

# FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

2002–2003

CATALOG

VOLUME XVI

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

Web site: <http://www.faytech.cc.nc.us>  
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## SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS

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

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## President's Message



Dear Students:

Welcome to Fayetteville Technical Community College. Whether you plan to take selective courses or complete a certificate, diploma, or associate degree, FTCC has a comprehensive educational program including over 110 majors or concentrations. In addition, the College offers college transfer options for those whose goal is the baccalaureate. Our laboratories are equipped with the latest technology, and our outstanding faculty and staff are here to assist you in reaching your educational goal.

FTCC provides extensive support services throughout your enrollment; these services range from academic advising and counseling, securing financial aid, to obtaining a job upon your graduation. The Learning Laboratory in the Paul H. Thompson Learning Resource Center also provides free tutoring.

You are the reason FTCC exists. We pledge to do our best to assist you.

Sincerely,

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

Larry B. Norris  
President

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# FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

## BOARD OF TRUSTEES

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## **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 March 2002. 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](http://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](mailto: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 practice of equal employment and educational opportunities. Accordingly, Fayetteville Technical Community College does not practice nor condone discrimination, in any form, against students, employees, or applicants on the grounds of race, color, national origin, religion, sex, age, disability or political affiliation. Fayetteville Technical Community College commits itself to positive action to secure equal opportunity regardless of those characteristics.

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

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

**Please call us with your questions.**

Admissions . . . . .	678-8473
Academic Program Areas	
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**2001-2002 ACADEMIC CALENDAR**

January 14, 2002

	Curriculum On-Campus	Curriculum Accelerated Sessions				Continuing Education	
Spring Semester 2001-2002	16-Week (80 Days)	Session 8-3 Main Campus	Session 8-4 Main Campus	Session 9-3 Ft. Bragg/Pope	Session 9-4 Ft. Bragg/Pope	Centers Spring I	Centers Spring II
Faculty/Staff Return	1/2/02						
Faculty/Staff Prof. Development	1/2-7/02 3/11-2/02						
Early Registration	11/12/01-12/2/01	11/12/01-12/2/01	3/4-5/02	12/5/01 1/3/02	2/20,28/02 3/1-5/02	11/19-12/5/01	3/11-27/02
New Student Orientation/ Registration	12/4/01						
Registration	12/5-6,8/01 1/8/02	12/5-6,8/01 1/8/02	3/13-14/02	1/7-9/02	3/11-12/02	1/7-17/02	4/8-18/02
Schedule Correction	1/8/02	1/8/02	3/13/02	1/7/02	3/11/02		
Classes Begin	1/9/02	1/9/02	3/13/02	1/7/02	3/11/02	1/7/02	4/8/02
Last Day to Add	1/15/02	1/11/02	3/15/02	1/9/02	3/13/02		
Fall Inc Grades Due	3/5/02	11/2/01	2/6/02	2/1/02	4/5/02		
Last Day for Refund	1/18/02	1/18/02	3/18/02	1/18/02	3/15/02		
Student Holidays/Breaks	1/21/02 3/6-12/02 3/29/02-4/1/02	1/21/02	3/29/02-4/1/02	1/21/02	3/29/02-4/1/02	1/21/02	5/27/02
Faculty Holidays/Leave	1/21/02 3/6-9/02 3/29/02-4/1/02	1/21/02	3/29/02-4/1/02	1/21/02	3/29/02-4/1/02	1/21/02	5/27/02
Staff Holidays	1/21/02 3/29/02	1/21/02	3/29/02	1/21/02	3/29/02	1/21/02	5/27/02
Reading Day	5/8/02						
Spring Semester Exams	5/9-13/02	3/5/02	5/7/02	3/9/02	5/11/02		
Spring Grades Due Registrar	5/14/02	3/6/02	5/8/02	3/11/02	5/13/02		
Last Day of Term Graduation	5/13/02 5/23/02	3/5/02	5/7/02	3/9/02	5/11/02	3/25/02	6/24/02

2002-2003 ACADEMIC CALENDAR					
February 18, 2002					
	Curriculum On-Campus	Curriculum Accelerated Sessions			Continuing Education
Summer Semester 2002-2003	8-Week (40 Days)	Session 9-5 Ft. Bragg/Pope			Centers Summer
<i>Early Registration</i>	4/22/02-5/15/02	4/25/02 5/1/02			6/10-26/02
<i>Registration</i>	5/8/02	5/8-9/02			7/8-12/02
<i>New Student Orientation/Registration</i>	5/8/02				
<i>Schedule Correction</i>	5/16/02	5/13/02			
<i>Classes Begin</i>	5/16/02	5/13/02			7/8/02
<i>Last Day to Add</i>	5/20/02	5/15/02			
<i>Spring Inc Grades Due</i>	7/10/02				
<i>Last Day for Refund</i>	5/21/02	5/21/02			
<i>Student Holidays/Break</i>	5/27/0 7/4/02	5/27/02 7/4/02			7/4/02
<i>Faculty Holidays/Leave</i>	5/27/02 7/4/02	5/27/02 7/4/02			7/4/02
<i>Staff Holidays</i>	7/4/02	7/4/02			7/4/02
<i>Summer Semester Exams</i>	7/10/02	7/11/02			
<i>Summer Grades Due Registrar</i>	7/11/02	7/12/02			
<i>Last Day of Term</i>	7/10/02	7/11/02			8/30/02

**2002-2003 ACADEMIC CALENDAR**

August 9, 2001

	Curriculum On-Campus	Curriculum Accelerated Sessions				Continuing Education Centers Fall
		Session 8-1 Main Campus	Session 8-2 Main Campus	Session 9-1 Ft. Bragg/Pope	Session 9-2 Ft. Bragg/Pope	
Fall Semester 2002-2003	16-Week (80 Days)					
Faculty Return	8/9/02					
Faculty/Staff Prof. Dev.	8/9-14/02 10/15-16/02					
Early Registration	6/3/02-7/24/02	6/3/02-7/24/02	10/8-9/02	7/25/02 8/1/02	9/26/02 10/1/02	8/12-28/02
New Student Orientation/Registration	8/5-6/02					
Registration	8/7-8, 10/02	8/7-8, 10/02	10/17-18/02	8/7-8/02	10/9-10/02	9/9-19/02
Schedule Correction	8/14/02	8/14/02	10/17/02	8/12/02	10/14/02	
Classes Begin	8/15/02	8/15/02	10/17/02	8/12/02	10/14/02	9/9/02
Last Day to Add	8/21/02	8/19/02	10/21/02	8/14/02	10/16/02	
Summer Inc Grades Due	9/12/02					
Last Day for Refund	8/26/02	8/26/02	10/22/02	8/26/02	10/18/02	
Student Holidays/Break	9/2/02 10/10-16/02 11/28-30/02 12/18/02-1/7/03	9/2/02	11/28-30/02	9/2/02	11/28-30/02	9/2/02 11/28-29/02
Faculty Holidays/Leave	9/2/02; 10/10-14/02 11/28-30/02 12/19/02-1/1/03	9/2/02	11/28-30/02	9/2/02	11/28-30/02	9/2/02 11/28-29/02
Staff Holidays	9/2/02 11/28-30/02 12/19/02-1/1/03	9/2/02	11/28-30/02	9/2/02	11/28-30/02	9/2/02 11/28-29/02
Reading Day	12/12/02					
Fall Semester Exams	12/13-17/02	10/9/02	12/11/02	10/12/02	12/14/02	
Fall Grades Due Registrar	12/18/02	10/10/02	12/12/02	10/14/02	12/16/02	
Last Day of Term	12/17/02	10/9/02	12/11/02	10/12/02	12/14/02	11/21/02

**2002-2003 ACADEMIC CALENDAR**

August 9, 2001

	Curriculum On-Campus	Curriculum Accelerated Sessions				Continuing Education	
		Session 8-3 Main Campus	Session 8-4 Main Campus	Session 9-3 Ft. Bragg/Pope	Session 9-4 Ft. Bragg/Pope	Centers Spring I	Centers Spring II
Spring Semester 2002-2003	16-Week (80 Days)						
Faculty/Staff Return	1/2/03						
Faculty/Staff Prof. Development	1/2-6/03 3/10-11/03						
Early Registration	11/11/02-12/5/02	11/11/02-12/5/02	3/3-4/03	12/2/02	2/27/03 3/3/03	11/18/02 - 12/6/02	3/10-26/03
New Student Orientation/ Registration	12/4/02						
Registration	12/5,7/02 & 1/6/03	12/5,7/02 & 1/6/03	3/12-13/03	1/2/03	3/5-6/03	1/6-16/03	4/7-17/03
Schedule Correction	1/7/03	1/7/03	3/12/03	1/6/03	3/10/03		
Classes Begin	1/8/03	1/8/03	3/12/03	1/6/03	3/10/03	1/6/03	4/7/03
Last Day to Add	1/14/03	1/10/03	3/14/03	1/8/03	3/12/03		
Fall Inc Grades Due	3/4/03	2/4/03	4/8/03				
Last Day for Refund	1/17/03	1/17/03	3/17/03	1/17/03	3/14/03		
Student Holidays/Breaks	1/20/03 3/5-11/03 4/18-21/03	1/20/03	4/18-21/03	1/20/03	4/18-21/03	1/20/03	5/26/03
Faculty Holidays/Leave	1/20/03 3/5-8/03 4/18-21/03	1/20/03	4/18-21/03	1/20/03	4/18-21/03	1/20/03	5/26/03
Staff Holidays	1/20/03 4/18/03	1/20/03	4/18/03	1/20/03	4/18/03	1/20/03	5/26/03
Reading Day	5/7/03						
Spring Semester Exams	5/8-12/03	3/4/03	5/6/03	3/8/03	5/10/03		
Spring Grades Due Registrar	5/13/03	3/5/03	5/7/03				
Last Day of Term	5/12/03	3/4/03	5/6/03	3/8/03	5/10/03	3/24/03	6/26/03
Graduation	5/22/03						

2003-2004 ACADEMIC CALENDAR					
February 18, 2002					
	Curriculum On-Campus	Curriculum Accelerated Sessions			Continuing Education Centers Summer
Summer Semester 2003-2004	8-Week (40 Days)	Session 9-5 Ft. Bragg/Pope			
Early Registration	4/22/03-5/13/03	4/24/03 5/1/03			6/9-25/03
Registration	5/8/03	5/7-8/03			
New Student Orientation/Registration	5/8/03				
Schedule Correction	5/15/03	5/12/03			7/7-10/03
Classes Begin	5/15/03	5/12/03			7/7/03
Last Day to Add	5/19/03	5/14/03			
Spring Inc Grades Due	7/9/03				
Last Day for Refund	5/20/03	5/16/03			
Student Holidays/Break	5/26/03 7/4/03	5/26/03 7/4/03			
Faculty Holidays/Leave	5/26/03 7/4/03	5/26/03 7/4/03			
Staff Holidays	7/4/03	7/4/03			
Summer Semester Exams	7/10/03	7/12/03			
Summer Grades Due Registrar	7/1/03	7/14/03			
Last Day of Term	7/10/03	7/12/03			8/28/03

**2003-2004 ACADEMIC CALENDAR**

August 9, 2001

	Curriculum On-Campus	Curriculum Accelerated Sessions				Continuing Education Centers Fall
		Session 8-1 Main Campus	Session 8-2 Main Campus	Session 9-1 Ft. Bragg/Pope	Session 9-2 Ft. Bragg/Pope	
<b>Fall Semester 2003-2004</b>	<b>16-Week (80 Days)</b>					
<i>Faculty Return</i>	8/11/03					
<i>Faculty/Staff Prof. Dev.</i>	8/6-18/03 10/20-21/03					
<i>Early Registration</i>	6/2/03-7/24/03	6/2/03-7/24/03	10/13-14/03	7/31/03	9/25/03 10/1/03	8/11-27/03
<i>New Student Orientation/Registration</i>	8/6-7/03					
<i>Registration</i>	8/13-14, 16/03	8/13-14, 16/03	10/22-23/03	8/5-6/03	10/8-9/03	9/8-18/03
<i>Schedule Correction</i>	8/18/03	8/18/03	10/22/03	8/11/03	10/13/03	
<i>Classes Begin</i>	8/19/03	8/19/03	10/22/03	8/11/03	10/13/03	9/8/03
<i>Last Day to Add</i>	8/25/03	8/21/03	10/24/03	8/13/03	10/15/03	
<i>Summer Inc Grades Due</i>	9/15/03					
<i>Last Day for Refund</i>	8/28/03	8/28/03	10/27/03	8/15/03	10/17/03	
<i>Student Holidays/Break</i>	9/1/03 10/15-21/03 11/27-29/03 12/20/03-1/13/04	9/1/03	11/27-29/03	9/1/03	11/27-29/03	9/1/03 11/27-28/03
<i>Faculty Holidays/Leave</i>	9/1/03 10/15-18/03 11/27-29/03 12/22/03-1/2/04	9/1/03	11/27-29/03	9/1/03	11/27-29/03	9/1/03 11/27-28/03
<i>Staff Holidays</i>	9/1/03 11/27-29/03 12/22/03- 1/2/04	9/1/03	11/27-29/03	9/1/03	11/27-29/03	9/1/03 11/27-28/03
<i>Reading Day</i>	12/16/03					
<i>Fall Semester Exams</i>	12/17-19/03	10/14/03	12/16/03	10/11/03	12/13/03	
<i>Fall Grades Due Registrar</i>	12/19/03	10/15/03	12/17/03			
<i>Last Day of Term</i>	12/19/03	10/14/03	12/16/03	10/11/03	12/13/03	11/20/03

## 2003-2004 ACADEMIC CALENDAR

August 9, 2001

	Curriculum On-Campus	Curriculum Accelerated Sessions				Continuing Education	
		Session 8-3 Main Campus	Session 8-4 Main Campus	Session 9-3 Ft. Bragg/Pope	Session 9-4 Ft. Bragg/Pope	Centers Spring I	Centers Spring II
<b>Spring Semester 2003-2004</b>	<b>16-Week (60 Days)</b>						
<i>Faculty/Staff Return</i>	1/5/04						
<i>Faculty/Staff Prof. Development</i>	1/5-12/04 3/15-16/04						
<i>Early Registration</i>	11/10/03-12/5/03	11/10/03-12/5/03	3/8-9/04	12/2/03	3/3/04	11/18/03 - 12/6/03	3/8-24/04
<i>New Student Orientation/Registration</i>	12/3/03	12/3/03					
<i>Registration</i>	12/4/03 & 1/7-8, 10/04	12/4/03 & 1/7-8, 10/04	3/17-18/04	1/5-6/04	3/10-11/04	1/12-26/04	4/5-22/04
<i>Schedule Correction</i>	1/13/04	1/13/04	3/17/04	1/7/04	3/15/04		
<i>Classes Begin</i>	1/13/04	1/13/04	3/17/04	1/7/04	3/15/04	1/12/04	4/5/04
<i>Last Day to Add</i>	1/20/04	1/15/04	3/19/04	1/9/04	3/10/04		
<i>Fall Inc Grades Due</i>	3/9/04	2/10/04	4/13/04				
<i>Last Day for Refund</i>	1/23/04	1/23/04	3/22/04	1/13/04	3/12/04		
<i>Student Holidays/Breaks</i>	1/19/04 3/10-16/04 4/9-12/04	1/19/04	4/9-12/04	1/19/04	4/9-12/04	1/19/04	4/9-15/04
<i>Faculty Holidays/Leave</i>	1/19/04 3/10-13/04 4/9-12/04	1/19/04	4/9-12/04	1/19/04	4/9-12/04	1/19/04	4/9/04
<i>Staff Holidays</i>	1/19/04 4/9/04	1/19/04	4/9-12/04	1/19/04	4/9-12/04	1/19/04	4/9/04
<i>Reading Day</i>	5/11/04						
<i>Spring Semester Exams</i>	5/13-17/04	3/9/04	5/11/04	3/6/04	5/8/04		
<i>Spring Grades Due Registrar</i>	5/17/04	3/10/04	5/12/04	3/8/04	5/10/04		
<i>Last Day of Term</i>	5/14/04	3/9/04	5/11/04	3/9/04	5/15/04	3/29/04	6/24/04
<i>Graduation</i>	5/27/04						





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

## HISTORY OF FTCC

From a building of 38,000 square feet, a faculty and staff of nine people, and an enrollment of 50 students, Fayetteville Technical Community College has experienced phenomenal growth from 1961 to the present. Now in its fourth decade, FTCC provides programs to meet the vocational, technical, and adult education needs of Fayetteville, Cumberland County and surrounding counties. FTCC currently is housed on a 125-acre campus with a physical plant of over 630,000 square feet and has a full-time faculty of 276 people, an enrollment of over 12,000 curriculum students, and a total operating budget of over 51 million dollars.

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

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

From its beginning in 1961 to the present, FTCC has seen the construction of a number of buildings such as Lafayette Hall, Cumberland Hall, the Paul H. Thompson Resource Center, the Administration Building, the Student Center, Center for Business and Industry, and the Advanced Technology Center. In November 1992, Cumberland County voters passed an FTCC bond referendum which provided funds for construction of the Continuing Education Center. North Carolinians passed a community college bond in November of 1993, which provided construction funds for the Health Technologies Center. These buildings are part of the continuous effort to provide state-of-the-art facilities and equipment to train FTCC students for a broad range of job opportunities.

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

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

## FTCC PURPOSE STATEMENT

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

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

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

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

Adopted: April 27, 1992

Reaffirmed: March 7, 2000

Approved as amended: Board of Trustees, February 2000

Reaffirmed: Board of Trustees, February 2001

Reaffirmed: Board of Trustees, February 2002

## **INSTITUTIONAL CHARTER AND ACCREDITATIONS**

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

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

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

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

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

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

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

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

## **PROGRAM ACCREDITATIONS AND ASSOCIATIONS**

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

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

1. Civil Engineering Technology
2. Electronics Engineering Technology

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

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

### **AMERICAN BAR ASSOCIATION**

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

#### AMERICAN BOARD OF FUNERAL SERVICE EDUCATION

Fayetteville Technical Community College's Department of Funeral Service Education is approved by the North Carolina State Board of Mortuary Science and 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)

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

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

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

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

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

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

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

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

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

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

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

#### NORTH CAROLINA APPRAISAL BOARD

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

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

#### NORTH CAROLINA BOARD OF NURSING

Fayetteville Technical Community College is approved by the Board of Nursing to offer a two-year associate degree program with a major in nursing and 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.

## THE NCCCS ACCOUNTABILITY MEASURES 1999–2000

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

### 1. Progress of Basic Skills Students

*NCCCS Benchmark:* Seventy-five percent of Basic Skills students will progress within the level, complete the level, advance to the next level, or enter curriculum courses or occupational extension courses.

Seventy nine percent (79%) of FTCC's 5,231 literacy students have completed these requirements.

### 2. Passing Rates of Licensure and Certification Exams

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

FTCC showed an aggregate passing rate of 86% for first-time test takers on all licensure and certification exams. All but two programs passed with a 70% passing rate.

Test	# Tested	% Passed
Basic Law Enforcement	66	98%
Dental Hygiene	20	100%
EMT	53	56%
EMT-D	40	95%
EMT-1	22	80%
Physical Therapist Assistant	13	92%
Practical Nursing	16	94%
Radiography	19	100%
Real Estate – Sales	26	65%
Registered Nursing	46	96%

### 3. Goal Completion for Program Completers and Non-Completers

*NCCCS Benchmark:* At least 90% of responding completers (graduates) will indicate that they have achieved their goal.

Ninety nine percent (99%) of the completers said they met their goals by attending FTCC.

Fifty nine percent (59%) of the non-completers said they met their goals by attending FTCC.

### 4. Employment Status of Graduates

*NCCCS Benchmark:* At least 90% of graduates will be employed within 1 year of graduation or continuing their education.

Over ninety nine percent (99.87%) of FTCC graduates were employed or were continuing their education within one year of graduation.

## **5. Performance of College Transfer Students**

*NCCCS Benchmark:* Eighty-four percent of students attaining an overall GPA of 2.0 or higher after completing one academic year at the public university.

Eighty nine percent (89%) of the transfer students from FTCC were in good standing after transfer to the institutions of the University of North Carolina.

## **6. Developmental Course Passing Rates**

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

The aggregate passing range for all courses coded as developmental was 78%.

## **7. Success of Developmental Students in Subsequent College Level Courses**

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

The aggregate GPA of all students who had taken a developmental course at FTCC was 2.0 or higher after completing 15 hours of college level courses.

## **8. Student Satisfaction of Completers and Non-completers**

*NCCCS Benchmark:* At least 85% of the responding completers (graduates) and non-completers will indicate satisfaction with the quality of college programs and services.

Ninety four percent (94%) of completers and non-completers were satisfied with the quality of college programs and services.

## **9. Curriculum Student Retention and Graduation**

*NCCCS Benchmark:* At least 80% of the students who enrolled in a curriculum program in the fall of a given year will by the following fall have either (1) completed the curriculum program, receiving a degree, diploma, or certificate; or (2) enrolled the next fall in a curriculum or extension program or, (3) indicated by survey results their satisfaction and goal completion. Fifty two percent (52%) of these students either graduated, continued to enroll or met their goals for attending FTCC.

## **10. Employer Satisfaction with Graduates**

*NCCCS Benchmark:* At least 85% of employers responding to the college survey will indicate satisfaction with graduates.

One hundred percent (100%) of employers indicated satisfaction with FTCC graduates.

## **11. Business/Industry Satisfaction with Services Provided**

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

One hundred percent (100%) of clients indicated satisfaction with customized training FTCC students received.

## **12. Program Enrollment**

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

One hundred percent (100%) of curriculum programs had a three year average unduplicated headcount enrollment of at least 10 students.



## **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 for most programs the student needs to take the ACCUPLACER (or other North Carolina Community College System approved assessments) unless eligible for a waiver.

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

### ***Requirements for Taking Entry Assessment***

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

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

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

## ***North Carolina Community College system Approved Entry Assessments***

### **ACCUPLACER**

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

### **OTHER ASSESSMENTS**

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

### ***Retest Policy***

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

There is a three-month waiting period between the initial placement 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 retest in order to ensure the validity of the placement test results.

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

## **ADMISSIONS POLICIES AND PROCEDURES**

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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.
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, unless exempt by program requirements or by test waiver. 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. The placement test requirements may be waived by the Director of Admissions upon receipt of official transcripts if the applicant: a) has attended a Regionally Accredited institution and completed with a grade of "C" or higher a transferable college-level English and/or mathematics course; b) has taken the SAT with verbal and math scores at or above 450 each or ACT composite score of 18 or higher within the last five years; c) has earned an Associate Degree or higher from a regionally accredited college and has completed the required prerequisite courses (i.e., college level and/or mathematics)
6. Certain programs have prerequisite course requirements. In addition to published program requirements, the college reserves the right to identify and require specific prerequisites before allowing students into certain courses. The identification of prerequisite requirements will be through normal test results and/or transcript evaluation.
7. Students requesting approval for certification of VA educational benefits must provide copies of form DD2140 for evaluation of military experience.

## Program Prerequisites

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

\* Grade of "C" or better

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

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

## 8. Communicable Disease Policy

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

## 9. Health Programs Area Admission Requirements

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

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

\*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 five years of entry in a health program*. These courses may be attempted only twice. The appropriate health department chairperson may approve exceptions.

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

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

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

## Selection Criteria

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

- a. Grade points based on previously completed course credits applicable to the program. A minimum grade point average (GPA) of 2.5 is required on all previously completed course work for Associate Degree Nursing, Dental Hygiene, Emergency Medical Science, Health Care Management, 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.

*High School GPA crosswalk.* For current high school seniors, grade points for Math, science, English and behavioral/social science courses will be awarded based on their GPA at the end of the first semester of the senior year. A crosswalk or “GPA scale” based on the GPA range for each program will be used.

- b. A departmental information session. Fifteen 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.

#### 10. *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 the FTCC’s ADN Program.
- c. Complete all first year related courses for ADN with an overall GPA of 2.50 or better. A grade of “C” or better is required in related courses.
- d. Pass the National League for Nursing Mobility Profile I, 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.

## **ADMISSION OF INTERNATIONAL STUDENTS**

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.

## **ADMISSION OF MINORS SIXTEEN YEARS OR OLDER**

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

## **ADMISSION OF MINORS—SIXTEEN YEARS (Intellectually gifted and Mature)**

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1. The student must be identified as intellectually gifted and having the maturity to justify admission to the College.

NOTE: The student must present aptitude test scores from a System Office approved list of tests taken within three years before the date of admission that include composite or sub-test scores documenting percentile ranges from 92% through 99%, and achievement test scores from a System Office approved list of tests taken within three years before the date of admission that include composite or sub-test scores documenting percentile ranges from 92% through 99%.

2. The student must meet course prerequisites and placement testing requirements.
3. Major and general education courses numbered 100 and above from the Common Course Library are eligible for the enrollment of intellectually gifted and mature students.
4. The student must present a completed approval form from one of the following: 1) the local board of education for the public school administrative unit in which the student is enrolled; 2) the administrator of the non-public school in which the student is enrolled; 3) the person who provides the academic instruction in the home school in which the student is enrolled; or 4) the designee of the board of directors of the charter school in which the student is enrolled.
5. Students enrolled under this section will pay appropriate tuition and fees.

## **ADMISSION OF SPECIAL CREDIT STUDENTS**

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

## **ADMISSION OF TRANSFER STUDENTS**

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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 process and transfer credit awarded according to the following criteria:

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

## **INTERCURRICULAR TRANSFER OF CREDITS**

Students who change curriculums transfer credit for applicable courses taken and passed in the previous curriculum; all credits considered must be applicable to the instructional field and approved by the department chair or appropriate academic dean.

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

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

### ***1. Advanced Placement Examinations***

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

### ***2. Military Service Training***

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

*ACE Guide recommendations.*

3. *Independent Study*

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

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

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

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

4. *Industrial and Professional Training*

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

5. *Experiential Learning*

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

6. *Proficiency Tests*

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

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

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

### 7. *Tech Prep Advanced Placement*

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

### 8. *SOCAD*

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

## **RE-ADMISSION OF FORMER STUDENTS**

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

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

## 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.

## DISTANCE EDUCATION

Distance Learning at FTCC is available in a number of delivery methods. These include courses offered via the Internet, College-by-Cassette, Television Courses, Video Conference courses and courses that combine several methods of instruction. The College currently has twelve associate degrees and one certification that can be earned via distance learning at FTCC.

