webster University
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- Margene E. Sunderland Business Administration/Human Resources Management Instructor
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 M.A., Central Michigan University

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 J.D., Campbell University
- Erica Thames Adult High School Instructor
 B.S., Winston Salem State University
- Mary Theourx Associate Degree Nursing Instructor
 A.A.S., Beth Israel School of Nursing
 B.S.N., Dominion School of Blauvelt
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- Catherine Tilghman Mathematics Instructor
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 M.S., University of Southern California
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- Ernest Ward Coordinator, Fire/Aircraft Emergency Instructor
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- Nealy Warren, Jr. CATV Communication Cabling Instructor
- Phillip Warren Physical Therapist Assistant Instructor
 B.S., Barton College
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 M.P.T., Baylor University
- Jesse B. Waters Physics Instructor
 A.B., East Carolina University
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- Patricia Weaver Early Childhood Associate Instructor
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- Alva Wharton Speech-Language Pathology Assistant Clinical Coordinator/Instructor
 B.S., University of Virginia
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- Joseph White English Instructor
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 M.A.T., University of Virginia
- Bruce Whitney Computer Instructor
- Donald Wilkinson Cabinetmaking Instructor
 Master Carpenter
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 B.S., East Carolina University
 M.A., Appalachian State University
- Randolph Williams Basic Education Instructor
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- Ronny Williams Emergency Medical Science Department Chairperson
 A.A.S., Fayetteville Technical Community College
 B.S., Regent's College of New York
- Danny H. Wood Machining Technology Chairperson
 A.A.S., Fayetteville Technical Community College
- David Young French Instructor
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 M.A., Wayne State University
- Samuel Zahran English Instructor/Director of Virtual Campus
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