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

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

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

# FINANCIAL INFORMATION

## COLLEGE EXPENSES

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

Estimated costs\* for an academic year (9 months) are shown below. Estimates are based on the 2001-2002 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:                   \* \$496.00 per term or \$992.00 (2 terms)  
Under 16 hours: \*\$31.00 per credit hour

Out-of-State Tuition:           \* \$2772.00 per semester or \$5544.00 (2 terms)  
Under 16 hours: \*169.75 per credit hour

Books (Estimated):           \$550.00 per term

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

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

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 Support Services 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. A \$10 fee will be charged for each additional program area.
5. A replacement fee of \$5.00 will be charged for lost or stolen ID cards.

## 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-become a legal resident. Examples are: filing income tax in North Carolina, registering state residency. You must be able to show proof that you have indeed taken steps to for voting, 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.

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 or the 10 percent point of the term if the student officially withdraws from the College. The student support fee is not refunded with the 75 percent tuition refund. To comply with applicable federal regulations regarding refunds to individuals or groups, federal regulations will supersede the state refund regulations stated in this rule.

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

Various resources are available through the Financial Aid Office located in Room 130 of the Student Center or on our website at [www.faytech.cc.nc.us](http://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 school during the hours that school is in regular session or participating in or attending an activity (other than an athletic activity) exclusively sponsored and supervised by the College, and traveling directly to or from such activity (other than an athletic activity) in a vehicle furnished and supervised by the College.

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

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



# CAMPUS LIFE

## STUDENT GOVERNMENT ASSOCIATION

The Student Government Association represents the student body in institutional affairs at Fayetteville Technical Community College. Members of the Student Government Association are assigned to serve as members of an institutional standing committee. The president of the Student Government Association serves on the FTCC Steering Committee. The president, as head of the student body, also serves as an ex-officio member of the FTCC Board of Trustees. Student Government information, activities, and newsletters are posted on the FTCC website at [www.faytech.cc.nc.us](http://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 dues to join are \$10.

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

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

## PUBLISHING GUIDELINES FOR STUDENT PUBLICATIONS

1. The purpose of any student publication is to keep the FTCC students informed of issues, interests, and events related to campus and academic life.

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

## **STUDENT SERVICES**

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 staff personnel in the Student Development Office.

Students are urged to come to the Student Development 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 Development Staff is responsible for the following functions:

- |                                      |                                 |
|--------------------------------------|---------------------------------|
| 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](http://www.faytech.cc.nc.us) for further information and assistance.

## **COOPERATIVE EDUCATION**

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

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

## **COUNSELING SERVICES**

Counseling Services, located in the Student Center, offer 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.

## **ON-LINE COUNSELING**

Students may receive most counseling services at home. They may connect to the internet and access the following URL:

<http://www.faytech.cc.nc.us/stuserv/counseling/online.htm>. Students can enter their request and expect a reply within 24-48 hours. This service does not include personal counseling.

## **FACULTY ADVISEMENT**

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

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

## **HEALTH SERVICES**

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

## **JOB PLACEMENT**

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

## **LEARNING RESOURCES CENTER**

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

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

## LEARNING LAB/SKILLS LAB

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

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

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

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

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

Assistance may include:

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

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

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

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

## STUDENTS WITH DISABILITIES

The College recognizes its responsibility under Section 504 of the Rehabilitation Act of 1973 to provide equal access to education for students with disabilities. Support services are available

to the hearing impaired, visually impaired, orthopedically handicapped, learning disabled, and other health impaired individuals.

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.

## **REASONABLE ACCOMMODATIONS**

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

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

- justification for denying reasonable accommodations.
9. Determining what is reasonable requires one to balance two important rights: the student's rights to be provided meaningful access and the College's right to protect the integrity of its programs and services.

## **STUDENT HOUSING**

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

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

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

# **ACADEMIC LIFE**

## **ACADEMIC POLICIES**

### ***Credits***

1. All curricular students receive semester-hour credit for courses which they successfully complete.
2. The Board of Trustees of Fayetteville Technical Community College has been authorized by the North Carolina Board of Community Colleges to award the Associate in Arts, Associate in Science, Associate in Applied Science Degree, Associate Degree in General Education, the Diploma, and the Certificate upon successful completion of curricular requirements.
3. Fayetteville Technical Community College has structured its curricula, of both one and two years' duration, on a post-secondary level and grants credit on a semester-hour basis. Instruction in all curricula is post-secondary and requires students to be capable of study beyond the high school equivalency level for success. The curricula are designed on a semester-hour basis to include general education areas which require



extra out-of-class preparation each term. Each class, lab, and shop session is of 50 minutes duration and requires a minimum of outside preparation of two hours for each classroom session, one hour for each lab session and additional outside preparation for shop sessions. Semester-hour credit is granted on a basis of one credit to three sessions of shop, one credit to two sessions of lab, and one credit to each classroom session of weekly attendance and one credit to ten hours of cooperative work experience or practicum.

4. Students with academic deficiencies who require remedial work as background preparation may enroll in developmental studies courses. Developmental studies courses carry credit hours for institutional accounting purposes *only* and are *not* counted as credit hours toward graduation in any of the curricula.

### ***Class Repeat/Grade Forgiveness Policy and Procedures***

A student may repeat any course with an earned grade of a “WF” one time in an effort to earn a higher grade and/or to add to his/her mastery of course content. When a course is repeated, the higher grade will be counted in determining the hours earned and in determining the grade point average at Fayetteville Technical Community College. However, all grades will be recorded on the student’s official transcript.

Any required course in which a grade of “F” or “WF” is received must be repeated. A student who earns a failing grade (“F” or “WF”) in a required course two times must see a counselor. Specific program requirements for academic progress are outlined in this catalog.

A student planning to transfer should realize that receiving institutions do not have consistent policies regarding grade forgiveness. Admissions personnel will review the transcripts of transfer applicants and may recomputed grade point averages to include grades forgiven at Fayetteville Technical Community College.

The Comprehensive Articulation Agreement (CAA) with the University of North Carolina requires that a student earn a grade of “C” or better in each transfer course completed.

Veterans\* and other financial aid recipients may be prohibited from receiving financial aid for repeating courses previously passed. It is the student’s responsibility to determine his/her status regarding financial aid.

Students may not audit any course more than once.

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

**\*Note to Veterans:** A veteran receiving VA benefits cannot receive benefits for duplication of courses previously passed with a grade of “D” or better, with the exception of remedial/deficiency courses or program requirements as currently published. He or she 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.

### ***Grade Forgiveness Procedure***

This procedure applies to all students at FTCC.

- Step 1: The request for grade forgiveness must be initiated by the student and directed to the Registrar. All requests for grade forgiveness must be initiated prior to the end of the final term of enrollment (i.e., at the end of the fall term if graduating at the end of the spring term).
- Step 2: The “Grade Forgiveness Request” Form must be completed and signed by the student. The student shall present the form to the Registrar.
- Step 3: The Registrar shall review the student’s record and complete the process.

Exception: If a student’s request is in violation of the Grade Forgiveness Policy, the Registrar shall refer the student to the appropriate personnel – the student’s advisor, a counselor, or the Associate Vice President for Curriculum Programs.

### ***Classification of Students***

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

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

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

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

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

### ***Schedule Adjustments and Withdrawals***

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

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

## GRADING PROCEDURES

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

<b>Numerical Grade</b>	<b>Grade</b>	<b>Grade Point Equivalent</b>
93 – 100	A – Excellent	4 grade points for each credit hour
85 – 92	B – Good	3 grade points for each credit hour
77 – 84	C – Average	2 grade points for each credit hour
70 -76	D – Below Average	1 grade point for each credit hour
0 – 69	F – Failure	0 grade point
	I – Incomplete	After 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

- I (Incomplete) may be given at the discretion of the instructor when all course requirements have not been met. After eight weeks from the beginning of the next term, an incomplete grade in a sixteen-week class becomes an “F.” After four weeks from the beginning of the next term, an incomplete grade in an eight or nine-week class becomes an “F.”
- P (Proficiency) by examination may be given after a preliminary screening test given by the department chairperson after the student has registered for the course. This process must be completed within the first four days of the sixteen-week term and the first three days of an eight or nine-week course.
- AU (Audit) requests must be made at the first class session. The intent of the AU is to allow students to take courses for no credit. Forms must be obtained from the Registrar’s Office and be signed by both student and instructor during the first five days of the term. Developmental classes may not be audited. To receive the AU, the student must meet all course requirements.
- S (Satisfactory) is the grade given for the successful completion of certain required courses (i.e., ACA 115).
- T (Transfer) credit is granted for courses completed at other regionally accredited community colleges, colleges, and universities.
- U (Unsatisfactory) is the grade given for unsatisfactory completion of certain required courses (i.e., ACA 115).
- U\* (Unsatisfactory) is the grade given for unsatisfactory completion of remedial courses.
- W (Withdrew) is the grade given when a student may drop a course or withdraw from the College on or before the 10 percent date of the term. No penalty is involved.
- W\* (Withdrew) is the grade given when a student enrolled in a full sequence of remedial courses may drop a course or withdraw from the College on or before the 10 percent date of the term. No penalty is involved.
- WP (Withdrew Passing) is the grade given when withdrawals or drops occur between the 30 percent date of the term and the 80 percent date if the student’s average in the class is equivalent to a passing grade.
- WF (Withdrew Failing) is the grade given when withdrawals or drops occur between the 30 percent date of the term and the 80 percent date if the student’s average in the class is equivalent to a failing grade.

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 gradu-

ation. They must also meet the grade level needed in major subjects required to take licensure examinations.

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

## **DEVELOPMENTAL COURSE GRADING SYSTEM**

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

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

## **STANDARDS OF PROGRESS**

### ***Academic Standards***

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

### ***Academic Probation***

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

1. Cumulative and major GPA are 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 major GPA of 2.00 while completing 50 percent of the credit hours attempted. Students on probation should not enroll in accelerated sessions (8 or 9-week sessions) without advisor approval. A student on academic probation would be eligible to continue enrollment for no more than 24 semester hours.

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

### ***Academic Suspension***

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

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

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

To be removed from Academic Suspension and continue in the same program, a student must apply for readmission through the Director of Admissions and be approved by the department chairperson in order to re-enroll. When readmitted to the same program, a student will be placed on Academic Probation and must achieve a 2.0 GPA for the coursework attempted while successfully completing at least 50% 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**

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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 4.00 GPA on a minimum of 12 credit hours. The formula used to calculate this 4.00 GPA excludes the following grades: AU, P, S, T, U, WD, 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, U, WD, and W.
4. Students are NOT eligible for consideration until all course work is completed for the term.

### ***Ambassadors***

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

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

### ***Marshals***

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

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

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

## **REQUIREMENTS FOR GRADUATION**

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To be eligible for graduation, the student must:

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

*Course Substitutions:* In special circumstances, a student may apply to his or her advisor for approval for a course substitution. The course used as a substitute must have academic relevance to both the course it replaces and the curriculum. Technical and skills-based courses must have been completed within the last seven years. The substitution will be made on an individual basis and will apply only to the curriculum in which the student is enrolled. Substitution of courses for graduation purposes is limited to *10 percent* of the total credit hours required to graduate and must be approved by the department chairperson and the program area dean.

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

*\*Students receiving assistance from the Veterans Administrations must have prior approval from the Veterans' Services Officer.*



## STUDENT OBLIGATIONS

### *Attendance Policy*

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

1. **Students who add a course after the first day of the class are responsible for all materials covered from the beginning of the course.**
2. Instructors are encouraged to refer students with excessive absences to the Counseling Office.
3. Each student is expected to attend class regularly—at least 80 percent of all scheduled contact hours.
4. If absences exceed 20 percent, the faculty member may drop the student from the course, or if the student is performing acceptably, he or she may be allowed to continue in the course under conditions set by the instructor.
5. Tardy students interrupt the beginning of a class meeting. If a student enters the class after the faculty member has started the class, the student shall be recorded as being tardy. Three tardies shall be counted as one absence.
6. No absence, for any reason, shall excuse a student from an announced test or other assigned activity. Make-up of any tests or work missed shall be at the discretion of the faculty member.
7. Each student dropped may submit a request through the Director of Counseling for review by the Student Appeals Committee.
8. The following programs and departments have special attendance policies which will be distributed to the students during the first week of classes: Associate Degree Nursing, BLET, Dental Assisting, Dental Hygiene, Emergency Medical Science, Emergency Medical Technician (Continuing Education), Nursing Assistant (Continuing Education), Pharmacy Technology, Phlebotomy, Physical Therapist Assistant, Practical Nursing, Radiography, Respiratory Care, Speech-Language Pathology Assistant, and Surgical Technology.
9. The following programs require that a student complete the stated course work with a grade of “C” or better in order to progress to the next course/term:

Associate Degree Nursing – C or better in all major and science courses. Satisfactory grade in clinical.

Dental Assisting – C or better in all major and science courses. Satisfactory grade in clinical.

Dental Hygiene – C or better in all major and science courses. Satisfactory grade in clinical.

Emergency Medical Science – C or better in all major and science courses. Satisfactory grade in clinical.

Funeral Service Education – C or better in all FSE courses and ACC 111, BUS 115, and PSY 141.

Healthcare Management Technology – C or better in all HMT courses.

Paralegal Technology – C or better in all LEX courses.

Pharmacy Technology – C or better in all major and science courses.

Phlebotomy – C or better in all major courses.

Physical Therapist Assistant – C or better in all major and science courses.

Practical Nursing Education – C or better in all major and science courses.

Radiography – C or better in all major and science courses.

Respiratory Care Technology – C or better in all major and science courses.

Speech-Language Pathology Assistant – C or better in all major and science courses.

Surgical Technology – C or better in all major and science courses.



# STUDENT RIGHTS, RESPONSIBILITIES AND JUDICIAL PROCEDURES

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

1. All rights and privileges guaranteed to every citizen by the Constitution of the United States and by the state of North Carolina shall not be denied any student.
2. Within limitations, students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus shall be provided for by the College. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.
3. Students have the right to freedom of expression, inquiry, and assembly subject to reasonable and non-discriminatory rules and regulations regarding time, place, and manner.
4. Students have the right to inquire about and to propose improvements in policies, regulations and procedures affecting the welfare of students through established student government procedures, campus committees, and College offices.
5. The Family Educational Rights and Privacy Act of 1974 provides safeguards regarding the confidentiality of an access to student records, and this Act will be adhered to by the College.

Students and former students have the right to review their official records and to request a hearing if they challenge the contents of these records. No records shall be made available to unauthorized personnel or groups outside the College without the written consent of the student involved, except under legal compulsion.

6. No disciplinary sanctions other than removal from class or activity (only for duration for said activity) may be imposed upon any student without due process. Due process procedures are established to guarantee a student accused of a Student Code of Conduct violation the right of a hearing, a presentation of charges, evidence for charges, the right to present evidence, the right to have witnesses on one's behalf and to hear witnesses on behalf of the accuser(s), and the right of appeal.

## **Student Code of Conduct**

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

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

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

1. Academic Dishonesty – taking or acquiring possession of any academic material (test information, research papers, notes, etc.) from a member of the College staff or student body without permission; receiving or giving help during tests; submitting papers or reports (that are supposed to be original work) that are not entirely the student's own, except in cases of group assignments; not giving credit for others' work (plagiarism).
2. Theft of, misuse of, or damage to College property, or theft of or damage to property of a member of the College community or a campus visitor on College premises or at College functions; unauthorized entry upon the property of the College or into a College facility or a portion thereof which has been restricted in use and thereby placed off limits; unauthorized presence in a College facility after closing hours.
3. Possession of or use of alcoholic beverages or being in a state of intoxication on the College campus or at College sponsored or supervised functions off campus or in College owned vehicles. Possession, use or distribution of any illegal drugs, except as expressly permitted by law. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the consequences of his/her actions.

4. Lewd or indecent conduct, including public physical or verbal action or distribution of obscene or libelous written material on the FTCC campus.
5. Mental or physical abuse of any person on College premises or at College sponsored or College supervised functions, including verbal or physical actions which threaten or endanger the health or safety of any such persons.
6. Any unwelcome verbal or physical act or behavior which is of a sexually suggestive or harassing nature and which in any way interferes with the student's or an employee's performance or creates an intimidating, hostile, or offensive environment.
7. Intentional obstruction or disruption of teaching, research, administration or disciplinary proceedings, or other College activities, including public service functions, and other duly authorized activities on College premises.
8. Occupation or seizure in any manner of College property, a College facility or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.
9. Participating in or conducting an assembly, demonstration, or gathering in a manner which threatens or causes injury to person or property; which interferes with free access to ingress or egress of College facilities; which is obstructive or disruptive to the education process or institutional functions of the College; remaining at the scene of such an assembly after being asked to leave by a representative of the College staff.
10. Possession or use of a firearm, or other deadly weapon, incendiary device or explosive, except in connection with a College-approved activity. (This also includes unauthorized use of any instrument.)
11. Setting off a fire alarm, or using, or tampering with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment.
12. Gambling.
13. Smoking and/or using other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas.
14. Violation of College regulations regarding the operation and parking of motor vehicles.
15. Forgery, alteration, or misuse of College documents, records, or instruments of identification with intent to deceive.
16. Failure to comply with instructions of College officials acting in performance of their duties.
17. Violation of the terms of disciplinary probation or any College regulation during the period of probation.
18. Fiscal irresponsibility such as failure to pay College levied fines, failure to repay College funded loans, or the passing of worthless checks to College officials.
19. Violation of a local, state, or federal criminal law on College premises adversely affecting the College community's pursuit of its proper educational purposes.
20. Students must not engage directly in, or aid or abet in, acts such as the playing of radios, stereos, and tape players or the personal use of loud, threatening or obscene language which disrupts, disturbs, or interferes with the peace, order or discipline while on College property or attending College activities.

21. Minors under age sixteen (16), unless enrolled as an FTCC student, must not be left unattended on campus at any time. Without College authorization, minors under age sixteen (16) are not allowed in classrooms, labs, shops, or other instructional areas.
22. This Student Code of Conduct is not all inclusive. Other conduct which is disruptive may be subject to appropriate sanctions.

## **Computer Use Guidelines**

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

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

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

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

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

## **Possession of Weapons on Campus**

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

The following applies:

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

## **Disciplinary Action**

### ***Immediate Suspension***

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

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

## **Responsibility for Implementation**

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

### ***Disciplinary Procedures***

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

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

The completed charge form should be forwarded directly to the dean or director.

2. **Investigation and Decision:** Within five (5) working days after the charge is filed, Security shall complete a preliminary investigation of the charge and the program area dean shall schedule a meeting with the student. After discussing the alleged infraction with the student, the dean may act as follows:
  - a. drop the charges,
  - b. impose a sanction consistent with those shown below, and/or



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

### **Sanctions**

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

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

## **APPEALS AND DUE PROCESS**

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

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

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

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

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

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

### ***Disciplinary Sanction***

The program area dean or director investigates charges of misconduct and determines the action to be taken. The decision of the dean/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 Business Office at FTCC regarding delinquent loans and returned checks are mailed to the student. Unpaid indebtedness to the College will result in suspension from the class(es). Student will not be allowed to register for the next term until the debt is cleared with the Business Office.

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

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

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

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

### ***Dismissal***

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

## **STUDENT 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, with the necessary documentation, to revise the information (i.e., a court document). Legal documentation must be presented along with the request for a name change. Out-of-town and/or distance learning students may

fax or send a copy of the document to the Registrar's Office.

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 released, nor have course completion certificates released until payment of such debts has been accomplished.

## **STUDENT RIGHTS AND PRIVACY ACT – INFORMATION STATEMENT**

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### ***Release of Student Information***

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

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

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

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

(3) Sole Possession Records pertain to records of instructional, supervisory, and adminis-

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

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

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

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

[www.soconline.org/publicpolicy/laws/ferpa.html](http://www.soconline.org/publicpolicy/laws/ferpa.html);

[cfco.ed.gov/fedreg.htm](http://cfco.ed.gov/fedreg.htm);

[www.ed.gov/news.html](http://www.ed.gov/news.html); or

[www.accessreports.com/statutes/FERPA.htm](http://www.accessreports.com/statutes/FERPA.htm).





# CONTINUING EDUCATION

## General

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

## Directory of Services

### *Areas*

Continuing Education is divided into the following areas:

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

## Purposes

1. To provide educational opportunities for interested adults.
2. To provide an innovative Basic Skills Education Program (ABE, GED, ESL, AHS, and CED) in locations easily accessible to interested adults throughout Cumberland County.
3. To provide a community-wide program of adult education which includes instruction to prepare adults for better job opportunities, promotion in present employment, civic and community leadership, and family living.
4. To provide a centralized assessment and retention program for Basic Skills Education.

5. To offer special training programs for new and expanding industry in the county, which provide a labor force possessing necessary skills to make the industry immediately productive.
6. To provide for the educational needs of the military and family members at Ft. Bragg and Pope Air Force Base, and to expand in-service staff development programs for civil service employees.
7. To provide training for local law enforcement agencies, fire departments, rescue services, and to offer lifesaving programs such as CPR and first aid to all citizens in Cumberland County.
8. To provide educational services to special populations in the Cumberland County area where opportunities beyond the traditional school setting are required (e.g., ABE and GED Correspondence).
9. To conduct instructor training programs for instructors of Continuing Education.
10. To continue to be the educational organization recognized by the community as receptive to special interest programs.

## **Basic Skills Education**

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

### ***Adult Basic Skills Program***

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

### ***Adult High School Diploma Program (AHS)***

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

Each of the subjects offers a concentrated study of a minimum of sixty-five (65) hours. Following assessment and evaluation of student academic transcripts, students are informed as to the number of courses needed to complete requirements for their adult high school diploma. These requirements include each student passing the N.C. Competency Test. These require-

ments must be met regardless of any program interruptions (class cancellations, etc.). The diploma is issued by Fayetteville Technical Community College in cooperation with the Cumberland County Board of Education.

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

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

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

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

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

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

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

### ***English as a Second Language (ESL)***

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

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

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

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

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

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

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

## **Workforce Program**

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

## **Workforce Preparedness Center**

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

## **OCCUPATIONAL EXTENSION EDUCATION**

Extension Education offers a wide variety of courses in business, computer education, general contractor's license preparation, vocational shop, and general interest programs (including such courses as bartending, travel agent, and effective teaching training). These courses are

intended to provide training to upgrade a person's skills or qualifications, and assist in preparing an individual for a new career.

Fayetteville Technical Community College, in 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.

## **EMERGENCY AND PROTECTIVE SERVICES**

### ***EMERGENCY AND PROTECTIVE SERVICES TRAINING***

Emergency and Protective Services Training consists of education in the areas of Law Enforcement, Emergency Medical, Rescue Technician and Fire Service Training. Courses offered include Law Enforcement, Basic and Advanced Rescue Technician, Emergency Medical Technician, State and National Registry, Paramedic, Fire Fighter I & II Certification, Driver Operator Certification, Hazardous Material, Nursing Assistant, Cardiopulmonary Resuscitation, National Fire Academy courses and numerous other programs in the Law Enforcement,

Fire, Rescue, and Emergency Medical areas. Courses are offered on campus, at local fire and police departments, rescue facilities, the airport training facility, churches, schools, businesses, industries, or other locations where there is community interest. A number of courses are open to the public while some are limited to in-service training. Although the state prescribed registration fee is required, exceptions are recognized for fire service, police, and life saving personnel. Descriptive course information follows.

### ***Fire Service***

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

### ***Rescue Technician***

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

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

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

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

This course provides training in the first phase of the EMT career structure. The student will be provided knowledge and training in skills to control bleeding, application of splints, preven-

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

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

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

## **LAW ENFORCEMENT TRAINING**

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

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

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

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

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

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

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

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

## **COMMUNITY SERVICE**

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

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

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

## **BUSINESS SERVICES**

The Business Services area of FTCC Continuing Education, located in the Center for Business and Industry, helps businesses, governmental agencies, and medical organizations by cus-



tomizing educational programs and training courses for employees. The staff is available to assess, design, and implement appropriate courses to meet the needs of business in the following and in other areas.

### ***Supervisory Skills***

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

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

### ***Communication***

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

### ***Computer Training***

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

### ***Instructor Training***

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

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

Classes are designed for various professional groups, such as Real Estate, Insurance, Day Care, Funeral Service, and the National Executive Housekeeping Association to assist in maintaining existing licenses.

## **FTCC SMALL BUSINESS CENTER**

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

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

training, one-on-one counseling or providing the contacts and information you need, we are here to assist you.

Our services include:

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

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

### ***Resource Room***

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

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

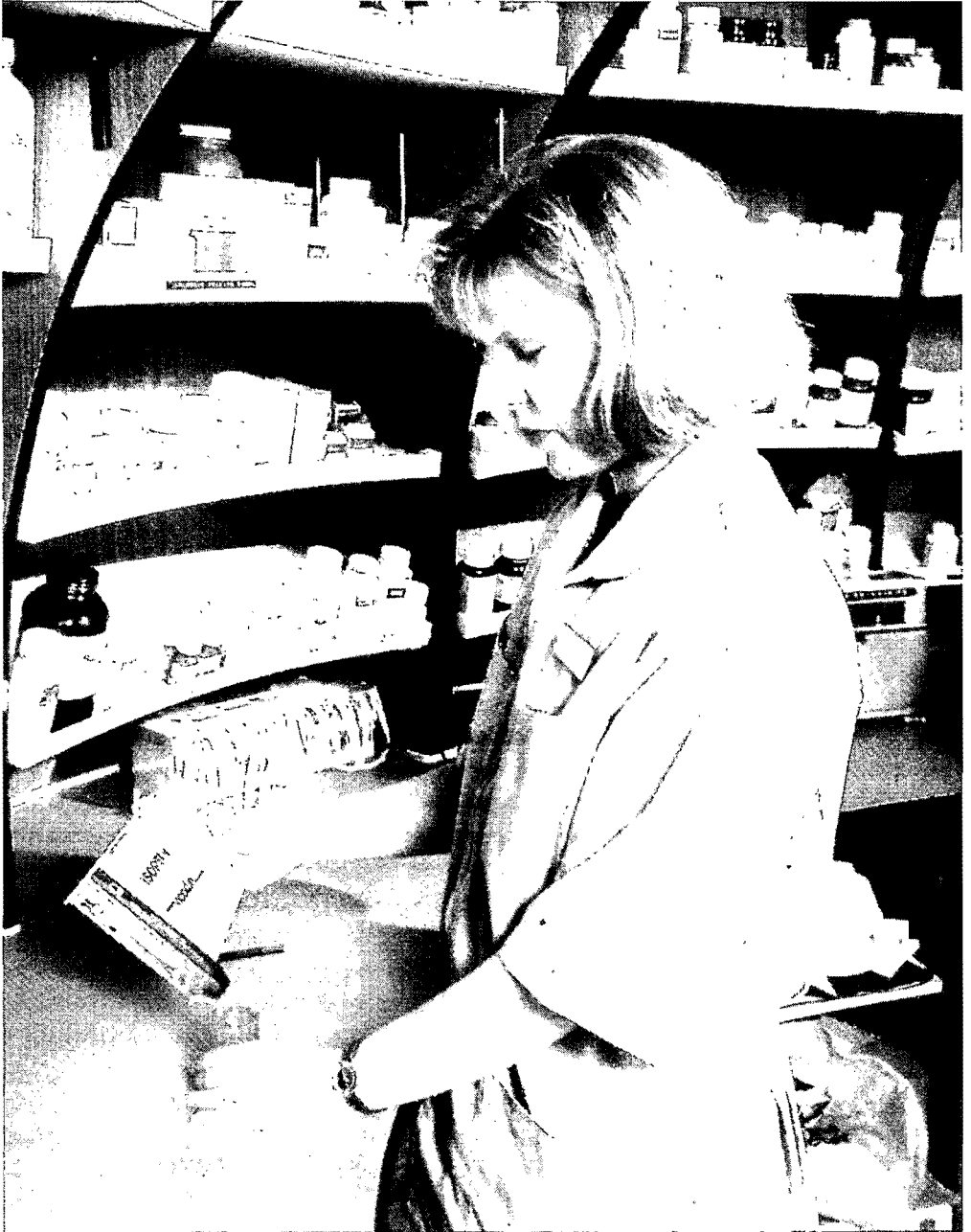
A part-time counselor is available to provide you with advice on starting a new business or operating your business. The counselor can refer you to a number of local, state, or federal agencies that can answer your questions.

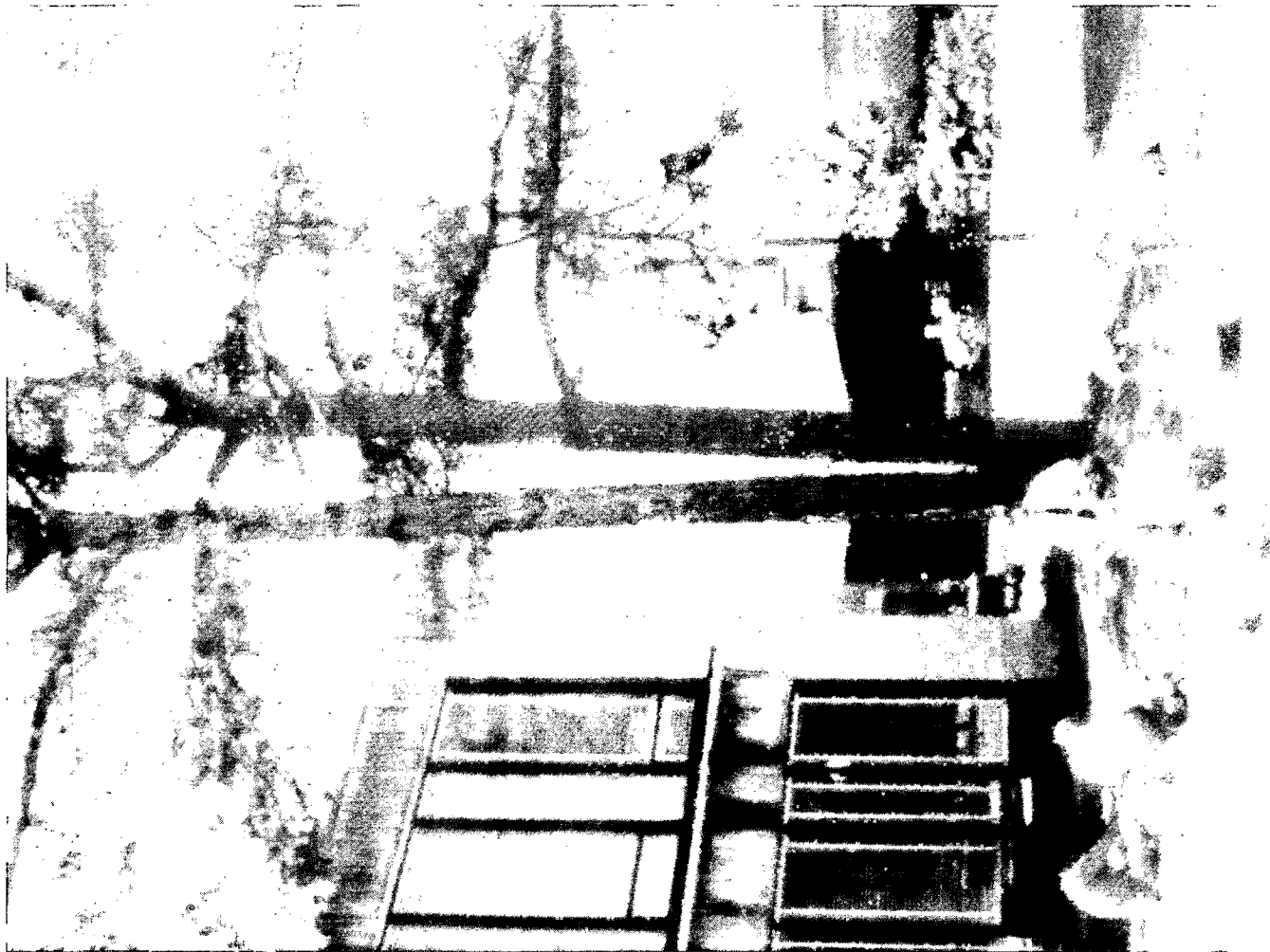
### ***R.E.A.L.***

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

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

## CURRICULUM PROGRAMS





## CURRICULUM LIST

Accounting (A25100)	Pre-major in Mathematics and Mathematics Education (A1040F)
Advertising and Graphic Design (A30100)	Auto Body Repair (D60100)
Computer-Based Graphic Design (C30100)	Basic Autobody Repair (C60100C1)
Air Conditioning, Heating and Refrigeration Technology (A35100)	Automotive Systems Technology (A60160)
Air Conditioning, Heating and Refrigeration (D35100)	Automotive Electrical/Electronics Systems (C60160C4)
Basic Air Conditioning, Heating and Refrigeration (C35100)	Automotive Engine Performance (C60160C2)
Architectural Technology (A40100)	Automotive Power Trains (C60160C3)
Associate Degree Nursing (A45100)	Automotive Suspension, Brakes, and Heating/Air Conditioning (C60160C1)
Associate in Arts (A10100)	Basic Law Enforcement Training (C55120)
Pre-major in Business Administration (A1010B)	Business Administration (A25120)
Pre-major in Business Education and Marketing Education (A1010C)	Small Business Management (C25120C2)
Pre-major in Criminal Justice (A1010D)	Small Business Startup (C25120C1)
Pre-major in English (A1010E)	Business Administration – Banking and Finance (A2512A)
Pre-major in English Education (A1010F)	Business Administration – Electronic Commerce (A2512I)
Pre-major in Health Education (A1010G)	Business Administration – Human Resources Management (A2512C)
Pre-major in History (A1010H)	Equal Opportunity and Employee Relations Certificate (C2512CC1)
Pre-major in Nursing (A1010I)	Business Administration – Marketing and Retailing (A2512F)
Pre-major in Physical Education (A1010J)	Business Administration – Operations Management (A2512G)
Pre-major in Political Science (A1010K)	Business Administration – Public Administration (A2512H)
Pre-major in Psychology (A1010L)	Cabinetmaking (D35160)
Pre-major in Social Science Secondary Education (A1010M)	Carpentry (D35180)
Pre-major in Sociology (A1010N)	General Contractor's License Preparation (C35180)
Pre-major in Elementary Education, Middle Grades Education and Special Education (A1010P)	Civil Engineering Technology (A40140)
Pre-major in Social Work (A1010Q)	Computer Programming (A25130)
Associate in General Education (A10300)	C++ Programming (C25130C2)
Associate in Science (A10400)	COBOL Programming (C25130C1)
Pre-major in Biology and Biology Education (A1040A)	RPG Programming (C25130C3)
Pre-major in Chemistry and Chemistry Education (A1040B)	Visual Basic Programming (C25130C4)
Pre-major in Mathematics (A1040E)	

Cosmetology (D55140)  
 Criminal Justice Technology (A55180)  
     Correction (C55180C3)  
     Investigations (C55180C2)  
     Law Enforcement (C55180C1)  
 Culinary Technology (A55200)  
     Baking (C55200C2)  
     Pantry Chef (Garde Manger) (C55200C1)  
 Dental Assisting (D45240)  
 Dental Hygiene (A45260)  
 Early Childhood Associate (A55220)  
     Child Care Administration (C55220C1)  
     Child Care Development (C55220C2)  
     Child Care Professional (C55220C3)  
     Family Child Care (C55220C4)  
 Electronics Engineering Technology (A40200)  
 Electrical/Electronics Technology (D35220)  
 Electronic Servicing Technology (D50120)  
 Emergency Medical Science (A45340)  
 Emergency Medical Science (D45340)  
 Emergency Medical Science (C45340)  
 Emergency Medical Science Bridging (A4534B)  
 Fire Protection Technology (A55240)  
 Funeral Service Education (A55260)  
 Funeral Service Education – N.C. Funeral  
     Director (D55260)  
 General Occupational Technology (A55280)  
 Healthcare Management Technology (A25200)  
 Horticulture Technology/Management  
     (A1524A)  
     Basic Landscape Maintenance (C1524A)  
 Hotel & Restaurant Management (A25240)  
     Hotel and Restaurant Management  
     (C25240C1)  
 Industrial Management Technology (A50260)  
 Industrial Systems Technology (D50240)  
     Basic Industrial Systems (C50240)  
 Information Systems (A25260)  
     Computer Technologies (C25260C1)  
 Information Systems – Network Administration  
     and Support (A2526D)  
     Cisco Networking (C2526DC4)  
     Microsoft Networking (C2526DC1)  
     Nortel Networking (C2526DC3)  
     Novell Networking (C2526DC2)  
 Internet Technologies (A25290)  
 Machining Technology (A50300)  
     Evening Basic Machining Technology  
     (C50300C1)  
 Masonry (D35280)  
     Basic Masonry (C35280)  
 Mechanical Drafting Technology (D50340)  
     Basic CAD Drafting (C50340)  
 Media Integration Technology (A25300)  
     Hardware and Software (C25300C1)  
 Medical Office Administration (A25310)  
     Medical Office Administration (C25310C1)  
 Office Systems Technology (A25360)  
     Basic Office Systems Technology (C25360C1)  
 Paralegal Technology (A25380)  
 Paralegal (D25380)  
 Pharmacy Technology (D45580)  
 Phlebotomy (C45600)  
 Physical Therapist Assistant (A45620)  
 Plumbing (D35300)  
     Evening Basic Plumbing (C35300C1)  
 Postal Service Technology (A55340)  
     Postal Service Technology (C55340C1)  
 Practical Nursing (D45660)  
 Radiography (A45700)  
 Real Estate (C25400)  
 Real Estate Appraisal (C25420)  
 Recreation and Leisure Studies (A55360)  
 Respiratory Care (A45720)  
 Speech-Language Pathology Assistant (A45730)  
 Surgical Technology (A45740)  
     Surgical Technology (D45740)  
 Surveying Technology (A40380)  
 Welding (D50420)  
     Evening Basic Welding Technology  
     (C50420C1)

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: Summer 2002

Revised: 12/07/01

Length: 5 Semesters

Prerequisite: 2 Units of Algebra

Award: Associate in Applied Science

**FALL SEMESTER 1**

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
<b>or</b>						
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
<b>Totals</b>			<b>13/14</b>	<b>6</b>	<b>0</b>	<b>16</b>

**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
<b>Totals</b>			<b>14</b>	<b>8</b>	<b>0</b>	<b>18</b>

**SUMMER SEMESTER 1**

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

**FALL SEMESTER 2**

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

**SPRING SEMESTER 2**

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

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

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



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

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

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

**ADVERTISING & GRAPHIC DESIGN (A30100)**

Effective: Fall 2002

Revised: 12/07/01

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

**FALL SEMESTER 1**

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
<b>or</b>						
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
			<b>11/12</b>	<b>13/15</b>	<b>0</b>	<b>18</b>

**SPRING SEMESTER 1**

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

**SUMMER SEMESTER 1**

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

**FALL SEMESTER 2**

<b>Prefix</b>	<b>No.</b>	<b>Title</b>	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
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
			<b>11</b>	<b>10</b>	<b>0</b>	<b>16</b>

**SPRING SEMESTER 2**

<b>Prefix</b>	<b>No.</b>	<b>Title</b>	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
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
			<b>11</b>	<b>10</b>	<b>0</b>	<b>16</b>

**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 1998

Revised: 03/03/00

Length: 2 Semesters

Prerequisite: Basic Degree or two years of experience in the advertising field

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
			3	8	0	7

**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
			3	8	0	7

**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 2002

Revised: 03/14/02

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

**FALL SEMESTER 1**

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

**SPRING SEMESTER 1**

<b>Prefix</b>	<b>No.</b>	<b>Title</b>	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
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
			<b>10</b>	<b>12</b>	<b>0</b>	<b>16</b>

**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
			<b>6</b>	<b>6</b>	<b>0</b>	<b>8</b>

**FALL SEMESTER 2**

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

**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
		<b>OR</b>				
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
			<b>10</b>	<b>16</b>	<b>0/20</b>	<b>16</b>

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

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

## AC, HEATING & REFRIGERATION TECHNOLOGY Evening/Weekend Program

D35100

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

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

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

**A/C, Heating & Refrigeration (D35100)  
Evening/Weekend Program  
Effective: Fall 2001  
Revised Date: 06/01/01**

Length: 6 Semesters

Prerequisite: High School Diploma

Award: Diploma

### FALL SEMESTER I

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

### SPRING SEMESTER I

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

### SUMMER SEMESTER I

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

**FALL SEMESTER 2**

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

**SPRING SEMESTER 2**

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

**SUMMER SEMESTER 2**

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

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

**Co-op Option: N/A**

**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: 05/19/98

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 2002

Revised: 12/07/01

Length: 5 Semesters

Prerequisite: 2 Units of Algebra

Award: Associate in Applied Science

### FALL SEMESTER 1

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

### 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
			<b>10</b>	<b>16</b>	<b>0</b>	<b>16</b>

**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
			<b>3</b>	<b>5</b>	<b>0</b>	<b>5</b>

**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
			<b>10</b>	<b>17</b>	<b>0</b>	<b>17</b>

**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
			<b>12</b>	<b>14</b>	<b>0</b>	<b>17</b>

**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 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 of Biology, Algebra &amp; Chemistry

Award: Associate in Applied Science

**FALL SEMESTER 1**

<b>Prefix</b>	<b>No.</b>	<b>Title</b>	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
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
			<b>11</b>	<b>8</b>	<b>6</b>	<b>16</b>

**SPRING SEMESTER 1**

<b>Prefix</b>	<b>No.</b>	<b>Title</b>	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
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
			<b>11</b>	<b>6</b>	<b>6</b>	<b>15</b>

**SUMMER SEMESTER 1**

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

**FALL SEMESTER 2**

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

**SPRING SEMESTER 2**

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

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

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

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

## ASSOCIATE IN ARTS

A10100

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

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

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

### ASSOCIATE IN ARTS (A10100)

Effective: Fall 2001

Revised: 06/29/01

Length: 4 Semesters

Prerequisites: High School Diploma, Algebra I, Algebra II

Award: Associate in Arts

#### FALL SEMESTER 1

			Work				
			Class	Lab	Clinical Experience	Credit	
ACA	115	Success & Study Skills	0	2	0	0	1
CIS	110	Introduction to Computers	2	2	0	0	3
ENG	111	Expository Writing	3	0	0	0	3
MAT	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
			<b>14</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>17</b>

#### SPRING SEMESTER 1

			Work				
			Class	Lab	Clinical Experience	Credit	
ENG	112	Argument-Based Research	3	0	0	0	3
or							
ENG	113	Literature-Based Research	3	0	0	0	3
		Mathematics/Computer Sci/Statistics Elective	3	0	0	0	3
		Humanities/Fine Arts Elective	3	0	0	0	3
		Major Elective	0	2	0	0	1
		Social/Behavioral Science Elective	3	0	0	0	3
		Natural Science Elective	3	3	0	0	4
			<b>15</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>17</b>

**FALL SEMESTER 2**

		Work				
		Class	Lab	Clinical	Experience	Credit
COM 231	Public Speaking	3	0	0	0	3
	Literature Elective	3	0	0	0	3
	Social/Behavioral Science Elective	3	0	0	0	3
	Major Electives	8	0	0	0	8
		<b>17</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17</b>

**SPRING SEMESTER 2**

		Work				
		Class	Lab	Clinical	Experience	Credit
	Humanities/Fine Arts Elective	3	0	0	0	3
	Natural Science Elective	3	3	0	0	4
	Social/Behavioral Science Elective	3	0	0	0	3
	Major Elective	4	0	0	0	4
		<b>13</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>14</b>

**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

Prerequisites: High School Diploma, Algebra I, Algebra II

Award: Associate in Arts

**FALL SEMESTER 1**

			<b>Class</b>	<b>Lab</b>	<b>Clinical Work Exp</b>		<b>Credit</b>
ENG	111	Expository Writing	3	0	0	0	3
*ACA	115	Success & Study Skills	0	2	0	0	1
ACC	120	Prin of Accounting I	3	2	0	0	4
CIS	110	Introduction to Computers	2	2	0	0	3
FRE-111,GER-111 or SPA-111			3	0	0	0	3
MAT-161, 171 or 175			3	0	0	0	3
			<b>14</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>17</b>

**SPRING SEMESTER 1**

			<b>Class</b>	<b>Lab</b>	<b>Clinical Work Exp</b>		<b>Credit</b>
ENG	113	Literature-Based Research	3	0	0	0	3
ACC	121	Prin of Accounting II	3	2	0	0	4
PSY	150	General Psychology	3	0	0	0	3
MAT-263 or 271			3	0	0	0	3
ART-111,116,117 or MUS-110			3	0	0	0	3
			<b>15</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>16</b>

**FALL SEMESTER II**

			<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Work Exp</b>	<b>Credit</b>
ECO	251	Prin of Microeconomics	3	0	0	0	3
SOC	210	Introduction to Sociology	3	0	0	0	3
BIO111C,	CHM151C	or PHY151C	3	0	0	0	3
BIO111L,	CHM111L	or PHY151L	0	3	0	0	1
BUS-228,	MAT-151	or MAT-155	3	0	0	0	3
HIS-111,	112,121,122,131	or 132	3	0	0	0	3
			<b>15</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>16</b>

**SPRING SEMESTER II**

			<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Work Exp</b>	<b>Credit</b>
ECO	252	Prin of Macroeconomics	3	0	0	0	3
BIO112C,	CHM152C	or PHY152C	3	0	0	0	3
BIO112L,	CHM152L	or PHY152L	0	3	0	0	1
POL	120	American Government	3	0	0	0	3
		Approved PHI or REL Elective	3	0	0	0	3
ENG-231,	241	or 261	3	0	0	0	3
	<b>Total</b>		<b>15</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>16</b>

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

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



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

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

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

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

Effective: Fall 2001

Revised: 06/01/01

Length: 4 Semesters

Prerequisite: High School Diploma

Award: Associate in Arts

**FALL SEMESTER I**

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
<b>Total</b>			<b>14</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>17</b>

**SPRING SEMESTER I**

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
<b>Total</b>			<b>14</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>16</b>

**FALL SEMESTER II**

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

**SPRING SEMESTER II**

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

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

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

**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 2001

Revised: 06/01/01

Length: 4 Semesters

Prerequisites: High School Diploma, Algebra I, Algebra II

Award: Associate in Arts

**FALL SEMESTER 1**

			<b>Class</b>	<b>Lab</b>	<b>Clinical Work</b>	<b>Exp</b>	<b>Credit</b>
ENG	111	Expository Writing	3	0	0	0	3
ACA	115	Success & Study Skills	0	0	0	0	3
PSY	150	General Psychology	3	0	0	0	3
SOC	210	Introduction to Sociology	3	0	0	0	3
		Humanities Elective	3	0	0	0	3
			<b>15</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>16</b>

**SPRING SEMESTER 1**

			<b>Class</b>	<b>Lab</b>	<b>Clinical Work</b>	<b>Exp</b>	<b>Credit</b>
ENG	113	Literature-Based Research	3	0	0	0	3
		MAT-140, 151, 155 or 165	3	0	0	0	3
CJC	111	Intro to Criminal Justice	3	0	0	0	3
POL	120	American Government	3	0	0	0	3
		History Elective	3	0	0	0	3
		Major Elective	2	0	0	0	2
			<b>15</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17</b>

**FALL SEMESTER II**

			<b>Class</b>	<b>Lab</b>	<b>Clinical Work Exp</b>		<b>Credit</b>
CJC	121	Law Enforcement Operations	3	0	0	0	3
COM	231	Public Speaking	3	0	0	0	3
		Natural Science Elective	3	3	0	0	4
		Literature Elective	3	0	0	0	3
		History Elective	3	0	0	0	3
			<b>15</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>16</b>

**SPRING SEMESTER II**

			<b>Class</b>	<b>Lab</b>	<b>Clinical Work Exp</b>		<b>Credit</b>
CJC	141	Corrections	3	0	0	0	3
		Natural Science Elective	3	3	0	0	4
		Humanities Elective	3	0	0	0	3
		Major Elective	6	0	0	0	6
			<b>15</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>16</b>

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

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

**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 Grades Education and Special Education (A1010P)**

Effective: Fall 2001

Revised: 06/01/01

Length: 4 Semesters

Prerequisites: High School Diploma

Award: Associate in Arts

**FALL SEMESTER 1**

			<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
ENG	111	Expository Writing	3	0	0	3
ACA	115	Success & Study Skills	0	2	0	1
PSY	150	General Psychology	3	0	0	3
CIS	110, MAT 140, or 161		3	0	0	3
HIS	111, 112, 114, 115, 121, or 122		3	0	0	3
ART	111, 114, 115 or MUS 110		3	0	0	3
			<b>15</b>	<b>2</b>	<b>0</b>	<b>16</b>

**SPRING SEMESTER 1**

			<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
ENG	113	Literature-Based Research	3	0	0	3
BIO	111C	General Biology I	3	0	0	3
BIO	111L	General Biology II	0	3	0	1
CIS	110, MAT 140, or 161		3	0	0	3
SOC	210 or 225		3	0	0	3
		Humanities Elective (See Ed Plan)	3	0	0	3
			<b>15</b>	<b>2</b>	<b>0</b>	<b>16</b>

**FALL SEMESTER II**

	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
COM 231 Public Speaking	3	0	0	3
ENG 131, 231, 232, or 233	3	0	0	3
CHM or PHY course	3	3	0	4
Social/Behavioral Elective (See Ed Plan)	3	0	0	3
Elective (See Ed Plan)	3	0	0	3
	<b>15</b>	<b>3</b>	<b>0</b>	<b>16</b>

**SPRING SEMESTER II**

	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
Elective (See Ed Plan)	3	0	0	3
Elective (See Ed Plan)	3	0	0	3
Elective (See Ed Plan)	3	0	0	3
Elective (See Ed Plan)	4	0	0	4
Elective (See Ed Plan)	4	0	0	4
	<b>17</b>	<b>0</b>	<b>0</b>	<b>17</b>

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

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

NOTE: Option 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 2001

Revised 06/01/01

Length: 4 Semesters

Prerequisites: High School Diploma

Award: Associate in Arts

**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
		Major Elective	3	0	0	0	3
MAT-161, 162, 171, 175 or 263			3	0	0	0	3
		Humanities Elective	3	0	0	0	3
		Humanities Elective	3	0	0	0	3
		<b>Total</b>	<b>15</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>16</b>

**SPRING SEMESTER 1**

Prefix	NO.	Title	Class	Lab	Clinical	Work Exp	Credit
CIS	110	Introduction to Computers	2	2	0	0	3
ENG	112	Argument-based Research	3	0	0	0	3
<b>or</b>							
ENG	113	Literature-Based Research	3	0	0	0	3
		Major Elective	3	0	0	0	3
		Social/Behavioral Science Elective	3	0	0	0	3
CIS-115, MAT-140, 151, 155, 165, 271 or 272			3	0	0	0	3
		History Elective	3	0	0	0	3
		<b>Total</b>	<b>17</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>18</b>

**FALL SEMESTER II**

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

**SPRING SEMESTER II**

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

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

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



**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 2001

Revised 06/01/01

Length: 4 Semesters

Prerequisites: High School Diploma

Award: Associate in Arts

**FALL SEMESTER 1**

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

**SPRING SEMESTER 1**

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

**FALL SEMESTER II**

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

**SPRING SEMESTER II**

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

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

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

**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 2001

Revised 06/01/01

Length: 4 Semesters

Prerequisites: 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	0	3
ACA	115	Success & Study Skills	0	2	0	0	0	1
PSY	150	General Psychology	3	0	0	0	0	3
MAT-161,162,171,175,263			3	0	0	0	0	3
BIO-111 or CHM-151 & Lab			3	3	0	0	0	4
		Social/Behaviorals History Elective	3	0	0	0	0	3
		<b>Total</b>	<b>15</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17</b>

**SPRING SEMESTER 1**

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

**FALL SEMESTER II**

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

**SPRING SEMESTER II**

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

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

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

**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: Spring 2002

Revised 6/1/01

Length: 4 Semesters

Prerequisites: 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
		History Elective	3	0	0	0	3
MAT-161, 162, 171, 175, or 263			3	0	0	0	3
		English Literature Elective	3	0	0	0	3
CIS	110	Introduction to Computers	2	2	0	0	3
		<b>Total</b>	<b>14</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>16</b>

**SPRING SEMESTER 1**

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

**FALL SEMESTER II**

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

**SPRING SEMESTER II**

<b>Prefix</b>	<b>NO.</b>	<b>Title</b>	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Work Exp</b>	<b>Credit</b>
		Natural Science Elective	3	3	0	0	4
		Major Elective	11	0	0	0	11
		<b>Total</b>	<b>14</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>15</b>

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

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

**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 2001

Revised 10/26/01

Length: 4 Semesters

Prerequisites: 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, 162, 171, 175 or 263			3	0	0	0	3
PSY	150	General Psychology	3	0	0	0	3
SOC	210	Introduction to Sociology	3	0	0	0	3
		English Literature Elective	3	0	0	0	3
		<b>Total</b>	<b>15</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>16</b>

**SPRING SEMESTER 1**

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

**FALL SEMESTER II**

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
COM	231	Public Speaking	3	0	0	0	3
		Humanities Elective	6	0	0	0	6
		<b>Total</b>	<b>15</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>17</b>

**SPRING SEMESTER II**

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

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

ACA-115 recommended for all programs.

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



**ASSOCIATE IN ARTS – Articulation Agreement  
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: Spring 2002

Revised 06/01/01

Length: 4 Semesters

Prerequisites: High School Diploma

Award: Associate in Arts

**FALL SEMESTER 1**

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

**SPRING SEMESTER 1**

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

**FALL SEMESTER II**

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

**SPRING SEMESTER II**

Prefix	NO.	Title	Class	Lab	Clinical	Work Exp	Credit
		Major Elective	0	2	0	0	1
		Major Elective	12	0	0	0	12
		Natural Science Elective	3	3	0	0	4
		<b>Total</b>	<b>15</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>17</b>

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

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

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

**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: Spring 2002

Revised 6/01/01

Length: 4 Semesters

Prerequisites: 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-140, 161, 162, 171, 175 or 263			3	0	0	0	3
		Social/Behavioral Science Elective	3	0	0	0	3
		History Elective	3	0	0	0	3
		Humanities Elective	3	0	0	0	3
		<b>Total</b>	<b>15</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>16</b>

**SPRING SEMESTER 1**

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

**FALL SEMESTER II**

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

**SPRING SEMESTER II**

<b>Prefix</b>	<b>NO.</b>	<b>Title</b>	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Work Exp</b>	<b>Credit</b>
		Social/Behavioral Science	3	0	0	0	3
		Major Elective	14	0	0	0	14
		<b>Total</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17</b>

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

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

**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: Spring 2002

Revised 06/01/01

Length: 4 Semesters

Prerequisites: 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	171	Precalculus Algebra	3	0	0	0	3
		Humanities Elective	3	0	0	0	3
		Social/Behavioral Science Elective	3	0	0	0	3
<b>Total</b>			<b>15</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>16</b>

**SPRING SEMESTER 1**

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

**FALL SEMESTER II**

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

**SPRING SEMESTER II**

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

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

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

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

**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: Spring 2002

Revised 6/1/01

Length: 4 Semesters

Prerequisites: 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	College Algebra	3	0	0	0	3
SOC	210	Introduction to Sociology	3	0	0	0	3
<b>Total</b>			<b>15</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>16</b>

**SPRING SEMESTER 1**

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

**FALL SEMESTER II**

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

**SPRING SEMESTER II**

Prefix	NO.	Title	Class	Lab	Clinical	Work Exp	Credit
HIS-112	or 122	3	0	0	0	3	
		Natural Science Elective	3	3	0	0	4
		Literature Elective	3	0	0	0	3
		Major Elective	5	0	0	0	5
		Humanities Elective	3	0	0	0	3
		<b>Total</b>	<b>17</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>18</b>

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

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



**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: Spring 2002

Revised 06/01/01

Length: 4 Semesters

Prerequisites: 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	College Algebra	3	0	0	0	3
PSY	150	General Psychology	3	0	0	0	3
COM	231	Public Speaking	3	0	0	0	3
<b>Total</b>			<b>15</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>16</b>

**SPRING SEMESTER 1**

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

**FALL SEMESTER II**

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

**SPRING SEMESTER II**

<b>Prefix</b>	<b>NO.</b>	<b>Title</b>	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Work Exp</b>	<b>Credit</b>
		Humanities Elective	6	0	0	0	6
		Major Elective	11	0	0	0	11
		<b>Total</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17</b>

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

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

**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: Spring 2002

Revised 06/01/01

Length: 4 Semesters

Prerequisites: 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-161,162,171,175, or 263			3	0	0	0	3
		Humanities Elective	3	0	0	0	3
		History Elective	3	0	3	0	3
		<b>Total</b>	<b>15</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>16</b>

**SPRING SEMESTER 1**

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

**FALL SEMESTER II**

<b>Prefix</b>	<b>NO.</b>	<b>Title</b>	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Work Exp</b>	<b>Credit</b>
COM	231	Public Speaking	3	0	0	0	3
		English Literature Elective	3	0	0	0	3
		Humanities Elective	3	0	0	0	3
		Natural Science Elective	3	3	0	0	4
		Major Elective	3	0	0	0	3
		<b>Total</b>	<b>15</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>16</b>

**SPRING SEMESTER II**

<b>Prefix</b>	<b>NO.</b>	<b>Title</b>	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Work Exp</b>	<b>Credit</b>
		Humanities Elective	3	0	0	0	3
		Social/Behavioral Elective	3	0	0	0	3
		Major Electives	11	0	0	0	11
		<b>Total</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17</b>

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

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

# ASSOCIATE IN GENERAL EDUCATION

A10300

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

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

## ASSOCIATE IN GENERAL EDUCATION (A10300)

Effective: Spring 2002

Revised 11/13/01

Length: 4 Semesters

Prerequisites: High School Diploma, Algebra I, Algebra II

Award: Associate Degree

### FALL SEMESTER I

Prefix	NO.	Title	Class	Lab	Clinical	Credit
ENG	111	Expository Writing	3	0	0	3
ACA	115	Success & Study Skills	0	2	0	1
COM	231	Public Speaking	3	0	0	3
		Humanities/Fine Arts	3	0	0	3
		Social/Behavioral Science	3	0	0	3
		Natural Sciences/Mathematics	3	0	3	3
		<b>Total</b>	<b>15</b>	<b>2</b>	<b>0</b>	<b>16</b>

### SPRING SEMESTER I

Prefix	NO.	Title	Class	Lab	Clinical	Credit
ENG	112	Argument-Based Research				
or						
ENG	113	Literature-Based Research				
or						
ENG	114	Professional Research & Reporting	3	0	0	3
		Major Electives	13	0	0	13
		<b>Total</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>16</b>

### FALL SEMESTER II

Prefix	NO.	Title	Class	Lab	Clinical	Credit
		Major Electives	17	0	0	17
		<b>Total</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>17</b>

### SPRING SEMESTER II

Prefix	NO.	Title	Class	Lab	Clinical	Credit
		Major Electives	16	0	0	16
		<b>Total</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>16</b>

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

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

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

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 2001

Revised: 07/30/01

Length: 4 Semesters

Prerequisites: High School Diploma, Algebra I, Algebra II

Award: Associate in Science

**FALL SEMESTER 1**

			Work			
	Class	Lab	Clinical	Exp	Credit	
ACA 115	Success & Study Skills	0	2	0	0	1
CIS 110	Introduction to Computers	2	2	0	0	3
ENG 111	Expository Writing	3	0	0	0	3
MAT 171	Precalculus Algebra	3	0	0	0	3
	Humanities/Fine Arts Elective	3	0	0	0	3
BIO-111C/L, CHM-151C/L or						
PHY-151C/L						
		3	3	0	0	4
		<b>14</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>17</b>

**SPRING SEMESTER 1**

			Work			
	Class	Lab	Clinical	Experience	Credit	
ENG 112	Argument-Based Research					
<b>or</b>						
ENG 113	Literature-Based Research	3	0	0	0	3
	Mathematics/Computer Sci/Statistics					
	Elective	3	0	0	0	3
	History Elective	3	0	0	0	3
BIO-112C/L, CHM-152C/L or						
PHY-152C/L						
		3	3	0	0	4
	Major Elective	0	2	0	0	1
	Social/Behavioral Science Elective	3	0	0	0	3
		<b>15</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>17</b>

**FALL SEMESTER 2**

	<b>Class</b>	<b>Lab</b>	<b>Work</b>		
			<b>Clinical</b>	<b>Experience</b>	<b>Credit</b>
Major Elective	7	0	0	0	7
English Literature Elective	3	0	0	0	3
Humanities/Fine Arts Elective	3	0	0	0	3
Social/Behavioral Science Elective	3	0	0	0	3
	<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16</b>

**SPRING SEMESTER 2**

	<b>Class</b>	<b>Lab</b>	<b>Work</b>		
			<b>Clinical</b>	<b>Experience</b>	<b>Credit</b>
COM 231 Public Speaking	3	0	0	0	3
Humanities/Fine Arts Elective	3	0	0	0	3
Social/Behavioral Science Elective	3	0	0	0	3
<i>Major Elective</i>	6	0	0	0	6
	<b>15</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15</b>

**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 to apply for admission to the major with junior standing.

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

**PRE-MAJOR ASSOCIATE IN SCIENCE ARTICULATION AGREEMENT:  
BIOLOGY & BIOLOGY EDUCATION (A1040A)**

Effective: Spring 2002

Revised 06/01/01

Length: 4 Semesters

Prerequisites: High School Diploma

Award: Associate in Science

**FALL SEMESTER I**

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
<b>Total</b>			<b>12</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>15</b>

**SPRING SEMESTER I**

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



**FALL SEMESTER II**

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

**SPRING SEMESTER II**

Prefix NO.	Title	Class	Lab	Clinical	Work Exp	Credit
	Major Elective	5	0	0	0	5
	Humanities Elective	3	0	0	0	3
	English Literature Elective	3	0	0	0	3
	Social/Behavioral Science Elective	6	0	0	0	6
	<b>Total</b>	<b>17</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>17</b>

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

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

**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: Spring 2002

Revised 06/01/01

Length: 4 Semesters

Prerequisites: High School Diploma

Award: Associate in Science

**FALL SEMESTER I**

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
		Social/Behavioral Science Elective	3	0	0	0	3
		<b>Total</b>	<b>12</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>14</b>

**SPRING SEMESTER I**

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

**FALL SEMESTER II**

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
		English Literature Elective	3	0	0	0	3
		Humanities Electives	6	0	0	0	6
		<b>Total</b>	<b>15</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>17</b>

**SPRING SEMESTER II**

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
COM	231	Public Speaking	3	0	0	0	3
		Social/Behavioral Science Elective	3	0	0	0	3
		Humanities Elective	3	0	0	0	3
		<b>Total</b>	<b>15</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>17</b>

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

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

**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: Spring 2002

Revised: 06/01/01

Length: 4 Semesters

Prerequisites: High School Diploma, Algebra I, Algebra II

Award: Associate in Science

<b>FALL SEMESTER 1</b>		<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Work</b>	<b>Exp</b>	<b>Credit</b>
ENG-111	Expository Writing	3	0	0	0	0	3
ACA-115	Success & Study Skills	0	2	0	0	0	1
MAT-175	Precalculus	4	0	0	0	0	4
	Social/Behavioral Elective	3	0	0	0	0	3
	History Elective	3	0	0	0	0	3
	Humanities Elective	3	0	0	0	0	3
		<b>16</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17</b>

<b>SPRING SEMESTER 1</b>		<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Work</b>	<b>Exp</b>	<b>Credit</b>
ENG-113	Literature-Based Research	3	0	0	0	0	3
MAT-271	Calculus I	3	2	0	0	0	4
	Social/Behavioral Elective	3	0	0	0	0	3
	Major Elective	4	0	0	0	0	4
	Humanities Elective	3	0	0	0	0	3
		<b>16</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17</b>

<b>FALL SEMESTER 2</b>		<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Work</b>	<b>Exp</b>	<b>Credit</b>
COM- 231	Public Speaking	3	0	0	0	0	3
MAT-272	Calculus II	3	2	0	0	0	4
PHY-251C	General Physics I	3	0	0	0	0	3
PHY-251L	General Physics I Lab	0	3	0	0	0	1
	Humanities Elective	3	0	0	0	0	3
	English Literature	3	0	0	0	0	3
		<b>15</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17</b>

**SPRING SEMESTER 2**

MAT 273	Calculus III	3	2	0	0	4
PHY-252C	General Physics II	3	0	0	0	3
PHY-252L	General Physics II Lab	0	3	0	0	1
MAT-280 or 285		3	0	0	0	3
	Social/Behavioral Elective	3	0	0	0	3
		<b>12</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>14</b>

**TOTAL CREDIT HOURS...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: Spring 2002

Revised: 06/01/01

Length: 4 Semesters

Prerequisites: High School Diploma, Algebra I, Algebra II

Award: Associate in Science

**FALL SEMESTER 1**

		<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Work</b>	<b>Exp</b>	<b>Credit</b>
ENG-111	Expository Writing	3	0	0	0	0	3
ACA-115	Success & Study Skills	0	2	0	0	0	1
MAT-175	Precalculus	4	0	0	0	0	4
	Social/Behavioral Elective	3	0	0	0	0	3
	History Elective	3	0	0	0	0	3
	Humanities Elective	3	0	0	0	0	3
		<b>16</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17</b>

**SPRING SEMESTER 1**

ENG-113	Literature-Based Research	3	0	0	0	0	3
MAT-271	Calculus I	3	2	0	0	0	4
	Social/Behavioral Elective	3	0	0	0	0	3
	Major Elective	4	0	0	0	0	4
	Humanities Elective	3	0	0	0	0	3
		<b>16</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17</b>

**FALL SEMESTER 2**

COM- 231	Public Speaking	3	0	0	0	0	3
MAT-272	Calculus II	3	2	0	0	0	4
PHY-251C	General Physics I	3	0	0	0	0	3
PHY-251L	General Physics I Lab	0	3	0	0	0	1
	Humanities Elective	3	0	0	0	0	3
	English Literature	3	0	0	0	0	3
		<b>15</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17</b>

**SPRING SEMESTER 2**

MAT 273	Calculus III	3	2	0	0	4
PHY-252C	General Physics II	3	0	0	0	3
PHY-252L	General Physics II Lab	0	3	0	0	1
MAT-280 or 285		3	0	0	0	3
	Social/Behavioral Elective	3	0	0	0	3
		<b>12</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>14</b>

**TOTAL CREDIT HOURS...65**

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

## AUTOBODY REPAIR

**D60100**

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

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

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

### AUTOBODY REPAIR (D60100)

Effective: Summer 2001

Revised: 04/30/01

Length: 3 Semesters

Prerequisite: High School Diploma

Award: Diploma

#### FALL SEMESTER I

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
		<b>8</b>	<b>20</b>	<b>0</b>	<b>17</b>

#### SPRING SEMESTER I

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
		<b>11</b>	<b>20</b>	<b>0</b>	<b>18</b>



**SUMMER SEMESTER 1**

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

**TOTAL REQUIRED CREDITS.... 45**

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



# AUTOBODY REPAIR CERTIFICATE

C60100C1

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

Completers will be prepared for employment as entry-level apprentices in the autobody repair field. Courses in this program can be transferred directly into the Autobody Repair diploma curriculum.

## BASIC AUTOBODY REPAIR CERTIFICATE (C60100C1) EVENING/WEEKEND PROGRAM

Effective: Fall 2001

Revised: 06/01/01

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

### FALL SEMESTER 1

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

### SPRING SEMESTER 1

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

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

**Co-op Option: N/A**

Note: This certificate is not approved for VA benefits or financial aid.

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 2002

Revised: 12/07/01

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

**FALL SEMESTER I**

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	115	College Student Success	1	0	0	1
<b>OR</b>						
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
			<b>7/8</b>	<b>16/18</b>	<b>0</b>	<b>14</b>

**SPRING SEMESTER I**

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
<b>OR</b>						
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
<b>OR</b>						
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
			<b>12</b>	<b>16</b>	<b>0/20</b>	<b>18</b>

**SUMMER SEMESTER 1**

<b>Prefix</b>	<b>No.</b>	<b>Title</b>	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
AUT	181	Engine Performance-Electrical	2	3	0	3
AUT	182	Engine Perform-Elec Lab	0	3	0	1
<b>OR</b>						
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
			<b>3</b>	<b>10</b>	<b>0/10</b>	<b>7</b>

**FALL SEMESTER 2**

<b>Prefix</b>	<b>No.</b>	<b>Title</b>	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
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
<b>OR</b>						
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
			<b>12</b>	<b>14</b>	<b>0/10</b>	<b>18</b>

**SPRING SEMESTER 2**

<b>Prefix</b>	<b>No.</b>	<b>Title</b>	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
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
			<b>9</b>	<b>15</b>	<b>0</b>	<b>14</b>

**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 – C60160C4**  
**AUTOMOTIVE ELECTRICAL/ELECTRONICS SYSTEMS CERTIFICATE**

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

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

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

Effective: Fall 2000-2001

Revised: 04/19/99

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

**FALL SEMESTER 1**

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

**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
			<b>2</b>	<b>4</b>	<b>0</b>	<b>4</b>

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

**Co-op Option: NA**

Note: This certificate is not approved for financial aid.

**AUTOMOTIVE 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

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
			<b>4</b>	<b>12</b>	<b>0</b>	<b>8</b>

**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
			<b>3</b>	<b>8</b>	<b>0</b>	<b>6</b>

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

**Co-op Option: NA**

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

**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 2000-2001

Revised: 05/01/99

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

**FALL SEMESTER 1**

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

**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
			<b>4</b>		<b>6</b>	<b>0</b>	<b>8</b>

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

**Co-op Option: NA**

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

**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: 05/01/99

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

**FALL SEMESTER**

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

**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
			<b>2</b>	<b>13</b>	<b>0</b>	<b>4</b>

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

Co-op Option: NA

Note: This certificate is not approved for financial aid.



## BASIC LAW ENFORCEMENT TRAINING

C55120

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

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

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

### BASIC LAW ENFORCEMENT TRAINING (C55120)

Effective: Fall 2000

Revised: 06/30/00

Length: 1 Semester

Prerequisite: High School Diploma

Award: Certificate

#### FALL SEMESTER 1

			Work				
			Class	Lab	Clinical Experience	Credit	
CJC-	100	Basic Law Enforcement Trn	8	30	0	0	18

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

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

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 2002

Revised: 03/05/02

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

**FALL SEMESTER 1**

		<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
ACA-111	College Student Success	1	0	0	1
<b>or</b>					
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
		<b>12/13</b>	<b>6</b>	<b>0</b>	<b>15</b>

**SPRING SEMESTER 1**

		<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
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
		<b>16</b>	<b>6</b>	<b>0</b>	<b>19</b>

**SUMMER SEMESTER 1**

		<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
ECO-252	Prin of Macroeconomics	3	0	0	3
MKT-120	Principles of Marketing	3	0	0	3
		<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>

**FALL SEMESTER 2**

		<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
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
	<b>Total</b>	<b>17</b>	<b>4</b>	<b>0</b>	<b>19</b>

**SPRING SEMESTER 2**

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
	<b>Total</b>	<b>16</b>	<b>2</b>	<b>0</b>	<b>17</b>

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

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

**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 2002

Revised: 04/17/02

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

**FALL SEMESTER 1**

			<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
ACA	111	College Student Success	2	0	0	1
<b>or</b>						
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
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
<b>Total</b>			<b>12/14</b>	<b>4/6</b>	<b>0</b>	<b>15</b>

**SPRING SEMESTER 1**

ACC	120	Prin of Accounting I	3	2	0	4
BAF	141	Law & Banking: Principles	3	0	0	3
BUS	137	Principles of Management	3	0	0	3
ECO	251	Prin of Microeconomics	3	0	0	3
ENG	115	Oral Communication	3	0	0	3
		Major Elective	3	0	0	3
<b>Total</b>			<b>18</b>	<b>2</b>	<b>0</b>	<b>19</b>

**SUMMER SEMESTER 1**

CIS	120	Spreadsheet I	2	2	0	3
		Elective	3	0	0	3
<b>Total</b>			<b>5</b>	<b>2</b>	<b>0</b>	<b>6</b>

**FALL SEMESTER 2**

BAF 131 Fund of Bank Lending		3	0	0	3
BAF 222	Money & Banking	3	0	0	3
BUS 225	Business Finance	2	2	0	3
ECO 252	Prin of Macroeconomics	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
	Major Elective	3	0	0	3
	<b>Total</b>	<b>17</b>	<b>2</b>	<b>0</b>	<b>18</b>

**SPRING SEMESTER 2**

BAF 232	Consumer Lending	3	0	0	3
BAF 234	Residential Mort Lending	3	0	0	3
BAF 235	Analyzing Fin Statements	3	0	0	3
ENG 114	Prof Research & Reporting	3	0	0	3
	Major Elective	3	0	0	3
	Humanities/Fine Arts Elec	3	0	0	3
	<b>Total</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>18</b>

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

**Co-op Option:** Qualified students may elect to take up to 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 –  
ELECTRONIC COMMERCE**

**A2512I**

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

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

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

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

Effective: Fall 2002

Revised: 03/14/02

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

**FALL SEMESTER I**

			<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
ACA	111	College Student Success	1	0	0	1
<b>or</b>						
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
ECM	168	Electronic Business	2	2	0	3
ENG	111	Expository Writing	3	0	0	3
MAT	115	Mathematical Models	2	2	0	3
<b>Total</b>			<b>14/15</b>	<b>6/8</b>	<b>0</b>	<b>18</b>

**SPRING SEMESTER I**

ACC-120		Prin of Accounting I	3	2	0	4
BUS-137		Prin of Management	3	0	0	3
CIS-172		Intro to the Internet	2	3	0	3
ECM-210		Intro. To E-Commerce	2	2	0	3
ENG-114		Prof Research & Reporting	3	0	0	3
		Humanities/Fine Arts Elective	3	0	0	3
<b>Total</b>			<b>16</b>	<b>7</b>	<b>0</b>	<b>19</b>

**SUMMER SEMESTER 1**

ECO	252	Prin of Macroeconomics	3	0	0	3
MKT	120	Principles of Marketing	3	0	0	3
		<b>Total</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>

**FALL SEMESTER 2**

BUS	225	Business Finance	2	2	0	3
ECM	220	E-Eommerce Plan. & Implem.	2	2	0	3
ECO	251	Prin of Microeconomics	3	0	0	3
ITN	160	Principles of Web Design	2	2	0	3
ITN	170	Intro to Internet Databas	2	2	0	3
		Major Elective	2	0	0	2
		<b>Total</b>	<b>13</b>	<b>8</b>	<b>0</b>	<b>17</b>

**SPRING SEMESTER 2**

CIS	120	Spreadsheet I	2	2	0	3
COE	111	Co-op Work Experience I	0	0	10	1
ECM	230	Capstone Project	1	6	0	3
ENG	115	Oral Communication	3	0	0	3
MKT	220	Advertising and Sales Promotion	3	0	0	3
		Major Elective	3	0	0	3
		<b>Total</b>	<b>12</b>	<b>8</b>	<b>10</b>	<b>16</b>

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

**Co-op Option:** Qualified students may elect to take up to two (2) credit hours of Cooperative Education under Major Electives.

**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

**SUMMER SEMESTER 1**

CIS	172	Intro to the Internet	2	3	0	3
		Major Elective	3	0	0	3
			<b>5</b>	<b>3</b>	<b>0</b>	<b>6</b>

**FALL SEMESTER 2**

ACC	120	Prin of Accounting I	3	2	0	4
ECO	252	Prin of Macroeconomics	3	0	0	3
ENG	115	Oral Communication	3	0	0	3
PAD	251	Public Finance & Budgeting	3	0	0	3
PAD	252	Public Policy Analysis	3	0	0	3
		Elective	3	0	0	3
			<b>18</b>	<b>2</b>	<b>0</b>	<b>19</b>

**SPRING SEMESTER 2**

MKT	120	Principles of Marketing	3	0	0	3
PAD	253	Intro to Urban Planning	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
		Humanities/Fine Arts Elective	3	0	0	3
		Major Elective	3	0	0	3
			<b>15</b>	<b>0</b>	<b>0</b>	<b>15</b>

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

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



**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: 01/25/02

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

**FALL SEMESTER**

			<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
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
			<b>9</b>	<b>0</b>	<b>0</b>	<b>9</b>

**SPRING SEMESTER**

ACC	120	Prin of Accounting I	3	2	0	4
BUS	147	Business Insurance	3	0	0	3
			<b>6</b>	<b>2</b>	<b>0</b>	<b>7</b>

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

**Co-op Option: NA**

**SUMMER SEMESTER 1**

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

**TOTAL REQUIRED CREDITS....42**

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



# 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 2001

Revised: 04/30/01

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
PSY	118	Interpersonal Psychology	3	0	0	3
			12	17	0	18

### 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
			11	17	0	17

**SUMMER SEMESTER 1**

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

**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 – C35180C1**  
**GENERAL CONTRACTOR'S LICENSE PREPARATION CERTIFICATE**

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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 (C35180C1)**

Effective: Fall 2001

Revised: 06/01/01

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
			<b>6</b>	<b>2</b>	<b>0</b>	<b>7</b>

**SPRING SEMESTER**

Prefix	No.	Title	Class	Lab	Clinical	Credit
CAR	114	Residential Bldg Codes	3	0	0	3
PSY	118	Interpersonal Psychology	3	0	0	3
			<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>

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

Co-op Option: NA

Note: This certificate is not approved for financial aid.

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 2002

Revised: 12/07/01

Length: 5 Semesters

Prerequisite: 2 Units of Algebra

Award: Associate in Applied Science

**FALL SEMESTER 1**

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
<b>or</b>						
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
			<b>11/12</b>	<b>10/12</b>	<b>0</b>	<b>16</b>

**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
			<b>11</b>	<b>16</b>	<b>0</b>	<b>17</b>

**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
			4		12	0	8

**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
			13	14	0	18

**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
			12	14	0	17

**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.

The Computer Programming curriculum prepares individuals for employment as computer programmers and related positions through study and applications in computer concepts, logic, programming procedures, languages, generators, operating systems, networking, data management, and business operations.

Students will solve business computer problems through programming techniques and procedures, using appropriate languages and software. The primary emphasis of the curriculum is hands-on training in programming and related computer areas that provide the ability to adapt as systems evolve.

Graduates should qualify for employment in business, industry, and government organizations as programmers, programmer trainees, programmer/analysts, software developers, computer operators, systems technicians, database specialist, computer specialist, software specialist, or information systems managers.

**COMPUTER PROGRAMMING (A25130)**

Effective: Fall 2002

Revised: 03/14/02

Length: 5 Semesters

Prerequisite: 2 Units of Algebra

Award: Associate in Applied Science

**FALL SEMESTER 1**

		<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
ACA-111	College Student Success	1	0	0	1
or					
ACA-115	Success & Study Skills	0	2	0	1
ACC-111	Financial Accounting	3	0	0	3
CIS-110	Introduction to Computers	2	2	0	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
		<b>13/14</b>	<b>4/6</b>	<b>0</b>	<b>16</b>

**SPRING SEMESTER 1**

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
		<b>14</b>	<b>11</b>	<b>0</b>	<b>18</b>



**SUMMER SEMESTER 1**

CSC-138	RPG Programming	2	3	0	3
CSC-235	Advanced COBOL	2	3	0	3
		<b>4</b>	<b>6</b>	<b>0</b>	<b>6</b>

**FALL SEMESTER 2**

CS	-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
			<b>14</b>	<b>11</b>	<b>0</b>	<b>18</b>

**SPRING SEMESTER 2**

CIS	172	Intro to the Internet	2	3	0	3
CIS	174	Network System Manager I	2	2	0	3
CIS	288	Systems Project	1	4	0	3
		Major Elective	2	3	0	3
		Major Elective	2	3	0	3
		Humanities/Fine Arts Elective	3	0	0	3
			<b>12</b>	<b>15</b>	<b>0</b>	<b>18</b>

**TOTAL REQUIRED CREDITS...76**

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

# 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

Prerequisite: High School Diploma and 2 Units of Algebra

Award: Certificate

### SPRING SEMESTER

			<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
CIS	110	Introduction to Computers	2	2	0	3
CIS	115	Introduction to Prog & Logic	2	2	0	3
			<b>4</b>	<b>4</b>	<b>0</b>	<b>6</b>

### FALL SEMESTER

CSC	134	C++ Programming	2	3	0	3
			<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>

### SPRING SEMESTER

CSC-234		Advanced C++	2	3	0	3
			<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>

**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

Prerequisite: High School Diploma and 2 Units of Algebra

Award: Certificate

### FALL SEMESTER

		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

### SPRING SEMESTER

CSC-135	COBOL Programming	2	3	0	3
		2	3	0	3

### SUMMER SEMESTER

CSC-235	Advanced COBOL	2	3	0	3
		2	3	0	3

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

**Co-op Option: NA**

# COMPUTER PROGRAMMING - RPG PROGRAMMING CERTIFICATE

C25130C3

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

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

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

## RPG PROGRAMMING (CERTIFICATE) (C25130C3)

Effective: Fall 1999-2000

9/1/99

Length: 3 Semesters

Prerequisite: High School Diploma and 2 Units of Algebra

Award: Certificate

### SPRING SEMESTER

		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

CSC-138	RPG Programming	2	3	0	3
		2	3	0	3

### FALL SEMESTER

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

Prerequisite: High School Diploma and 2 Units of Algebra

Award: Certificate

### FALL SEMESTER

		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

### SPRING SEMESTER

CSC-139	Visual BASIC Programming	2	3	0	3
		2	3	0	3

### FALL SEMESTER

CSC-239	Advanced Visual BASIC	2	3	0	3
		2	3	0	3

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

**Co-op Option: NA**

# COSMETOLOGY

D55140

The Cosmetology curriculum is designed to provide competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional imaging, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowledge, and other selected topics.

Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board Exam, graduates will be issued a license. Employment is available in beauty salons and related businesses.

## COSMETOLOGY (D55140)

Effective: Fall 2001

Revised: 06/08/01

Length: 3 Semesters

Prerequisite: High School Diploma

Award: Diploma

### FALL SEMESTER 1

		<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
COS-111	Cosmetology Concepts I	4	0	0	4
COS-112	Salon I	0	24	0	8
COS-191	Selected Topics in Cosmetology	1	0	0	1
ENG-101	Applied Communication I	3	0	0	3
COS-114A	Salon II	0	3	0	1
		<b>8</b>	<b>27</b>	<b>0</b>	<b>17</b>

### SPRING SEMESTER 1

COS-113	Cosmetology Concepts II	4	0	0	4
COS-114B	Salon II	0	21	0	7
COS-115A	Cosmetology Concepts III	2	0	0	2
COS-116A	Salon III	0	6	0	2
		<b>6</b>	<b>27</b>	<b>0</b>	<b>15</b>

### SUMMER SEMESTER 1

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
		<b>7</b>	<b>27</b>	<b>0</b>	<b>16</b>

**TOTAL REQUIRED CREDITS.... 48**

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

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**

			<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
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
			<b>15</b>	<b>2</b>	<b>0</b>	<b>16</b>

**SPRING SEMESTER 1**

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
			<b>18</b>	<b>0</b>	<b>0</b>	<b>18</b>

**SUMMER SEMESTER 1**

CIS	113	Computer Basics	0	2	0	1
ENG	115	Oral Communication	3	0	0	3
		Major Elective	3	0	0	3
			<b>6</b>	<b>2</b>	<b>0</b>	<b>7</b>

**FALL SEMESTER 2**

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
			<b>14</b>	<b>4</b>	<b>0</b>	<b>16</b>

**SPRING SEMESTER 2**

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
			<b>18</b>	<b>0</b>	<b>0</b>	<b>18</b>

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

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

**Co-op Option:** Qualified students may elect to take up to 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

			<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
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
			<b>18</b>	<b>0</b>	<b>0</b>	<b>18</b>

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

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

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

**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**

			<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
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
			<b>18</b>	<b>0</b>	<b>0</b>	<b>18</b>

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

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

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

**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**

			<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
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
			<b>15</b>	<b>0</b>	<b>0</b>	<b>15</b>

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

**Co-op Option:** None required in Certificate program

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

The Culinary Technology curriculum provides specific training required to prepare students to assume positions as trained culinary professionals in a variety of food service settings including full service restaurants, hotels, resorts, clubs, catering operations, contract food service, and health care facilities.

Course offerings emphasize practical application, a strong theoretical knowledge base, and professionalism and provide the critical competencies to successfully meet industry demands. Courses also include sanitation, food/beverage service and control, baking, garde manger, American/international cuisines, food production, and hospitality supervision.

Graduates should qualify for entry-level positions such as line cook, station chef, and assistant pastry chef. American Culinary Federation certification is available to graduates. With experience, graduates may advance to positions such as sous-chef, executive chef, or food service manager.

**CULINARY TECHNOLOGY (A55200)**

Effective: Fall 2002

Revised: 03/21/02

Length: 5 Semesters

Prerequisites: High School Diploma

Award: Associate in Applied Science

**FALL SEMESTER 1**

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
or						
ACA	115	Success & Study Skills	0	2	0	1
CIS	111	Basic PC Literacy	1	2	0	2
CUL	110	Sanitation and Safety	2	0	0	2
CUL	135	Food & Beverage Service	2	0	0	2
CUL	135A	Food & Beverage Serv Lab	0	2	0	1
CUL	140	Basic Culinary Skills	2	6	0	5
CUL	150	Food Science	1	2	0	2
ENG	111	Expository Writing	3	0	0	3
			<b>11/12</b>	<b>12/14</b>	<b>0</b>	<b>18</b>

**SPRING SEMESTER 1**

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

**SUMMER SEMESTER 1**

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

**FALL SEMESTER 2**

Prefix	No.	Title	Class	Lab	Clinical	Credit
CUL	120	Purchasing	2	0	0	2
CUL	130	Menu Design	2	0	0	2
CUL	250	Classical Cuisine	1	8	0	5
CUL	250A	Classical Cuisine Lab	0	3	0	1
CUL	260	Baking II	1	4	0	3
ENG	114	Prof Research & Reporting	3	0	0	3
			<b>9</b>	<b>15</b>	<b>0</b>	<b>16</b>

**SPRING SEMESTER 2**

Prefix	No.	Title	Class	Lab	Work		
					Clinical	Experience	Credit
COE	112A	Work Ex I -Culinary Technology	0	0	0	20	2
COE	115A	Work Exp Seminar I - Culinary Technology	1	0	0	0	1
ENG	115	Oral Communication	3	0	0	0	3
HRM	215	Restaurant Management	3	0	0	0	3
		Humanities/Fine Arts Elective	3	0	0	0	3
		Major Elective	5	0	0	0	5
		<b>Totals</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>17</b>

**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
			7	12	10	14

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

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

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

**CULINARY TECHNOLOGY -  
PANTRY CHEF CERTIFICATE (GARDE MANGER)**

**C55200C1**

The Pantry Chef Certificate (Garde Manger) is designed to prepare students who would like to be employed in the banquet, catering, cold foods and display professions or for those with some culinary experience who want to further their knowledge in this specialized area. Students will learn to prepare salads, dressings, cold sauces, garnishes, pâtés, terrines, ice carvings, canapes, hor d'oeuvres and other related topics. The program will enhance the student's cold food preparation, presentation and display skills.

**Pantry Chef Certificate (Garde Manger) (C55200C1)**

Effective Fall: 1999/2000

Revised: 5/1/99

Length: 1 Semester

Prerequisite: High School Diploma

Award: Certificate

**FALL SEMESTER**

		<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
CUL 110	Sanitation and Safety	2	0	0	2
CUL 140	Basic Culinary I	2	6	0	5
CUL 170	Garde Manger I (1st 8 weeks)	1	4	0	3
CUL 270	Garde Manager II (2nd 8 weeks)	1	4	0	3
		<b>6</b>	<b>14</b>	<b>0</b>	<b>13</b>

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

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

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

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 I

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
			<b>13</b>	<b>14</b>	<b>0</b>	<b>20</b>

#### SPRING SEMESTER I

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
			<b>12</b>	<b>5</b>	<b>12</b>	<b>18</b>



**SUMMER SEMESTER 1**

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

**TOTAL REQUIRED CREDITS.... 46**

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

## DENTAL HYGIENE

A45260

The Dental Hygiene curriculum provides individuals with the knowledge and skills to access, plan, implement, and evaluate dental hygiene care for the individual and the community.

Students will learn to prepare the operator, 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: Summer 2000

Revised: 5/02/00

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
			<b>13</b>	<b>12</b>	<b>0</b>	<b>18</b>

#### 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	125	Dental Office Emergencies	0	2	0	1
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
			<b>11</b>	<b>7</b>	<b>9</b>	<b>17</b>

**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
			<b>6</b>	<b>0</b>	<b>6</b>	<b>8</b>

**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
			<b>9</b>	<b>7</b>	<b>12</b>	<b>16</b>

**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
			<b>8</b>	<b>0</b>	<b>15</b>	<b>13</b>

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

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

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 2001-02

Revised: 02/19/01

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

**FALL SEMESTER I**

			Work				
			Class	Lab	Clinical	Experience	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
<b>OR</b>							
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
			<b>16-17</b>	<b>6-8</b>	<b>0</b>	<b>0</b>	<b>19-21</b>

**SPRING SEMESTER I**

			Work				
			Class	Lab	Clinical	Experience	Credit
EDU	112	Early Childhood Cred II	2	0	0	0	2
<b>OR</b>							
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
<b>Totals</b>			<b>17</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17</b>

**SUMMER SEMESTER I**

			Work				
			Class	Lab	Clinical	Experience	Credit
HEA	112	First Aid & CPR	1	2	0	0	2
		Major Elective	3	0	0	0	3
<b>Totals</b>			<b>4</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>5</b>

**FALL SEMESTER II**

			Work				
			Class	Lab	Clinical	Experience	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
<b>OR</b>							
EDU	261	Early Childhood Admin I	2	0	0	0	2
ENG	115	Oral Communication	3	0	0	0	3
		Humanities/Fine Arts Elective	3	0	0	0	3
		Social/Behavior Science Elective	3	0	0	0	3
<b>Totals</b>			<b>15-16</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>16-17</b>

**SPRING SEMESTER II**

		Class	Lab	Work		Credit
				Clinical	Experience	
EDU 221	Children With Sp Needs	3	0	0	0	3
EDU 235	School-Age Dev & Program	2	0	0	0	2
<b>OR</b>						
EDU 262	Early Childhood Admin II	3	0	0	0	3
EDU 251	Exploration Activities	3	0	0	0	3
<b>OR</b>						
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
<b>AND</b>						
COE 111B	Work Exp I – Early Childhood Associate	0	0	0	10	1
	Social/Behavior Science Elective	3	0	0	0	3
	<b>Totals</b>	<b>17-18</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>18-19</b>

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

**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 I**

		<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
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
		<b>7</b>	<b>0</b>	<b>0</b>	<b>7</b>

**SPRING SEMESTER I**

		<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
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
		<b>11</b>	<b>0</b>	<b>0</b>	<b>11</b>

**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 I

			<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
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
			<b>8</b>	<b>0</b>	<b>0</b>	<b>8</b>

### SPRING SEMESTER I

			<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
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
			<b>10</b>	<b>0</b>	<b>0</b>	<b>10</b>

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

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



**EARLY CHILDHOOD ASSOCIATE -  
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 I**

		<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
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
		<b>8</b>	<b>0</b>	<b>0</b>	<b>8</b>

**SPRING SEMESTER I**

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
		<b>10</b>	<b>0</b>	<b>0</b>	<b>10</b>

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

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

**EARLY CHILDHOOD ASSOCIATE -  
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 I**

		<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
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
		<b>8</b>	<b>0</b>	<b>0</b>	<b>8</b>

**SPRING SEMESTER I**

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
		<b>10</b>	<b>0</b>	<b>0</b>	<b>10</b>

**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: Fall 2001

Revised: 04/30/01

Length: 3 Semesters

Prerequisite: High School Diploma

Award: Diploma

### FALL SEMESTER I

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
PSY	118	Interpersonal Psychology	3	0	0	3
			9	16	0	15

### SPRING SEMESTER I

Prefix	No.	Title	Class	Lab	Clinical	Credit
ELC	114	Basic Wiring II	2	6	0	4
ELC	117	Motors and Controls	2	6	0	4
ELC	128	Intro to PLC	2	3	0	3
ENG	101	Applied Communications I	3	0	0	3
ISC	115	Construction Safety	2	0	0	2
			11	15	0	16

**SUMMER SEMESTER 1**

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

**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.

The Electronics Engineering Technology curriculum prepares individuals to become technicians who design, build, install, test, troubleshoot, repair, and modify developmental and production electronic components, equipment, and systems such as industrial/computer controls, manufacturing systems, communication systems, and power electronic systems.

A broad-based core of courses, including basic electricity, solid-state fundamentals, digital concepts, and microprocessors, ensures the student will develop the skills necessary to perform entry-level tasks. Emphasis is placed on developing the student's ability to analyze and troubleshoot electronic systems.

Graduates should qualify for employment as engineering assistants or electronic technicians with job titles such as electronics engineering technician, field service technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician.

### ELECTRONICS ENGINEERING TECHNOLOGY (A40200)

Effective: Summer 2002

Revised: 12/07/01

Length: 5 Semesters

Prerequisite: 2 Units of Algebra

Award: Associate in Applied Science

#### FALL SEMESTER 1

Prefix	No.	Title Class	Lab	Clinical	Credit	
ACA	111	College Student Success	1	0	0	1
<b>or</b>						
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
			<b>11/12</b>	<b>11/13</b>	<b>0</b>	<b>17</b>

#### SPRING SEMESTER 1

Prefix	No.	Title Class	Lab	Clinical	Credit	
CSC	133	C 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
			<b>13</b>	<b>11</b>	<b>0</b>	<b>17</b>

**SUMMER SEMESTER 1**

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

**FALL SEMESTER 2**

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

**SPRING SEMESTER 2**

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

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

**Co-op Option:** Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of ATR 211 provided they acquire approval from the Co-op Director and the Department Chairperson.

# 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: 05/01/99

Length: 3 Semesters

Prerequisite: High School Diploma

Award: Diploma

### FALL SEMESTER I

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
			11	16	0	17

### SPRING SEMESTER I

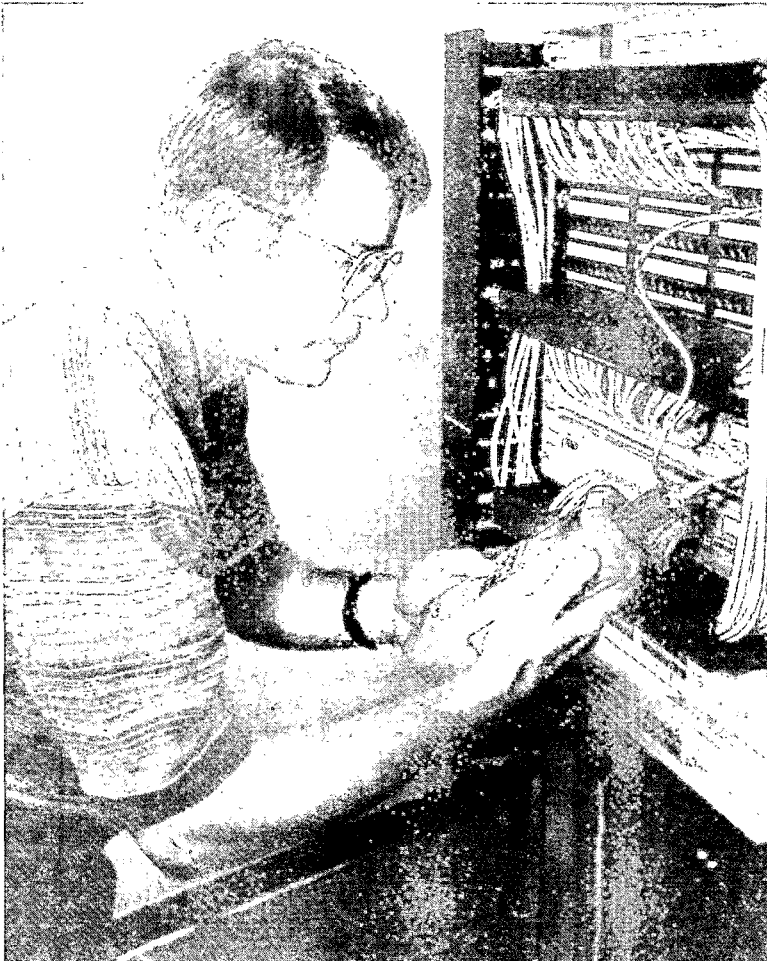
Prefix	No.	Title	Class	Lab	Clinical	Credit
ELN	141A	Digital Fundamentals	2	3	0	3
ELN	141B	Digital Fundamentals	2	3	0	3
ELN	240	Microprocessor Fund	3	3	0	4
ELN	243	Communication Electronics	2	3	0	3
ENG	101	Applied Communications I	3	0	0	3
			12	12	0	16

**SUMMER SEMESTER 1**

<b>Prefix</b>	<b>No.</b>	<b>Title</b>	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
ELN	244	Computer Repair	3	6	0	5
PSY	118	Interpersonal Psychology	3	0	0	3
		Elective	3	0	0	3
			9	6	0	11

**TOTAL REQUIRED CREDITS.....44**

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





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 2002

Revised: 03/19/02

Length: 5 Semesters

Prerequisites: 1 Unit Biology, Algebra & Chemistry

Award: Associate in Applied Science

#### FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
or						
ACA	115	Success & Study Skills	0	2	0	1
BIO	168	Anatomy & Physiology I	3	3	0	4
EMS	110	EMT Basic	5	6	0	7
EMS	140	Rescue Scene Management	1	3	0	2
EMS	150	Emerg Vehicles & EMS Comm	1	3	0	2
ENG	111	Expository Writing	3	0	0	3
			<b>13/14</b>	<b>15/17</b>	<b>0</b>	<b>19</b>

#### 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
			<b>7</b>	<b>11</b>	<b>6</b>	<b>13</b>

**SUMMER SEMESTER 1**

Prefix	No.	Title	Class	Lab	Clinical	Credit
EMS	210	Adv Patient Assessment	1	3	0	2
EMS	240	Special Needs Patients	1	2	0	2
EMS	221	EMS Clinical Practicum II	0	0	9	3
			2	5	9	7

**FALL SEMESTER 2**

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIS	113	Computer Basics	0	2	0	1
EMS	220	Cardiology	2	6	0	4
EMS	235	EMS Management	2	0	0	2
Or						
EMS	115	Defense Tactics for EMS	1	3	0	2
Or						
EMS	125	EMS Instructor Methodology	1	2	0	2
EMS	230	Pharmacology II for EMS	1	3	0	2
EMS	231	EMS Clinical Practicum III	0	0	9	3
EMS	250	Advanced Medical Emergencies	2	3	0	3
ENG	115	Oral Communication	3	0	0	3
PSY	150	General Psychology	3	0	0	3
			<b>12/13</b>	<b>14/15/16</b>	<b>9</b>	<b>21</b>

**SPRING SEMESTER 2**

Prefix	No.	Title	Class	Lab	Clinical	Credit
EMS	241	EMS Clinical Practicum IV	0	0	9	3
EMS	260	Advanced Trauma Emergencies	1	3	0	2
EMS	270	Life Span Emergencies	2	2	0	3
EMS	285	EMS Capstone	1	3	0	2
		Humanities/Fine Arts Elec	3	0	0	3
			<b>7</b>	<b>8</b>	<b>9</b>	<b>13</b>

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

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 2002

Revised: 03/19/02

Length: 3 Semesters

Prerequisites: 1 Unit of Algebra, Biology and Chemistry

Current North Carolina or National Registry EMT-Paramedic

Current Healthcare Provider Level CPR Card

Current Advanced Cardiac Life Support

Current Pediatric Advanced Life Support

Current Basic Trauma Life Support or Pre-Hospital Trauma Life Support

Two Thousand (2000) documented hours of Paramedic Level Work Experience

Award: Associate in Applied Science

**FALL SEMESTER**

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
or						
ACA	115	Success & Study Skills	0	2	0	1
BIO	168	Anatomy & Physiology I	3	3	0	4
ENG	111	Expository Writing	3	0	0	3
			<b>6/7</b>	<b>3/5</b>	<b>0</b>	<b>8</b>

**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
			<b>8</b>	<b>5</b>	<b>0</b>	<b>10</b>

**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
			8	2	0	9

**TOTAL REQUIRED CREDITS.... 27**

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



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 2002

Revised: 03/19/02

Length: 3 Terms

Prerequisites: 1 Unit Biology

Award: Diploma

#### FALL I

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	3	0	2
ENG	111	Expository Writing	3	0	0	3
			<b>7</b>	<b>9</b>	<b>6</b>	<b>12</b>

#### FALL II

Prefix	No.	Title	Class	Lab	Clinical	Credit
EMS	131	Adv Airway Management	1	2	0	2
EMS	210	Adv Patient Assessment	1	3	0	2
EMS	220	Cardiology	2	6	0	4
EMS	221	EMS Clinical Practicum II	0	0	9	3
EMS	230	Pharmacology II for EMS	1	3	0	2
ENG	115	Oral Communication	3	0	0	3
			<b>8</b>	<b>14</b>	<b>9</b>	<b>16</b>

**SPRING I**

<b>Prefix</b>	<b>No.</b>	<b>Title</b>	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
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
			<b>6</b>	<b>11</b>	<b>9</b>	<b>13</b>

**TOTAL REQUIRED CREDITS....41**

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

## EMERGENCY MEDICAL SCIENCE CERTIFICATE

C45340

The Emergency Medical Science certificate program is designed to prepare students with the entry-level skills of an Emergency Medical Technician-Basic (EMT-Basic).

Students processing through this program may be eligible to apply for both the state and national certification exams as an EMT-Basic. Employment opportunities include ambulance services, fire and rescue agencies, air medical services, speciality areas of hospitals, industry, educational institutions, and government agencies.

### EMERGENCY MEDICAL SCIENCE (Certificate) (C45340)

Effective: Fall 2002

Revised: 03/19/02

Length: 1 Semester

Prerequisites: None

Award: Certificate

#### SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
EMS	110	EMT Basic	5	6	0	7
EMS	140	Rescue Scene Management	1	3	0	2
EMS	150	Emerg Vehicles & EMS Comm	1	3	0	2
EMS	235	EMS Management	2	0	0	2
			<b>9</b>	<b>12</b>	<b>0</b>	<b>13</b>

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

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

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

# FIRE PROTECTION TECHNOLOGY IN CONSORTIUM WITH A55240 WILSON TECHNICAL COMMUNITY COLLEGE

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

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

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

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

Effective: Fall 1998

Revised: 03/03/00

Length: 5 Semesters

Award: Associate in Applied Science

### FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	0	2	0	1
FIP	120	Introduction to Fire Protection	2	0	0	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
			<b>11</b>	<b>4</b>	<b>0</b>	<b>13</b>

### 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
			<b>13/14</b>	<b>2</b>	<b>0</b>	<b>14</b>



**SUMMER SEMESTER 1**

Prefix	No.	Title	Class	L	ab	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
			12		2	0	13

**FALL SEMESTER 2**

Prefix	No.	Title	Class	Lab	Clinical	Credit
FIP	220	Fire Fighting Strategies	3	0	0	3
FIP	230	Chemistry of Hazardous Materials I	5	0	0	5
FIP	240	Fire Service Supervision	2	0	0	2
FIP	248	Fire Service Personnel Administration	3	0	0	3
ENG	114	Professional Research & Reporting	3	0	0	3
			16	0	0	16

**SPRING SEMESTER 2**

Prefix	No.	Title	Class	Lab	Clinical	Credit
FIP	236	Emergency Management	2	0	0	2
FIP	252	Apparatus Specifications & Purchase 2	0	0	2	
FIP	256	Municipal Public Relations	2	0	0	2
FIP	260	Fire Protection Planning	3	0	0	3
FIP	276	Managing Fire Services	3	0	0	3
ENG	115	Oral Communication	3	0	0	3
			15	0	0	15

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

# FUNERAL SERVICE EDUCATION

A55260

The Funeral Service Education curriculum provides students with the opportunity to become proficient in basic funeral service skills.

In addition to the general education courses offered in the curriculum, technical courses such as human anatomy, embalming theory and practice, embalming chemistry, restorative arts, funeral law, and funeral home operations are taught.

Graduates of the curriculum, upon passing the state or national exam and completing an internship in a funeral home, will be qualified for employment as embalmers and/or funeral directors.

The specific aims and purposes of the Department of Funeral Service Education are:

1. To give students the knowledge, principles, techniques, and skills which are the basis of the funeral service profession.
2. To provide for education and professional advancement of students whether they choose to follow the funeral service profession or whether they decide to use their specialized education in other general or technical fields.
3. To educate and prepare individuals to contribute to the service and welfare of the community
4. To become a major provider of continuing education programs meeting mandatory re-licensure requirements for the licensed funeral service personnel in the state.

## FUNERAL SERVICE EDUCATION (A55260)

Effective: Summer 2001

Revised: 02/04/02

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

### FALL SEMESTER 1

			Work				
			Class	Lab	Clinical	Experience	Credit
ACA	115	Success & Study Skills	0	2	0	0	1
BUS	110	Introduction to Business	0	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
			<b>15</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>18</b>

**SPRING SEMESTER 1**

			Work				
			Class	Lab	Clinical	Experience	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
			<b>18</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>18</b>

**SUMMER SEMESTER 1**

			Work				
			Class	Lab	Clinical	Experience	Credit
		Humanities/Fine Arts Elective	3	0	0	0	3
			<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>

**FALL SEMESTER 2**

			Work				
			Class	Lab	Clinical	Experience	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 - uneral Service	0	0	0	20	2
FSE	214	Pathology	3	0	0	0	3
FSE	216	Restorative Arts	2	4	0	0	4
PSY	141	Psych of Death and Dying	3	0	0	0	3
SOC	210	Introduction to Sociology	3	0	0	0	3
<b>Totals</b>			<b>14</b>	<b>8</b>	<b>0</b>	<b>20</b>	<b>18</b>

**SPRING SEMESTER 2**

			Work				
			Class	Lab	Clinical	Experience	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	2	0 2
FSE	215	Funeral Home Operations	4	0	0	0	4
FSE	217	Funeral Service Projects	1	2	0	0	2
			<b>14</b>	<b>6</b>	<b>2</b>	<b>0</b>	<b>17</b>

**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.

**SERVICE EDUCATION -  
N.C. FUNERAL DIRECTOR**

**D55260**

The NC Funeral Director curriculum provides students with the opportunity to acquire the funeral service education necessary to become proficient in basic funeral directing skills.

Students completing the diploma are eligible to sit for the NC Board of Mortuary Science Funeral Director state exam.

**FUNERAL SERVICE EDUCATION (D55260) N.C. Funeral Director**

Effective: Fall 2002

Revised: 12/07/01

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Diploma

**FALL SEMESTER I**

			Work				
			Class	Lab	Clinical	Experience	Credit
BUS	110	Introduction to Business	3	0	0	0	3
ENG	111	Expository Writing	3	0	0	0	3
FSE	112	Princ of Funeral Service	3	0	0	0	3
FSE	214	Pathology	3	0	0	0	3
PSY	150	General Psychology	3	0	0	0	3
SOC	210	Introduction to Sociology	3	0	0	0	3
			<b>18</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>18</b>

**SPRING SEMESTER I**

			Work				
			Class	Lab	Clinical	Experience	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
			<b>19</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>20</b>

**TOTAL CREDITS HOURS.....38**

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

# GENERAL OCCUPATIONAL TECHNOLOGY

A55280

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade their skills to earn an associate degree by taking courses suited for their occupational interests and/or needs.

The curriculum content will be individualized for students according to their occupational interests and needs. A program of study for each student will be selected from associate degree-level courses offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

## GENERAL OCCUPATIONAL TECHNOLOGY (A55280)

Effective: Fall 2002

Revised: 12/07/01

Length: 4 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

### FALL SEMESTER 1

			<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
ACA	111	College Student Success	1	0	0	1
or						
ACA	115	Success & Study Skills	0	2	0	1
CIS	111	Basic PC Literacy	1	2	0	2
ENG	111	Expository Writing	3	0	0	3
		Humanities/Fine Arts	3	0	0	3
		Social/Behavioral Sciences	3	0	0	3
		Natural Sciences/Mathematics	3	0	0	3
			<b>13//14</b>	<b>2/4</b>	<b>0</b>	<b>15</b>

### SPRING SEMESTER 1

ENG	114	Prof Research & Reporting	3	0	0	3
		Major Electives	14	0	0	14
			<b>17</b>	<b>0</b>	<b>0</b>	<b>17</b>

### FALL SEMESTER 2

		Major Electives	17	0	0	17
			<b>17</b>	<b>0</b>	<b>0</b>	<b>17</b>

**SPRING SEMESTER 2**

Major Electives	16	0	0	16
	<b>16</b>	<b>0</b>	<b>0</b>	<b>16</b>

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

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

# HEALTHCARE MANAGEMENT TECHNOLOGY

A25200

The Healthcare Management Technology curriculum is designed to prepare students for employment in healthcare business and financial operations. Students will gain a comprehensive understanding of the application of management principles to the healthcare environment.

The curriculum places emphasis on planning, organizing, directing, and controlling tasks related to healthcare organizational objectives including the legal and ethical environment. Emphasis is placed on the development of effective communication, managerial, and supervisory skills.

Graduates may find employment in healthcare settings including hospitals, medical offices, clinics, long-term care facilities, and insurance companies. Graduates are eligible to sit for the Certified Patient Account Manager (CPAM) and the Certified Manager of Patient Accounts (CMPA) examinations.

## HEALTHCARE MANAGEMENT TECHNOLOGY (A25200)

Effective: Fall 2002

Revised: 03/26/02

Length: 5 Semesters

Prerequisites: High School Diploma

Award: Associate in Applied Science

### FALL SEMESTER I

			Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
or						
ACA	115	Success & Study Skills	0	2	0	1
BUS	110	Introduction to Business	3	0	0	3
CIS	111	Basic PC Literacy	1	2	0	2
ENG	111	Expository Writing	3	0	0	3
HMT	110	Intro to Healthcare Management	3	0	0	3
MAT	115	Mathematical Models	2	2	0	3
OST	149	Med Legal Issues	3	0	0	3
			<b>15/16</b>	<b>4/6</b>	<b>0</b>	<b>18</b>

### SPRING SEMESTER I

ACC	120	Principles of Accounting	3	2	0	4
BUS	137	Principles of Management	3	0	0	3
CIS	120	Spreadsheet I	2	2	0	3
ENG	114	Prof Research & Reporting	3	0	0	3
MKT	120	Principles of Marketing	3	0	0	3
OST	141	Med Terms I – Med Office	3	0	0	3
			<b>17</b>	<b>4</b>	<b>0</b>	<b>19</b>



**SUMMER SEMESTER I**

ACC	121	Principles of Accounting II	3	2	0	4
OST	142	Med Terms II – Med Office	3	0	0	3
			<b>6</b>	<b>2</b>	<b>0</b>	<b>7</b>

**FALL SEMESTER II**

ACC	225	Cost Accounting	3	0	0	3
BUS	153	Human Resource Management	3	0	0	3
CIS	152	Database Concepts & Apps	3	0	0	3
HMT	211	Long-Term Care Admin	3	0	0	3
HMT	210	Medical Insurance	3	0	0	3
		Humanities Elective	3	0	0	3
			<b>18</b>	<b>0</b>	<b>0</b>	<b>18</b>

**SPRING SEMESTER II**

HMT	220	Healthcare Financial Mgt	4	0	0	4
HMT	212	Mgt of Healthcare Org	2	0	0	2
COE	111	Coop Work Experience I -				
		Healthcare Management	0	0	10	1
		Social/Behavioral Science Elective	3	0	0	3
		Elective	4	0	0	4
			<b>13</b>	<b>0</b>	<b>10</b>	<b>14</b>

**Total Semester Hours...76**

**Notes:** It is suggested that students choose elective in additional computer classes or business classes. Classes for MED and HMT prefixes are available in Distance Formats including NCIH, telecourses, or Internet.

**Co-op Options:** One (1) hour of Co-op is mandatory.

Students may elect to take up to three (3) credit hours of electives upon approval from the Co-op Director and Department Chair. Co-op can be taken during any semester.

# HORTICULTURE TECHNOLOGY/MANAGEMENT

A1524A

Management is a concentration under the curriculum title of Horticulture Technology. This curriculum is designed to prepare individuals for careers in various horticultural management positions.

Course work includes plant science, plant materials, propagation, soils, fertilizers, and pest management. Students will also take courses in principles of supervision, horticulture production management, horticulture sales and services, and horticulture business entrepreneurship.

Graduates should qualify for employment opportunities in the management of nurseries, greenhouses, garden centers, landscape operations, and gardens.

## HORTICULTURE TECHNOLOGY/MANAGEMENT (A1524A)

Effective: Fall 2002

Revised: 12/07/01

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

### FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
<b>or</b>						
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
			<b>10/11</b>	<b>9/11</b>	<b>0</b>	<b>15</b>

### 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
			<b>12</b>	<b>9</b>	<b>0</b>	<b>16</b>

### 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
			<b>5</b>	<b>4</b>	<b>0</b>	<b>7</b>

**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
			14	7	0	17

**SPRING SEMESTER 2**

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

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

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

# HORTICULTURE TECHNOLOGY – BASIC LANDSCAPE MAINTENANCE

C1524A

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 (C1524A)

Effective: Spring 2000

Revised: 02/29/00

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
LSG	111	Basic Landscape Tech	2	0	0	2
LSG	121	Fall Gardening Lab	0	0	6	2
			4	2	6	7

### SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
HOR	260	Plant Materials II	2	2	0	3
LSG	122	Spring Garden Lab	0	0	6	2
			2	2	6	5

TOTAL REQUIRED CREDITS.....12

Co-op Option: NA

Note: This certificate is not approved for financial aid.

# HOTEL AND RESTAURANT MANAGEMENT

A25240

The Hotel and Restaurant Management curriculum prepares students to understand and apply the administrative and practical skills needed for supervisory and managerial positions in hotels, motels, resorts, inns, restaurants, institutions, and clubs.

Course work includes front office management, food preparation, guest services, sanitation, menu writing, quality management, purchasing, and other areas critical to the success of hospitality professionals.

Upon completion, graduates should qualify for supervisory or entry-level management positions in food and lodging including front office, reservations, housekeeping, purchasing, dining room and marketing. Opportunities are also available in the support areas of food and equipment sales.

## HOTEL AND RESTAURANT MANAGEMENT (A25240)

Effective: Fall 2002

Revised: 04/17/02

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

### FALL SEMESTER 1

			<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
ACA	111	College Student Success	1	0	0	1
<b>or</b>						
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
			<b>13/14</b>	<b>4/6</b>	<b>0</b>	<b>16</b>

### SPRING SEMESTER 1

BUS	137	Principles of Management	3	0	0	3
CIS	111	Basic PC Literacy	1	2	0	2
ENG	114	Prof Research & Reporting	3	0	0	3
HRM	130	Bed and Breakfast Mgt.	2	0	0	2
HRM	140	Hospitality Tourism Law	3	0	0	3
HRM	215	Restaurant Management	3	0	0	3
COE	111H	Co-op Work Experience I – Hotel and Restaurant Management	0	0	10	1
			<b>15</b>	<b>2</b>	<b>10</b>	<b>17</b>

**SUMMER SEMESTER 1**

ECO	151	Survey of Economics	3	0	0	3
ENG	115	Oral Communication	3	0	0	3
COE	121H	Co-op Work Experience II – Hotel and Restaurant Management	0	0	10	1
			<b>6</b>	<b>0</b>	<b>10</b>	<b>7</b>

**FALL SEMESTER 2**

CUL	120	Purchasing	2	0	0	2
HRM	120	Front Office Procedures	3	0	0	3
HRM	145	Hospitality Supervision	3	0	0	3
HRM	220	Food & Beverage Controls	3	0	0	3
HRM	220A	Food & Beverage Controls Lab	0	2	0	1
HRM	240	Hospitality Marketing	3	0	0	3
COE	131H	Co-op Work Experience III – Hotel and Restaurant Management	0	0	10	1
		Free Elective	3	0	0	3
			<b>17</b>	<b>2</b>	<b>10</b>	<b>19</b>

**SPRING SEMESTER 2**

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
			<b>17</b>	<b>0</b>	<b>0</b>	<b>17</b>

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

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

## HOTEL AND RESTAURANT MANAGEMENT CERTIFICATE C25240C1

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The Hotel and Restaurant Management certificate is designed to prepare students to understand the daily management concept of supervising hotels and restaurants.

This certificate program covers basic management supervision, hotel front office procedures, restaurant management procedures, tourism law, and food and beverage controls.

Upon completion of this program, students should be prepared for entry-level management positions in hotels and restaurants or transfer the course credits to the Hotel and Restaurant Management program for an Associate of Applied Science degree.

### HOTEL AND RESTAURANT MANAGEMENT CERTIFICATE (C25240C1)

Effective: Fall 2001

Revised: 06/01/01

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

#### FALL SEMESTER

			<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
HRM	120	Front Office Procedures	3	0	0	3
HRM	145	Hospitality Supervision	3	0	0	3
HRM	220	Food & Beverage Controls	3	0	0	3
HRM	220A	Food & Beverage Controls Lab	0	2	0	1
			<b>9</b>	<b>2</b>	<b>0</b>	<b>10</b>

#### SPRING SEMESTER

HRM	140	Hospitality Tourism Law	3	0	0	3
HRM	215	Restaurant Management	3	0	0	3
			<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>

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

**Co-op Option:** NA

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

The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to safely service, maintain, repair, or install equipment. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial systems.

Students will learn multi-craft technical skills in blueprint reading, mechanical systems maintenance, electricity, hydraulics/pneumatics, welding, machining or fabrication, and includes various diagnostic and repair procedures. Practical application in these industrial systems will be emphasized and additional advanced course work may be offered.

Upon completion of this curriculum, graduates should be able to individually, or with a team, safely install, inspect, diagnose, repair, and maintain industrial process and support equipment. Students will also be encouraged to develop their skills as life-long learners.

**INDUSTRIAL SYSTEMS TECHNOLOGY (D50240)**

Effective: Fall 2002

Revised: 03/19/02

Length: 3 Semesters

Prerequisite: High School Diploma

Award: Diploma

**FALL SEMESTER I**

Prefix	No.	Title	Class	Lab	Clinical	Credit
ELC	112	DC/AC Electricity	3	6	0	5
ISC	112	Industrial Safety	2	0	0	2
MEC	111	Machine Processes I	1	4	0	3
MNT	110	Intro to Maint Procedures	1	3	0	2
PSY	118	Interpersonal Psychology	3	0	0	3
WLD	112	Basic Welding Processes	1	3	0	2
			<b>11</b>	<b>16</b>	<b>0</b>	<b>17</b>

**SPRING SEMESTER I**

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
			<b>11</b>	<b>20</b>	<b>0</b>	<b>19</b>

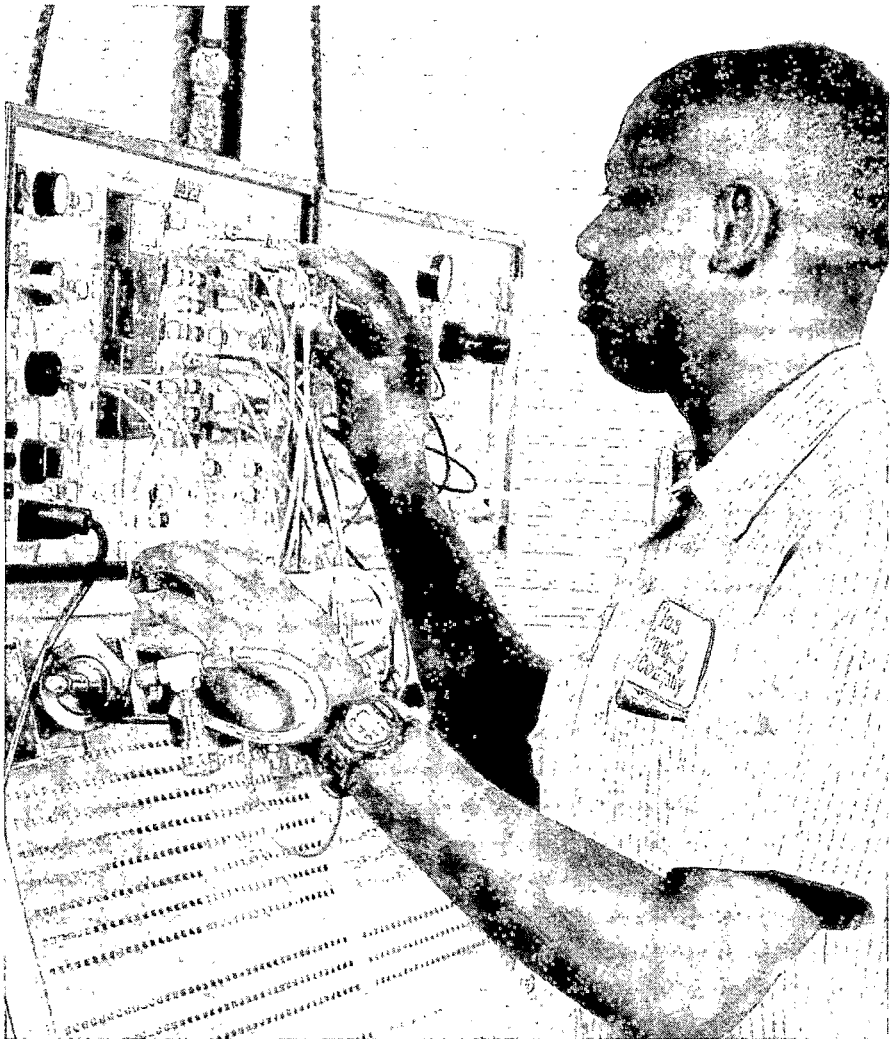


**SUMMER SEMESTER I**

Prefix	No.	Title	Class	Lab	Clinical	Credit
ELC	213	Instrumentation	3	2	0	4
ELC	215	Electrical Maintenance	2	3	0	3
			5	5	0	7

**TOTAL REQUIRED CREDITS.....43**

**Co-op Option: NA**



# INDUSTRIAL SYSTEMS TECHNOLOGY – BASIC INDUSTRIAL SYSTEMS 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 systems assistants.

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

## BASIC INDUSTRIAL SYSTEMS CERTIFICATE (C50240)

Effective: Fall 2002

Revised: 03/19/02

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
			4	8	0	7

### 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
			4	8	0	7

TOTAL REQUIRED CREDITS.....14

Co-op Option: NA

Note: This certificate is not approved for financial aid.

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 manager 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 in Applied Science

**FALL SEMESTER 1**

			<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
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
			<b>15</b>	<b>7</b>	<b>0</b>	<b>18</b>

**SPRING SEMESTER 1**

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
			<b>15</b>	<b>3</b>	<b>0</b>	<b>16</b>

**SUMMER SEMESTER 1**

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
			<b>7</b>	<b>5</b>	<b>0</b>	<b>9</b>

**FALL SEMESTER 2**

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
			<b>14</b>	<b>5</b>	<b>0</b>	<b>16</b>

**SPRING SEMESTER 2**

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
			<b>14</b>	<b>6</b>	<b>0</b>	<b>16</b>

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

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

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 2002

Revised: 03/14/02

Length: 5 Semesters

Prerequisite: 2 Units of Algebra

Award: Associate in Applied Science

**FALL SEMESTER 1**

			<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
ACA	111	College Student Success	1	0	0	1
<b>or</b>						
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
			<b>14</b>	<b>6</b>	<b>0</b>	<b>16</b>

**SPRING SEMESTER 1**

BUS	110	Introduction to Business	3	0	0	3
CIS	130	Survey of Operating Sys	2	3	0	3
CIS	152	Database Concepts & Apps	2	2	0	3
CSC	139	Visual BASIC Programming	2	3	0	3
ENG	115	Oral Communication	3	0	0	3
		Humanities Fine Arts Elective	3	0	0	3
			<b>15</b>	<b>8</b>	<b>0</b>	<b>18</b>

**SUMMER SEMESTER 1**

BUS	228	Business Statistics	2	2	0	3
CIS	215	Hardware Install/Maint	2	3	0	3
CIS	226	Trends in Technology	1	2	0	2
			<b>5</b>	<b>7</b>	<b>0</b>	<b>8</b>

**FALL SEMESTER 2**

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
			<b>12</b>	<b>12</b>	<b>0</b>	<b>17</b>

**SPRING SEMESTER 2**

CIS	162	MM Presentation Software	2	2	0	3
CIS	174	Network System Manager I	2	2	0	3
ECO	151	Survey of Economics	3	0	0	3
ENG	114	Prof Research & Reporting	3	0	0	3
		Major Elective	3	0	0	3
			<b>13</b>	<b>4</b>	<b>0</b>	<b>15</b>

**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  
COMPUTER TECHNOLOGIES**

**C25260C1**

The Computer Technologies Certificate will expose the student to a general overview of the computer area. Students will study computers, networks, operating systems and programming. Graduates from this are prepared to work as a Computer Technician, or to apply these classes to any other degree in the computer division.

**COMPUTER TECHNOLOGIES CERTIFICATE (C25260C1)**

Effective: Fall 2001

Revised: 6/01/01

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

**FALL SEMESTER**

			<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
CIS	110	Introduction to Computers	2	2	0	3
CIS	115	Introduction to Programming & Logic	2	2	0	3
			<b>4</b>	<b>4</b>	<b>0</b>	<b>6</b>

**SPRING SEMESTER**

CIS	130	Survey of Operating Sys	2	3	0	3
NET	110	Data Comm/Networking	2	2	0	3
			<b>4</b>	<b>5</b>	<b>0</b>	<b>6</b>

**TOTAL REQUIRED CREDITS...12**

**Co-op Option:** NA

**Note:** This curriculum is not approved for VA benefits or financial aid

# 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 2002

Revised: 03/14/02

Length: 5 Semesters

Prerequisite: 2 Units of Algebra

Award: Associate in Applied Science

### FALL SEMESTER 1

			Class	Lab	Clinical	Credit
ACA	111	Success & Study Skills	1	0	0	1
<b>or</b>						
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
			<b>13/14</b>	<b>4/6</b>	<b>0</b>	<b>16</b>

### SPRING SEMESTER 1

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
			<b>14</b>	<b>10</b>	<b>0</b>	<b>18</b>



**SUMMER SEMESTER 1**

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
			<b>7</b>	<b>5</b>	<b>0</b>	<b>9</b>

**FALL SEMESTER 2**

*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 -- MultiUser	2	3	0	3
CIS	274	Network System Manager II	2	2	0	3
			<b>9</b>	<b>17</b>	<b>0</b>	<b>17</b>

**SPRING SEMESTER 2**

*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
			<b>9</b>	<b>12</b>	<b>0</b>	<b>15</b>

**TOTAL REQUIRED CREDITS...75**

**Co-op Option:** Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of a major elective.

\* First 8 weeks \*\* Second 8 weeks

**INFORMATION SYSTEMS -  
NETWORK ADMINISTRATION AND SUPPORT  
CISCO NETWORKING CERTIFICATE**

**C2526DC4**

The Cisco Networking Certificate will expose the student to fundamentals of networking and will give them the tools to deploy, operate, and troubleshoot Cisco products and solutions. This program will also cover the core exam objectives of the Cisco Certified Network Administrator (CCNA) exam. Students are prepared to work in the field as network technicians supporting Cisco products.

Courses in this program can be transferred directly into Information Systems-Network Administration and Support for an Associate in Applied Science degree.

**CISCO NETWORKING CERTIFICATE (C2526DC4)**

Effective: Fall 2001

Revised: 6/01/01

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

**FALL SEMESTER**

			<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
NET	125	Routing and Switching I	1	4	0	3
NET	126	Routing and Switching II	1	4	0	3
			<b>2</b>	<b>8</b>	<b>0</b>	<b>6</b>

**SPRING SEMESTER**

NET	225	Adv. Router and Switching I	1	4	0	3
NET	226	Adv. Router and Switching II	1	4	0	3
			<b>2</b>	<b>8</b>	<b>0</b>	<b>6</b>

**TOTAL REQUIRED CREDITS...12**

**Co-op Option: NA**

**Note:** This curriculum is not approved for VA benefits or financial aid.

This certificate should prepare you for the Cisco Certified Network Associate (CCNA) Examination.

\*First 8 weeks

\*\*Second 8 weeks

**INFORMATION SYSTEMS -  
NETWORK ADMINISTRATION AND SUPPORT  
MICROSOFT NETWORKING CERTIFICATE**

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**C2526DC1**

The Microsoft Networking Certificate will expose the student fundamentals of networking using Microsoft operating systems. This program will also cover the core exam objectives of the Microsoft Certified Professional (MCP) exam. Students are prepared to work in the field as network technicians supporting Microsoft products.

Courses in this program can be transferred directly into Information Systems-Network Administration and Support for an Associate in Applied Science degree.

**MICROSOFT NETWORKING CERTIFICATE (C2526DC1)**

Effective: Fall 2001

Revised: 6/1/01

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

**FALL SEMESTER**

			<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
CIS	110	Introduction to Computers	2	2	0	3
CIS	175	Network Management I	2	2	0	3
			<b>4</b>	<b>4</b>	<b>0</b>	<b>6</b>

**SPRING SEMESTER**

NET	110	Data Comm/Networking	2	2	0	3
CIS	275	Networking Management II	2	2	0	3
			<b>4</b>	<b>4</b>	<b>0</b>	<b>6</b>

**TOTAL REQUIRED CREDITS...12**

**Co-op Option: NA**

**Note:** This curriculum is not approved for VA benefits or financial aid

**INFORMATION SYSTEMS -  
NETWORK ADMINISTRATION AND SUPPORT  
NORTEL NETWORKING CERTIFICATE**

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**C2526DC3**

The Nortel Networking Certificate will expose the student to fundamentals of networking and will give them the tools to deploy, operate, and troubleshoot Nortel products and solutions. This program will also cover the core exam objectives of the Nortel Networks Certified Support Specialist (NNCSS) exam. Students are prepared to work in the field as network technicians supporting Nortel products.

Courses in this program can be transferred directly into Information Systems-Network Administration and Support for an Associate in Applied Science degree.

**NORTEL NETWORKING CERTIFICATE (C2526DC3)**

Effective: Fall 2001

Revised: 6/1/01

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

**FALL SEMESTER**

			<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
*NET	125N	Routing and Switching I	1	4	0	3
**NET	126N	Routing and Switching II	1	4	0	3
			<b>2</b>	<b>8</b>	<b>0</b>	<b>6</b>

**SPRING SEMESTER**

*NET	225N	Adv. Router and Switching I	1	4	0	3
**NET	226N	Adv. Router and Switching II	1	4	0	3
			<b>2</b>	<b>8</b>	<b>0</b>	<b>6</b>

**TOTAL REQUIRED CREDITS...12**

**Co-op Option: NA**

**Note:** This curriculum is not approved for VA benefits or financial aid

\*First 8 weeks

\*\*Second 8 weeks

**INFORMATION SYSTEMS -  
NETWORK ADMINISTRATION AND SUPPORT  
NOVELL NETWORKING CERTIFICATE**

**C2526DC2**

The Novell Networking Certificate will expose the student to fundamentals of networking and will give them the tools to deploy, operate, and troubleshoot Novell products and solutions. This program will also cover the core exam objectives of the Novell Certified Network Administrator (CNA) exam. Students are prepared to work in the field as network technicians supporting Novell products.

Courses in this program can be transferred directly into Information Systems-Network Administration and Support for an Associate in Applied Science degree.

**NOVELL NETWORKING CERTIFICATE (C2526DC2)**

Effective: Fall 2001

Revised: 6/1/01

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

**FALL SEMESTER**

			<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
CIS	110	Introduction to Computers	2	2	0	3
CIS	174	Network System Manager I	2	2	0	3
			<b>4</b>	<b>4</b>	<b>0</b>	<b>6</b>

**SPRING SEMESTER**

NET	110	Data Comm/Networking	2	2	0	3
CIS	274	Network Systems Manager II	2	2	0	3
			<b>4</b>	<b>4</b>	<b>0</b>	<b>6</b>

**TOTAL REQUIRED CREDITS...12**

**Co-op Option:** NA

**Note:** This curriculum is not approved for VA benefits or financial aid

## 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 2002

Revised: 03/14/03

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

#### FALL SEMESTER 1

			<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
ACA	111	College Student Success	1	0	0	1
<b>or</b>						
ACA	115	Success & Study Skills	0	2	0	1
CIS	110	Intro to Computers	1	2	0	3
CIS	115	Intro to Prog & Logic	2	2	0	3
CIS	172	Intro to the Internet	2	3	0	3
ITN	120	Intro Internet Multimedia	2	2	0	3
ITN	160	Principals of Web Design	2	2	0	3
			<b>9/10</b>	<b>11/13</b>	<b>0</b>	<b>16</b>

#### SPRING SEMESTER 1

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
			<b>13</b>	<b>11</b>	<b>0</b>	<b>18</b>

**SUMMER SEMESTER 1**

ENG	115	Oral Communications	3	0	0	3
MAT	161	College Algebra	3	0	0	3
			<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>

**FALL SEMESTER 2**

CSC	134	C++ Programming	2	3	0	3
CIS	175	Network Management I	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
			<b>14</b>	<b>10</b>	<b>0</b>	<b>18</b>

**SPRING SEMESTER 2**

CSC	248	Adv Internet Programming	2	3	0	3
ITN	130	Web Site Management	2	2	0	3
ITN	170	Intro to Internet Databases	2	2	0	3
ITN	250	Implement Internet Services	2	2	0	3
		Social/Behavioral Elective	3	0	0	3
		Major Elective	2	2	0	3
			<b>13</b>	<b>11</b>	<b>0</b>	<b>18</b>

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

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

# 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 2002

Revised: 03/14/02

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

### FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
or						
ACA	115	Success & Study Skills	0	2	0	1
BPR	111	Blueprint Reading	1	2	0	2
CIS	111	Basic PC Literacy	1	2	0	2
MAC	111	Machining Technology I	2	12	0	6
MAC	114	Intro to Metrology	2	0	0	2
MAC	151	Machining Calculations	1	2	0	2
		Humanities/Fine Arts Elective	3	0	0	3
			<b>10/11</b>	<b>18/20</b>	<b>0</b>	<b>18</b>

### 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
			<b>9</b>	<b>18</b>	<b>0</b>	<b>16</b>

### 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
			<b>4</b>	<b>6</b>	<b>0</b>	<b>6</b>



**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
			<b>10</b>	<b>20</b>	<b>0</b>	<b>17</b>

**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
			<b>12</b>	<b>18</b>	<b>0</b>	<b>18</b>

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

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

**MACHINING TECHNOLOGY- C50300C1**  
**EVENING BASIC MACHINING TECHNOLOGY CERTIFICATE**

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This evening certificate program is designed to develop fundamental skills in the operation of machine tools including drilling, turning, milling, and grinding. Training in basic measuring, layout, and blueprint reading is also provided.

Completers will be prepared for employment as entry-level machine operators or machinist apprentices in area manufacturing firms.

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

**BASIC MACHINING TECHNOLOGY CERTIFICATE (C50300C1)**  
**Evening/Weekend Program**  
 Effective: Fall 2001  
 Revised: 06/01/01

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

**FALL SEMESTER 1**

Prefix	No.	Title	Class	Lab	Clinical	Credit
MAC	111A	Machining Technology I	1	6	0	3
MAC	114	Intro to Metrology	2	0	0	2
MAC	151	Machining Calculations	1	2	0	2
			<b>4</b>	<b>8</b>	<b>0</b>	<b>7</b>

**SPRING SEMESTER 1**

Prefix	No.	Title	Class	Lab	Clinical	Credit
BPR	111	Blueprint Reading	1	2	0	2
MAC	111B	Machining Technology I	1	6	0	3
			<b>2</b>	<b>8</b>	<b>0</b>	<b>5</b>

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

**Co-op Option: N/A**

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

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 2001

Revised: 04/30/01

Length: 3 Semesters

Prerequisite: High School Diploma

Award: Diploma

**FALL SEMESTER 1**

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIS	113	Computer Basics	0	2	0	1
ISC	115	Construction Safety	2	0	0	2
MAS	110	Masonry I	5	15	0	10
MAT	101	Applied Mathematics I	3	0	0	3
			<b>10</b>	<b>17</b>	<b>0</b>	<b>16</b>

**SPRING SEMESTER 1**

Prefix	No.	Title	Class	Lab	Clinical	Credit
BPR	130	Blueprint Reading/Const	1	2	0	2
ENG	101	Applied Communications I	3	0	0	3
MAS	120	Masonry II	5	15	0	10
			<b>9</b>	<b>17</b>	<b>0</b>	<b>15</b>

**SUMMER SEMESTER 1**

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

**TOTAL REQUIRED CREDITS.... 42**

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

# MECHANICAL DRAFTING TECHNOLOGY

D50340

The Mechanical Drafting Technology curriculum prepares technicians to produce drawings of mechanical parts, components of mechanical systems, and mechanisms. CAD and the importance of technically correct drawings and designs based on current standards are emphasized.

Course work includes mechanical drafting, CAD, and proper drawing documentation. Concepts such as machine shop processes, basic materials, and physical sciences as they relate to the design process are also included. The use of proper dimensioning and tolerance techniques is stressed.

Graduates should qualify for employment in mechanical areas such as manufacturing, fabrication, research and development, and service industries.

## MECHANICAL DRAFTING TECHNOLOGY (D50340)

Effective: Fall 2001

Revised:04/30/01

Length: 3 Semesters

Prerequisite: High School Diploma

Award: Diploma

### FALL SEMESTER I

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIS	113	Computer Basics	0	2	0	1
DFT	111	Technical Drafting I	1	3	0	2
DFT	111A	Technical Drafting I Lab	0	3	0	1
DFT	151	CAD I	2	3	0	3
PSY	118	Interpersonal Psychology	3	0	0	3
MEC	110	Intro to CAD/CAM	1	2	0	2
MEC	111	Machine Processes I	2	3	0	3
			<b>9</b>	<b>16</b>	<b>0</b>	<b>15</b>

### SPRING SEMESTER I

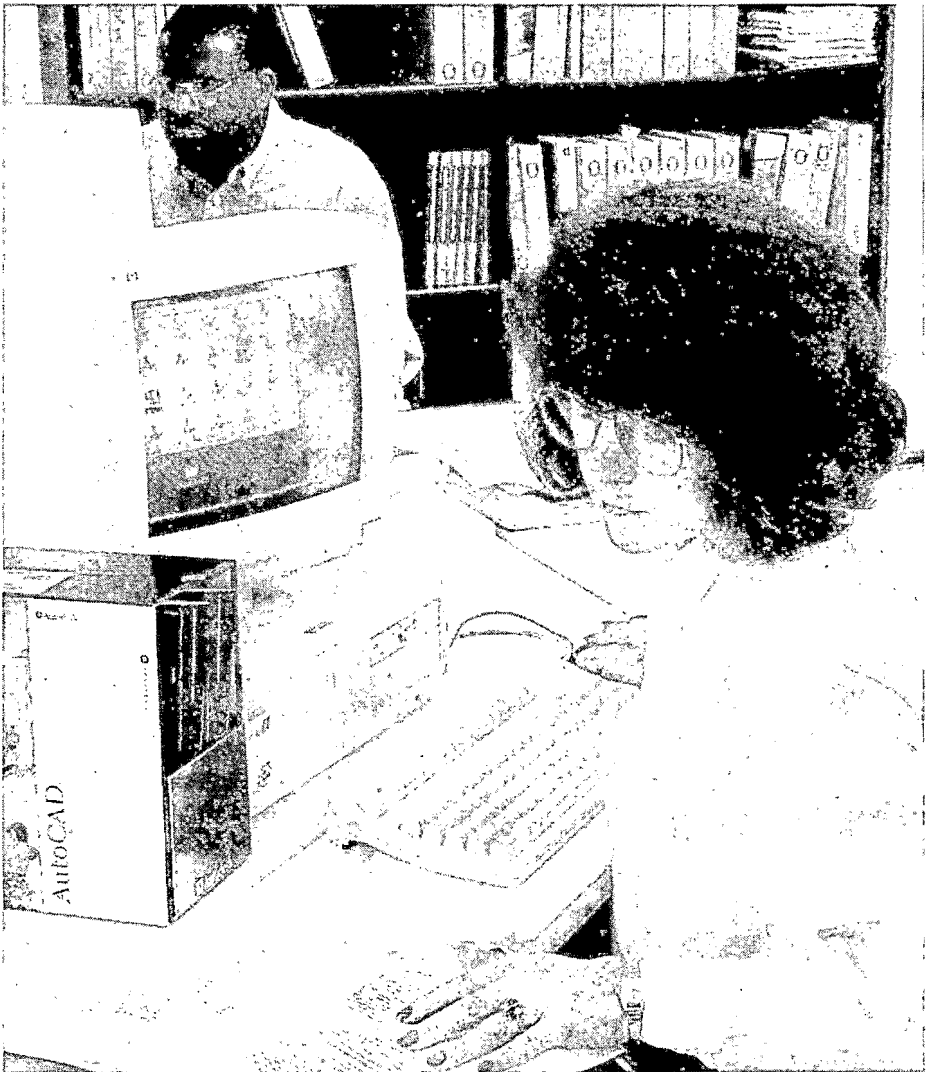
Prefix	No.	Title	Class	Lab	Clinical	Credit
DFT	112	Technical Drafting II	1	3	0	2
DFT	112A	Technical Drafting II Lab	0	3	0	1
DFT	121	Intro to GD & T	1	2	0	2
DFT	152	CAD II	2	3	0	3
DFT	214	Descriptive Geometry	1	2	0	2
ENG	101	Applied Communications I	3	0	0	3
MEC	131	Metalworking Processes	2	3	0	3
			<b>10</b>	<b>16</b>	<b>0</b>	<b>16</b>

**SUMMER SEMESTER I**

<b>Prefix</b>	<b>No.</b>	<b>Title</b>	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
DDF	252	Solid Models & Rendering	3	2	0	4
DFT	153	CAD III	2	3	0	3
			5	5	0	7

**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: 11/26/01

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

**FALL SEMESTER**

<b>Prefix</b>	<b>No.</b>	<b>Title</b>	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
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
			<b>3</b>	<b>9</b>	<b>0</b>	<b>6</b>

**SPRING SEMESTER**

<b>Prefix</b>	<b>No.</b>	<b>Title</b>	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
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
			<b>3</b>	<b>9</b>	<b>0</b>	<b>6</b>

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

**Co-op Option: NA**

Note: This certificate is not approved for financial aid.

## MEDIA INTEGRATION TECHNOLOGY

A25300

The Media Integration Technology curriculum is designed to prepare individuals for gainful employment as media integrators.

Course work includes study/application in areas such as computer and system theories and concepts; audio, data, and video integration techniques; media access using outside resources; hardware/software selection; networking technology; and integrated systems in support of distance learning sites.

Entry-level jobs as media integration technician, videoconferencing technician, and distance education site facilitator are available. Graduates may find employment with universities, community colleges, public schools, businesses operating distance education facilities, and telecommunications companies, libraries, and cable providers.

### MEDIA INTEGRATION TECHNOLOGY (A25300)

Effective: Fall 2002

Revised: 12/07/01

Length: 5 Semesters

Prerequisite: 2 Units of Algebra

Award: Associate in Applied Science

#### FALL SEMESTER 1

			<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
ACA	111	College Student Success	1	0	0	1
<b>or</b>						
ACA	115	Success & Study Skills	0	2	0	1
CIS	111	Basic PC Literacy	1	2	0	2
CIS	162	MM Presentation Software	2	2	0	3
CIS	172	Intro to the Internet	2	3	0	3
ITN	120	Intro to Internet Multimedia	2	2	0	3
MIT	110	Intr to Distance Learning	2	2	0	3
MIT	120	Intro to Audio Concepts	2	2	0	3
			<b>11/12</b>	<b>13/15</b>	<b>0</b>	<b>18</b>

#### SPRING SEMESTER 1

ITN	130	Web Site Management	2	2	0	3
CIS	215	Hardware Install/Maint	2	3	0	3
ENG	111	Expository Writing	3	0	0	3
MIT	115	Intro to Video Concepts	2	2	0	3
MIT	220	Audio Integration	2	4	0	4
			<b>11</b>	<b>12</b>	<b>0</b>	<b>16</b>

**FALL SEMESTER 1**

ENG	114	Prof Research & Reporting	3	0	0	3
CIS	130	Survey of Operating Sys	2	3	0	3
			<b>5</b>	<b>3</b>	<b>0</b>	<b>6</b>

**FALL SEMESTER 2**

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
			<b>10</b>	<b>14</b>	<b>0</b>	<b>17</b>

**SPRING SEMESTER 2**

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
			<b>13</b>	<b>6</b>	<b>0</b>	<b>16</b>

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

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



# MEDIA INTEGRATION TECHNOLOGY- HARDWARE AND SOFTWARE CERTIFICATE

C25300C1

The Hardware and Software Certificate will prepare individuals to familiarize themselves with the setup and troubleshooting processes of computer hardware and software. It will also cover the core objectives of the CompTIA A+, 220-201 certification exam. This student will be prepared to be employed as a Computer Technician.

Courses in this program can be transferred directly into Media Integration Technology for an Associate in Applied Science degree.

## HARDWARE AND SOFTWARE CERTIFICATE (C25300C1)

Effective: Fall 2001

Revised: 06/01/01

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

### FALL SEMESTER

			<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
CIS	111	Basic PC Literacy	1	2	0	2
NET	110	Data Communications and Networking	2	2	0	3
			3	4	0	5

### SPRING SEMESTER

CIS	130	Survey of Operating Systems	2	3	0	3
CIS	215	Hardware Installation and Maintenance	2	3	0	3
CIS	216	Software Installation and Maintenance	1	2	0	2
			5	8	0	8

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

This certificate should prepare you for A+ Certification.

**Co-op Option: NA**

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

# MEDICAL OFFICE ADMINISTRATION

A25310

This curriculum prepares individuals for employment in medical and other health-care related offices.

Course work will include medical terminology, information systems, office management, medical coding, billing and insurance, legal and ethical issues, and formatting and word processing. Students will learn administrative and support functions and develop skills applicable in medical environments.

Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health-care related organizations.

## MEDICAL OFFICE ADMINISTRATION (A25310)

Effective Date: Fall 2002

Revised: 03/14/02

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

### FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
<b>or</b>						
ACA	115	Success & Study Skills	0	2	0	1
ENG	111	Expository Writing	3	0	0	3
OST	122	Office Computations	1	2	0	2
OST	131	Keyboard	1	2	0	2
OST	141	Med Terms I	3	0	0	3
OST	149	Medial Legal Issues	3	0	0	3
		Social Behavioral Science Elective	3	0	0	3
			<b>14/15</b>	<b>4/6</b>	<b>0</b>	<b>17</b>

### 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
			<b>12</b>	<b>10</b>	<b>0</b>	<b>17</b>

**SUMMER SEMESTER 1**

<b>Prefix</b>	<b>No.</b>	<b>Title</b>	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
OST	134	Text Entry & Formatting	2	2	0	3
OST	164	Text Editing Applications	3	0	0	3
OST	247	CPT Coding in the Med Off	1	2	0	2
			<b>6</b>	<b>4</b>	<b>0</b>	<b>8</b>

**FALL SEMESTER 2**

<b>Prefix</b>	<b>No.</b>	<b>Title</b>	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
BIO	161	Intro to Human Biology	3	0	0	3
ENG	115	Oral Communication	3	0	0	3
OST	241	Med Ofc Transcription I	1	2	0	2
OST	236	Adv Word/Information Proc	2	2	0	3
OST	244	Medical Document Production	1	2	0	2
OST	248	Diagnostic Coding	1	2	0	2
			<b>11</b>	<b>8</b>	<b>0</b>	<b>15</b>

**SPRING SEMESTER 2**

<b>Prefix</b>	<b>No.</b>	<b>Title</b>	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
OST	192	Selected Topics in OST	1	2	0	2
OST	243	Med Office Simulation	2	2	0	3
OST	242	Med Ofc Transcription II	1	2	0	2
OST	286	Professional Development	3	0	0	3
COE	111E	Work Experience I	0	0	10	1
		Humanities/Fine Arts Elective	3	0	0	3
			<b>10</b>	<b>6</b>	<b>10</b>	<b>14</b>

**TOTAL REQUIRED CREDITS.... 71****Co-op Option:** One (1) credit hour is required.

**MEDICAL OFFICE ADMINISTRATION-  
MEDICAL OFFICE ADMINISTRATION CERTIFICATE**

**C25310C1**

The Medical Office Administration certificate is designed to prepare individuals for employment in a medical office or other health-care related business.

The certificate program covers medical terminology; legal and ethical issues; medical coding, billing, and insurance; as well as, basic keyboarding and word processing.

Upon completion of this program, students would be able to perform the necessary skills required in today's medical office or transfer the course credits to the Medical Office Administration program for an Associate of Applied Science degree.

**MEDICAL OFFICE ADMINISTRATION (C25310C1)**

Effective Date: Fall 2001

Revised: 06/01/01

Day and Evening

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

**FALL SEMESTER**

<b>Prefix</b>	<b>No.</b>	<b>Title</b>	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
OST	131	Keyboard	1	2	0	2
OST	141	Medical Terminology I	3	0	0	3
OST	149	Medical Legal Issues	3	0	0	3
			<b>7</b>	<b>2</b>	<b>0</b>	<b>8</b>

**SPRING SEMESTER**

<b>Prefix</b>	<b>No.</b>	<b>Title</b>	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
OST	136	Word Processing	1	2	0	2
OST	142	Med Terms II	3	0	0	3
OST	148	Med Coding, Billing & Ins	3	0	0	3
			<b>7</b>	<b>2</b>	<b>0</b>	<b>8</b>

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

**Co-op Option: NA**

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

# OFFICE SYSTEMS TECHNOLOGY

A25360

The Office Systems Technology curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle management.

## OFFICE SYSTEMS TECHNOLOGY (A25360)

Effective Date : Fall 2002

Revised: 03/14/02

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

### FALL SEMESTER 1

			<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
ACA	111	College Student Success	1	0	0	1
<b>or</b>						
ACA	115	Success & Study Skills	0	2	0	1
ECO	151	Survey of Economics	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
MAT	115	Mathematical Models	2	2	0	3
OST	122	Office Computations	1	2	0	2
OST	131	Keyboarding	1	2	0	2
OST	162	Executive Terminology	3	0	0	3
			<b>13/14</b>	<b>6/8</b>	<b>0</b>	<b>17</b>

### SPRING SEMESTER 1

ENG	115	Oral Communication	3	0	0	3
OST	132	Keyboarding Skill Building	1	2	0	2
OST	136	Word Processing	1	2	0	2
OST	137	Office Software Applications	1	2	0	2
OST	181	Intro to Office Systems	2	2	0	3
OST	184	Records Management	1	2	0	2
			<b>9</b>	<b>10</b>	<b>0</b>	<b>14</b>

**.SUMMER SEMESTER 1**

ACC	120	Prin of Accounting I	3	2	0	4
CIS	120	Spreadsheet I	2	2	0	3
CIS	154	Database Utilization	1	2	0	2
OST	134	Text Entry & Formatting	2	2	0	3
			<b>8</b>	<b>8</b>	<b>0</b>	<b>12</b>

**FALL SEMESTER 2**

OST	133	Adv Keyboard Skill Bldg	1	2	0	2
OST	164	Text Editing Applications	3	0	0	3
OST	223	Machine Transcription I	1	2	0	2
OST	233	Office Publications Design	2	2	0	3
OST	236	Adv Word/Information Proc	2	2	0	3
OST	284	Emerging Technologies	1	2	0	2
		Humanities/Fine Arts Elective	3	0	0	3
			<b>13</b>	<b>10</b>	<b>0</b>	<b>18</b>

**SPRING SEMESTER 2**

OST	135	Adv Text Entry & Format	3	2	0	4
OST	192	Selected Topics in OST	1	2	0	2
OST	224	Machine Transcription II	1	2	0	2
OST	286	Professional Development	3	0	0	3
OST	289	Office Systems Management	2	2	0	3
COE	111E	Work Experience	0	0	10	1
			<b>10</b>	<b>8</b>	<b>10</b>	<b>15</b>

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

**OFFICE SYSTEMS TECHNOLOGY -  
BASIC OFFICE SYSTEMS TECHNOLOGY 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.

**BASIC OFFICE SYSTEMS TECHNOLOGY (CERTIFICATE) (C25360C1)**

Effective: Fall 2000

Revised: 06/01/01

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

**FALL SEMESTER**

			<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
OST	122	Office Computations	1	2	0	2
OST	131	Keyboarding	1	2	0	2
OST	184	Records Management	1	2	0	2
			<b>3</b>	<b>6</b>	<b>0</b>	<b>6</b>

**SPRING SEMESTER**

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
			<b>3</b>	<b>6</b>	<b>0</b>	<b>6</b>

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

**Co-op Option: NA**

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

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

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

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

**PARALEGAL TECHNOLOGY (A25380)**

Effective: Fall 2002

Revised: 12/07/01

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

**FALL SEMESTER 1**

			Work				
			Class	Lab	Clinical	Experience	Credit
ACA	111	College Student Success	1	0	0	0	1
<b>or</b>							
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
			<b>15/16</b>	<b>6/8</b>	<b>0</b>	<b>0</b>	<b>19</b>

**SPRING SEMESTER 1**

			Work				
			Class	Lab	Clinical	Experience	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
			<b>16</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>18</b>



**SUMMER SEMESTER 1**

			Work			
			Class	Lab	Clinical Experience	Credit
LEX	120	Legal Research/Writing I	2	2	0	3
LEX	180	Case Analysis	1	2	0	2
LEX	211	Real Property II	1	4	0	3
			<b>4</b>	<b>8</b>	<b>0</b>	<b>8</b>

**FALL SEMESTER 2**

			Work			
			Class	Lab	Clinical Experience	Credit
LEX	121	Legal Research/Writing II	2	2	0	3
LEX	150	Commercial Law	2	2	0	3
LEX	160	Criminal Law & Practice	2	2	0	3
LEX	240	Family Law	3	0	0	3
LEX	260	Bankruptcy & Collections	2	0	0	2
LEX	283	Investigations	1	2	0	2
OST	236	Adv Word/Information Proc	2	2	0	3
			<b>14</b>	<b>10</b>	<b>0</b>	<b>19</b>

**SPRING SEMESTER 2**

			Work			
			Class	Lab	Clinical Experience	Credit
COE	112D	Work Exp I Paralegal Technology	0	0	0	2
ENG	115	Oral Communication	3	0	0	3
LEX	270	Law Office Mgt/Technology	1	2	0	2
LEX	285	Workers' Comp Law	2	0	0	2
SOC	213	Sociology of the Family	3	0	0	3
			<b>9</b>	<b>2</b>	<b>0</b>	<b>12</b>

**TOTAL CREDITS HOURS.....76**

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

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

**PARALEGAL TECHNOLOGY****D25380**

The Paralegal Diploma is a one-year program of study for those who already have a Bachelor's degree. The diploma program provides intensive practical training in a variety of areas of law. Students who desire to refine the skills acquired through a Bachelor's degree into marketable job competencies in the legal field will find this to be an excellent opportunity. A Paralegal/Legal Assistant may not practice law, give legal advice, or represent clients in a court of law.

**PARALEGAL DIPLOMA (D25380)**

Effective: Fall 2001

Revised Date: 06/01/01

Length: 3 Semesters

Prerequisite: BA Degree

Award: Diploma

**FALL SEMESTER I**

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIS	111	Basic PC Literacy	1	2	0	2
ENG	111	Expository Writing	3	0	0	3
LEX	120	Legal Research/Writing I	2	2	0	3
LEX	130	Civil Injuries	3	0	0	3
LEX	140	Civil Litigation I	3	0	0	3
LEX	210	Real Property I	3	0	0	3
PHI	230	Introduction to Logic	3	0	0	3
			<b>18</b>	<b>4</b>	<b>0</b>	<b>20</b>

**SPRING SEMESTER I**

Prefix	No.	Title	Class	Lab	Clinical	Credit
LEX	121	Legal Research/Writing II	2	2	0	3
LEX	141	Civil Litigation II	2	2	0	3
LEX	150	Commercial Law	2	2	0	3
LEX	211	Real Property II	1	4	0	3
LEX	250	Wills, Estates, & Trust	2	2	0	3
LEX	260	Bankruptcy & Collections	2	0	0	2
OST	136	Word Processing	1	2	0	2
			<b>12</b>	<b>14</b>	<b>0</b>	<b>19</b>

**SUMMER SEMESTER I**

Prefix	No.	Title	Class	Lab	Clinical	Credit
COE	112	Work Experience I/Paralegal	0	0	20	2
LEX	270	Law Office Mgt/Technology	1	2	0	2
LEX	283	Investigation	1	2	0	2
			<b>2</b>	<b>4</b>	<b>20</b>	<b>6</b>

**TOTAL REQUIRED CREDITS....45**

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
			<b>11</b>	<b>11</b>	<b>0</b>	<b>16</b>

**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
			<b>11</b>	<b>5</b>	<b>18</b>	<b>19</b>

**SUMMER SEMESTER 1**

<b>Prefix</b>	<b>No.</b>	<b>Title</b>	<b>Class</b>	<b>La</b>	<b>Clinical</b>	<b>Credit</b>	
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	
			<b>8</b>	<b>0</b>	<b>6</b>	<b>10</b>	

**TOTAL REQUIRED CREDITS.... 45**

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

## PHLEBOTOMY

C45600

The Phlebotomy curriculum prepares individuals to obtain blood and other specimens for the purpose of laboratory analysis.

Course work includes proper specimen collection and handling, communication skills, and maintaining patient data.

Graduates may qualify for employment in hospitals, clinics, physicians' offices, and other health care settings and may be eligible for national certification as phlebotomy technicians.

### PHLEBOTOMY (C45600)

Effective: Fall 2002

Revised: 03/05/02

Length: 1 Semester

Prerequisite: High School Graduate

Award: Certificate

#### FALL SEMESTER I

			<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
CIS	113	Computer Basics	0	2	0	1
PBT	100	Phlebotomy Technology	5	2	0	6
PBT	101	Phlebotomy Practicum	0	0	9	3
PSY	118	Interpersonal Psychology	3	0	0	3
			<b>8</b>	<b>4</b>	<b>9</b>	<b>13</b>

**TOTAL CREDIT HOURS.... 13**

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

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 I

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
			<b>12</b>	<b>18</b>	<b>0</b>	<b>19</b>

#### SPRING SEMESTER I

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
			<b>12</b>	<b>23</b>	<b>0</b>	<b>20</b>

**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
			5	3	3	7

**FALL SEMESTER 2**

Prefix	No.	Title	Class	Lab	Clinical	Credit
ENG	115	Oral Communication	3	0	0	3
PSY	241	Developmental Psych	3	0	0	3
PTA	180B	PTA Clinical Ed Intro	0	0	6	2
PTA	222	Professional Interactions	2	0	0	2
PTA	240	Physical Therapy Proc IV	3	6	0	5
		Humanities/Fine Arts Elec	3	0	0	3
			14	6	6	18

**SPRING SEMESTER 2**

Prefix	No.	Title	Class	Lab	Clinical	Credit
PTA	212	Health Care/Resources	2	0	0	2
PTA	260	Adv PTA Clinical Ed	0	0	30	10
			2	0	30	12

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

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

# PLUMBING

D35300

The Plumbing curriculum is designed to give individuals the opportunity to acquire basic skills to assist with the installation and repair of plumbing systems in residential and small buildings.

Course work includes sketching diagrams, interpretation of blueprints, and practices in plumbing assembly. Students will gain knowledge of state codes and requirements.

Graduates should qualify for employment at parts supply houses, maintenance companies, and plumbing contractors to assist with various plumbing applications.

## PLUMBING (D35300)

Effective: Fall 2001

Revised: 04/30/01

Length: 3 Semesters

Prerequisite: High School Diploma

Award: Diploma

### FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
BPR	130	Blueprint Reading/Const	1	2	0	2
PLU	110	Modern Plumbing	4	15	0	9
PLU	140	Intro to Plumbing Codes	1	2	0	2
PSY	118	Interpersonal Psychology	3	0	0	3
			<b>9</b>	<b>19</b>	<b>0</b>	<b>16</b>

### 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
			<b>9</b>	<b>22</b>	<b>0</b>	<b>17</b>

### SUMMER SEMESTER 1

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

**TOTAL REQUIRED CREDITS.....42**

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



**PLUMBING  
BASIC PLUMBING CERTIFICATE  
EVENING/WEEKEND PROGRAM**

**C35300C1**

This evening certificate program is designed to prepare individuals for entry-level positions in plumbing. Course work includes fundamental practices in plumbing assembly and repair and in basic plumbing codes.

Opportunities for employment as plumbing assistants and as parts supply clerks exist throughout the area.

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

**BASIC PLUMBING CERTIFICATE (C35300C1)  
Evening/Weekend Program**

Effective: Fall 2001

Revised: 06/01/01

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

**FALL SEMESTER 1**

Prefix	No.	Title	Class	Lab	Clinical	Credit
PSY	118	Interpersonal Psychology	3	0	0	3
PLU	110A	Modern Plumbing	3	6	0	5
			<b>6</b>	<b>6</b>	<b>0</b>	<b>8</b>

**SPRING SEMESTER 1**

Prefix	No.	Title	Class	Lab	Clinical	Credit
PLU	110B	Modern Plumbing	1	9	0	4
PLU	140	Intro to Plumbing Codes	1	2	0	2
			<b>2</b>	<b>11</b>	<b>0</b>	<b>6</b>

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

**Co-op Option: NA**

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

# POSTAL SERVICE TECHNOLOGY

A55340

The Postal Service Technology curriculum is designed to provide opportunities for advancement for present and future employees of the US Postal Service.

Students will study postal organization, mail processing, operations, employee and customer services, mail delivery and collection, problem analysis, related business and management subjects, and general education courses.

Graduates of the program will be prepared to work in a variety of positions.

## POSTAL SERVICE TECHNOLOGY (A55340)

Effective: Fall 2002

Revised: 12/07/01

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

### FALL SEMESTER 1

			<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
ACA	11	College Student Success	1	0	0	1
<b>or</b>						
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
			<b>12/13</b>	<b>4/6</b>	<b>0</b>	<b>15</b>

### SPRING SEMSTER 1

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
			<b>17</b>	<b>2</b>	<b>0</b>	<b>18</b>

### SUMMER SEMESTER 1

CIS	172	Intro to the Internet	2	3	0	3
		Free Elective	3	0	0	3
		Major Elective	3	0	0	3
			<b>8</b>	<b>3</b>	<b>0</b>	<b>9</b>

**FALL SEMESTER 2**

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
			<b>15</b>	<b>2</b>	<b>0</b>	<b>16</b>

**SPRING SEMESTER 2**

BUS	116	Business Law II	3	0	0	3
BUS	137	Principles of Management	3	0	0	3
BUS	153	Human Resource Management	3	0	0	3
ECO	252	Prin of Macroeconomics	3	0	0	3
ENG	115	Oral Communication	3	0	0	3
POS	135	Officer-in-Charge Training	3	0	0	3
			<b>18</b>	<b>0</b>	<b>0</b>	<b>18</b>

**TOTAL REQUIRED CREDITS....76****Co-op Option: N/A**

The Postal Service Technology certificate is designed to provide opportunities for advancement for present and future employees of the US Postal Service.

This certificate program covers basic postal organization, mail processing, operations, employee and customer services, mail delivery and collection.

Upon completion of this program, students should be prepared to work in a variety of positions or transfer the course credits to the Postal Service Technology program for an Associate of Applied Science degree.

**POSTAL SERVICE TECHNOLOGY CERTIFICATE (C55340C1)**

Effective: Fall 2001

Revised: 06/01/01

Length: 2 Semesters/Night Classes Sequence

Prerequisite: High School Diploma

Award: Certificate

**FALL SEMESTER**

			<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
POS	110	POS History & Organization	3	0	0	3
POS	125	Postal Delivery/Collection	3	0	0	3
POS	130	Postal Support & Finance	3	0	0	3
			<b>9</b>	<b>0</b>	<b>0</b>	<b>9</b>

**SPRING SEMESTER**

POS	115	Processing and Distribution	3	0	0	3
POS	120	Postal Operations Support	3	0	0	3
POS	135	Officer-in-Charge Training	3	0	0	3
			<b>9</b>	<b>0</b>	<b>0</b>	<b>9</b>

**TOTAL REQUIRED CREDITS...18**

**Co-op Option: NA**

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

## PRACTICAL NURSING

D45660

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

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

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

### PRACTICAL NURSING (DIPLOMA) (D45660)

Effective: Fall 2002

Revised: 03/05/02

Length: 3 Semesters

Prerequisite: 1 Unit Biology, Algebra & Chemistry

Award: Diploma

#### FALL SEMESTER 1

			<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
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
			<b>13</b>	<b>8</b>	<b>6</b>	<b>18</b>

#### SPRING SEMESTER 1

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
			<b>11</b>	<b>2</b>	<b>15</b>	<b>17</b>

#### SUMMER SEMESTER 1

ENG	111	Expository Writing	3	0	0	3
NUR	103B	Practical Nursing III	4	0	9	7
			<b>7</b>	<b>0</b>	<b>9</b>	<b>10</b>

**TOTAL REQUIRED CREDITS.... 45**

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

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 2000

Revised: 5/09/00

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	Anatomy and Physiology I	3	3	0	4
ENG	111	Expository Writing	3	0	0	3
RAD	110	RAD Intro & Patient Care	2	3	0	3
RAD	111	RAD Procedures I	3	3	0	4
RAD	151	RAD Clinical Ed I	0	0	6	2
			<b>11</b>	<b>11</b>	<b>6</b>	<b>17</b>

**SPRING SEMESTER 1**

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIS	113	Computer Basics	0	2	0	1
ENG	115	Oral Communication	3	0	0	3
RAD	112	RAD Procedures II	3	3	0	4
RAD	121	Radiographic Imaging I	2	3	0	3
RAD	161	RAD Clinical Ed II	0	0	15	5
BIO	169	Anatomy and Physiology II	3	3	0	4
			<b>11</b>	<b>11</b>	<b>15</b>	<b>20</b>

**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
			2	6	12	8

**FALL SEMESTER 2**

Prefix	No.	Title	Class	Lab	Clinical	Credit
PSY	150	General Psychology	3	0	0	3
RAD	211	RAD Procedures III	2	3	0	3
RAD	231	Radiographic Physics II	1	3	0	2
RAD	241	Radiation Protection	2	0	0	2
RAD	251	RAD Clinical Ed IV	0	0	21	7
			8	6	21	17

**SPRING SEMESTER 2**

Prefix	No.	Title	Class	Lab	Clinical	Credit
RAD	245	Radiographic Analysis	2	3	0	3
RAD	261	RAD Clinical Ed V	0	0	21	7
RAD	281	RAD Clinical Elective	0	0	3	1
		Humanities/Fine Arts Elective	3	0	0	3
			5	3	24	14

**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: Spring 2001

Revised: 01/22/01

Length: 3 Semesters

Prerequisite: High School Diploma

Award: Certificate

**FALL SEMESTER 1**

			<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
RLS	112	Real Estate Fundamentals	5	0	0	5
		Major Elective	2/3	0	0	2/3
			<b>7/8</b>	<b>0</b>	<b>0</b>	<b>7/8</b>

**SPRING SEMESTER 1**

RLS	117	Real Estate Broker	4	0	0	4
			<b>4</b>	<b>0</b>	<b>0</b>	<b>4</b>

**SUMMER SEMESTER 1**

RLS	113	Real Estate Mathematics	2	0	0	2
			<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>

**TOTAL REQUIRED CREDITS .... 13/14****Co-op Option: NA**



**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 98-99

Revised: 5/1/99

Length: 6 Semesters

Prerequisite: High School Diploma

Award: Certificate

**FALL SEMESTER 1**

			<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
REA	101	Intro Real Est App R-1	2	0	0	2
			2	0	0	2

**SPRING SEMESTER 1**

REA	102	Valuation Prin & Prac R-2	2	0	0	2
			2	0	0	2

**SUMMER SEMESTER 1**

REA	103	Applied Res Prop Val R-3	2	0	0	2
			2	0	0	2

**FALL SEMESTER 2**

REA	201	Intro Income Prop App G-1	2	0	0	2
			2	0	0	2

**SPRING SEMESTER 2**

REA	202	Adv Inc Capital Proc G-2	2	0	0	2
			2	0	0	2

**SUMMER SEMESTER 2**

REA	203	Applied Inc Prop Val G-3	2	0	0	2
			2	0	0	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

			Work			
			Class	Lab	Clinical Experience	Credit
ACA	115	Success & Study Skills	0	2	0	1
ENG	111	Expository Writing	3	0	0	3
HEA	112	First Aid & CPR	1	2	0	2
REC	110	Intro to Leisure Services	3	0	0	3
REC	127	Team Sports & Games	1	2	0	2
REC	216	Rec Arts & Crafts	1	3	0	2
REC	226	Pathways to Wellness	3	0	0	3
			<b>12</b>	<b>9</b>	<b>0</b>	<b>16</b>

### SPRING SEMESTER 1

			Work			
			Class	Lab	Clinical Experience	Credit
ENG	114	Prof Research & Reporting	3	0	0	3
REC	120	Intro Special Populations	3	0	0	3
REC	124	Social Rec Activities	1	2	0	2
REC	126	Outdoor Recreation	1	2	0	2
REC	128	Individual Sports & Games	1	2	0	2
REC	224	Leisure & the Aging	2	2	0	3
		Humanities/Fine Arts Elective	3	0	0	3
			<b>14</b>	<b>8</b>	<b>0</b>	<b>18</b>

**SUMMER SEMESTER 1**

			Work			
			Class	Lab	Clinical Experience	Credit
CIS	113	Computer Basics	0	2	0	1
		Major Elective	3	0	0	3
		<b>Totals</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>4</b>

**FALL SEMESTER 2**

			Work			
			Class	Lab	Clinical Experience	Credit
MAT	115	Mathematical Models	2	2	0	3
REC	125	Public Relations	1	3	0	2
REC	129	Fitness Management	2	3	0	3
REC	214	Camp Administration	3	2	0	4
REC	222	Commercial Rec & Tourism	3	0	0	3
TRE	120	Adapted Activities	1	2	0	2
			<b>12</b>	<b>12</b>	<b>0</b>	<b>17</b>

**SPRING SEMESTER 2**

			Work			
			Class	Lab	Clinical Experience	Credit
ENG	115	Oral Communication	3	0	0	3
PSY	118	Interpersonal Psychology	3	0	0	3
REC	122	Program Administration	3	0	0	3
REC	123	Intramural Management	1	3	0	2
REC	217	Maintenance/Facility Mgt	2	2	0	3
REC	218	Cultural Programs	1	3	0	2
		Major Elective	3	0	0	3
			<b>16</b>	<b>8</b>	<b>0</b>	<b>19</b>

**TOTAL CREDIT HOURS.....74**

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

The Respiratory Care curriculum prepares individuals to function as respiratory care technicians and/or respiratory care therapists. In these roles, individuals perform diagnostic testing, treatments and management of patients with heart and lung diseases.

Students will master skills in patient assessment and treatment of cardiopulmonary diseases. These skills include life support, monitoring, drug administration, and treatment of patients of all ages in a variety of settings.

Graduates of accredited programs may be eligible to take entry-level examinations from the National Board of Respiratory Care. Therapy graduates may also take the Advanced Practitioner examination. Graduates may be employed in hospitals, clinics, nursing homes, education, industry, and home care.

### RESPIRATORY CARE (A45720)

Effective: Fall 2002

Revised: 03/14/02

Length: 5 Semesters

Prerequisites: 1 Unit Algebra, 1 Unit Biology, Chemistry

Award: Associate in Applied Science

#### FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
<b>or</b>						
ACA	115	Success & Study Skills	0	2	0	1
BIO	163	Basic Anatomy and Physiology	4	2	0	5
CIS	111	Basic PC Literacy	1	2	0	2
ENG	111	Expository Writing	3	0	0	3
RCP	110	Intro to Respiratory Care	3	3	0	4
RCP	113	RCP Pharmacology	2	0	0	2
			<b>13/14</b>	<b>6/9</b>	<b>0</b>	<b>17</b>

#### SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
BIO	175	General Microbiology	2	2	0	3
CHM	135	Survey of Chemistry I	3	2	0	4
ENG	115	Oral Communication	3	0	0	3
RCP	111	Therapeutics/Diagnostics	4	3	0	5
RCP	133	RCP Clinical Practice I	0	0	9	3
			<b>12</b>	<b>7</b>	<b>9</b>	<b>18</b>

**SUMMER SEMESTER 1**

Prefix	No.	Title	Class	Lab	Clinical	Credit
RCP	114	C-P Anatomy and Physiology	3	0	0	3
RCP	142	RCP Clinical Practice II	0	0	6	2
RCP	223	Special Practice Lab	0	3	0	1
			<b>3</b>	<b>3</b>	<b>6</b>	<b>6</b>

**FALL SEMESTER 2**

Prefix	No.	Title	Class	Lab	Clinical	Credit
RCP	156	RCP Clinical Practice III	0	0	18	6
RCP	210	Critical Care Concepts	3	3	0	4
RCP	214	Neonatal/Ped's RC	1	3	0	2
		Humanities/Fine Arts Elective	3	0	0	3
			<b>7</b>	<b>6</b>	<b>18</b>	<b>15</b>

**SPRING SEMESTER 2**

Prefix	No.	Title	Class	Lab	Clinical	Credit
PSY	150	General Psychology	3	0	0	3
RCP	115	C-P Pathophysiology	2	0	0	2
RCP	211	Adv. Monitoring/Procedures	3	3	0	4
RCP	237	RCP Clinical Practice IV	0	0	21	7
			<b>8</b>	<b>3</b>	<b>21</b>	<b>16</b>

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

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

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 2001

Revised: 3/14/01

Length: 5 Semesters

Prerequisites: Algebra I & II, Biology

Award: Associate in Applied Science

**FALL SEMESTER I**

Prefix		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
			<b>13</b>	<b>6</b>	<b>0</b>	<b>16</b>

**SPRING SEMESTER I**

Prefix		Title	Class	Lab	Clinical	Credit
MAT	115	Mathematical Models	2	2	0	3
PSY	241	Developmental Psychology	3	0	0	3
SLP	111	Ethics and Standards for SLPAs	3	0	0	3
ENG	114	Profess. Research & Reporting				
		or				
ENG	115	Oral Communication	3	0	0	3
SLP	140	Normal Communication	3	0	0	3
			<b>14</b>	<b>2</b>	<b>0</b>	<b>15</b>

**SUMMER SEMESTER 1**

<b>Prefix</b>		<b>Title</b>	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
SLP	112	SLPA Anatomy and Physiology	3	0	0	3
SLP	130	Phonetics & Speech Patterns	2	2	0	3
PSY	265	Behavior Modification	3	0	0	3
			<b>8</b>	<b>2</b>	<b>0</b>	<b>9</b>

**FALL SEMESTER 2**

<b>Prefix</b>		<b>Title</b>	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
SLP	120	SLPA Administrative Procedures & Management	2	0	0	2
SLP	211	Developmental Disorders	3	2	0	4
SLP	212	Acquired Disorders	3	2	3	5
ASL	111	American Sign Language	3	0	0	3
			<b>11</b>	<b>4</b>	<b>3</b>	<b>14</b>

**SPRING SEMESTER 2**

<b>Prefix</b>		<b>Title</b>	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
SLP	220	Assistive Technology	1	2	0	2
SLP	230	SLPA Fieldwork	0	0	12	4
SLP	231	SLPA Fieldwork Seminar	3	0	0	3
		Humanities/Fine Arts Elective	3	0	0	3
			<b>7</b>	<b>2</b>	<b>12</b>	<b>12</b>

**TOTAL REQUIRED CREDITS.....66**

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

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: 05/01/99

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
			<b>11</b>	<b>12</b>	<b>0</b>	<b>16</b>

**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
			<b>11</b>	<b>16</b>	<b>0</b>	<b>17</b>



**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
			4	12	0	8

**FALL SEMESTER 2**

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIV	111	Soils and Foundations	2	3	0	3
CIV	211	Hydraulics and Hydrology	2	3	0	3
CIV	230	Construction Estimating	2	3	0	3
SRV	210	Surveying III	2	6	0	4
SRV	220	Surveying Law	2	2	0	3
			10	17	0	16

**SPRING SEMESTER 2**

Prefix	No.	Title	Class	Lab	Clinical	Credit
ENG	115	Oral Communication	3	0	0	3
CIV	212	Environmental Planning	2	3	0	3
SRV	230	Subdivision Planning	1	6	0	3
SRV	240	Topo/Site Surveying	2	6	0	4
		Elective	3	0	0	3
			11	15	0	16

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

**Co-op Option:** Qualified students may elect to take up to six (6) credit hours of Cooperative Education in lieu of CIV 212 and/or 3 credit hours of electives provided they acquire approval from the Co-op Director and the Department Chairperson.

## SURGICAL TECHNOLOGY

(A45740)

The Surgical Technology curriculum prepares individuals to assist in the care of the surgical patient in the operating room and to function as a member of the surgical team.

Students will apply theoretical knowledge to the care of patients undergoing surgery and develop skills necessary to prepare supplies, equipment, and instruments; maintain aseptic conditions; prepare patients for surgery; and assist surgeons during operations.

Graduates of this program will be eligible to apply to take the Liaison Council's Certification Examination for Surgical Technologists. Employment opportunities include labor/delivery/emergency departments, inpatient/outpatient surgery centers, dialysis units/facilities, physicians' offices, and central supply processing units.

### SURGICAL TECHNOLOGY (A45740)

Effective: Fall 2002

Revised: 03/05/02

Length: 5 Semesters

Prerequisite: 1 Unit Biology and Algebra

Award: Associate Degree in Applied Science

#### FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
<b>or</b>						
ACA	115	Success & Study Skills	0	2	0	1
BIO	163	Basic Anat & Physiology	4	2	0	5
CIS	113	Computer Basics	0	2	0	1
ENG	111	Applied Communications I	3	0	0	3
SUR	110	Intro to Surg Tech	3	0	0	3
SUR	111	Periop Patient Care	5	6	0	7
			<b>15/16</b>	<b>10/12</b>	<b>0</b>	<b>20</b>

#### SPRING SEMESTER 1

BIO	175	General Microbiology	2	2	0	3
PSY	150	General Psychology	3	0	0	3
SUR	122	Surgical Procedures I	5	3	0	6
SUR	123	SUR Clinical Practice I	0	0	21	7
			<b>10</b>	<b>5</b>	<b>21</b>	<b>19</b>

#### SUMMER SEMESTER 1

SUR	134	Surgical Procedures II	5	0	0	5
SUR	135	SUR Clinical Practice II	0	0	12	4
SUR	137	Prof Success Prep	1	0	0	1
			<b>6</b>	<b>0</b>	<b>12</b>	<b>10</b>

**FALL SEMESTER 2**

ENG	114	Prof Research & Reporting	3	0	0	3
COM	231	Public Speaking	3	0	0	3
SUR	210	Advanced SUR Clinical Practice	0	0	6	2
SUR	211	Advanced Theoretical Concepts	2	0	0	2
		Humanities/Elective	3	0	0	3
		Math/Science/Elective	3	0	0	3
			<b>14</b>	<b>0</b>	<b>6</b>	<b>16</b>

**SPRING SEMESTER 2**

BUS	137	Principles of Management	3	0	0	3
ECO	151	Survey of Economics	3	0	0	3
			<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>

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

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



## SURGICAL TECHNOLOGY

D45740

The Surgical Technology curriculum prepares individuals to assist in the care of the surgical patient in the operating room and to function as a member of the surgical team.

Students will apply theoretical knowledge to the care of patients undergoing surgery and develop skills necessary to prepare supplies, equipment, and instruments; maintain aseptic conditions, prepare patients for surgery; and assist surgeons during operations.

Graduates of this program will be eligible to apply to take the 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 2002

Revised: 03/05/02

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
			<b>15</b>	<b>8</b>	<b>0</b>	<b>18</b>

#### SPRING SEMESTER 1

BIO	175	General Microbiology	2	2	0	3
CIS	113	Computer Basics	0	2	0	1
PSY	150	General Psychology	3	0	0	3
SUR	122	Surgical Procedures I	5	3	0	6
SUR	123	SUR Clinical Practice I	0	0	21	7
			<b>10</b>	<b>7</b>	<b>21</b>	<b>20</b>

#### SUMMER SEMESTER 1

SUR	134	Surgical Procedures II	5	0	0	5
SUR	135	SUR Clinical Practice II	0	0	12	4
SUR	137	Prof Success Prep	1	0	0	1
			<b>6</b>	<b>0</b>	<b>12</b>	<b>10</b>

**TOTAL REQUIRED CREDITS.... 48**

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

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: Fall 2002

Revised: 03/14/02

Length: 3 Semesters

Prerequisite: High School Diploma

Award: Diploma

#### FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIS	113	Computer Basics	0	2	0	1
PSY	118	Interpersonal Psychology	3	0	0	3
WLD	110	Cutting Processes	1	3	0	2
WLD	115	SMAW (Stick) Plate	2	9	0	5
WLD	141	Symbols & Specifications	2	2	0	3
WLD	143	Welding Metallurgy	1	2	0	2
			<b>9</b>	<b>18</b>	<b>0</b>	<b>16</b>

#### 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
			<b>8</b>	<b>21</b>	<b>0</b>	<b>15</b>

**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
			6	5	0	8

**TOTAL REQUIRED CREDITS.....39**

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



**WELDING TECHNOLOGY  
BASIC WELDING TECHNOLOGY CERTIFICATE  
EVENING/WEEKEND PROGRAM**

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**C50420C1**

This evening certificate program is designed to give individuals the opportunity to acquire fundamental skills in welding. Coursework includes electrode welding and cutting processes and welding symbols and specifications.

Excellent employment opportunities as entry-level welding apprentices in industry, manufacturing and construction exist throughout the region.

Courses in this program can be transferred directly into the Welding Technology diploma program.

**WELDING TECHNOLOGY (C50420C1)  
Evening/Weekend Program**

Effective: Fall 2001

Revised: 06/01/01

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

**FALL SEMESTER 1**

<b>Prefix</b>	<b>No.</b>	<b>Title</b>	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
WLD	110	Cutting Processes	1	3	0	2
WLD	115	SMAW (Stick) Plate	2	9	0	5
			<b>3</b>	<b>12</b>	<b>0</b>	<b>7</b>

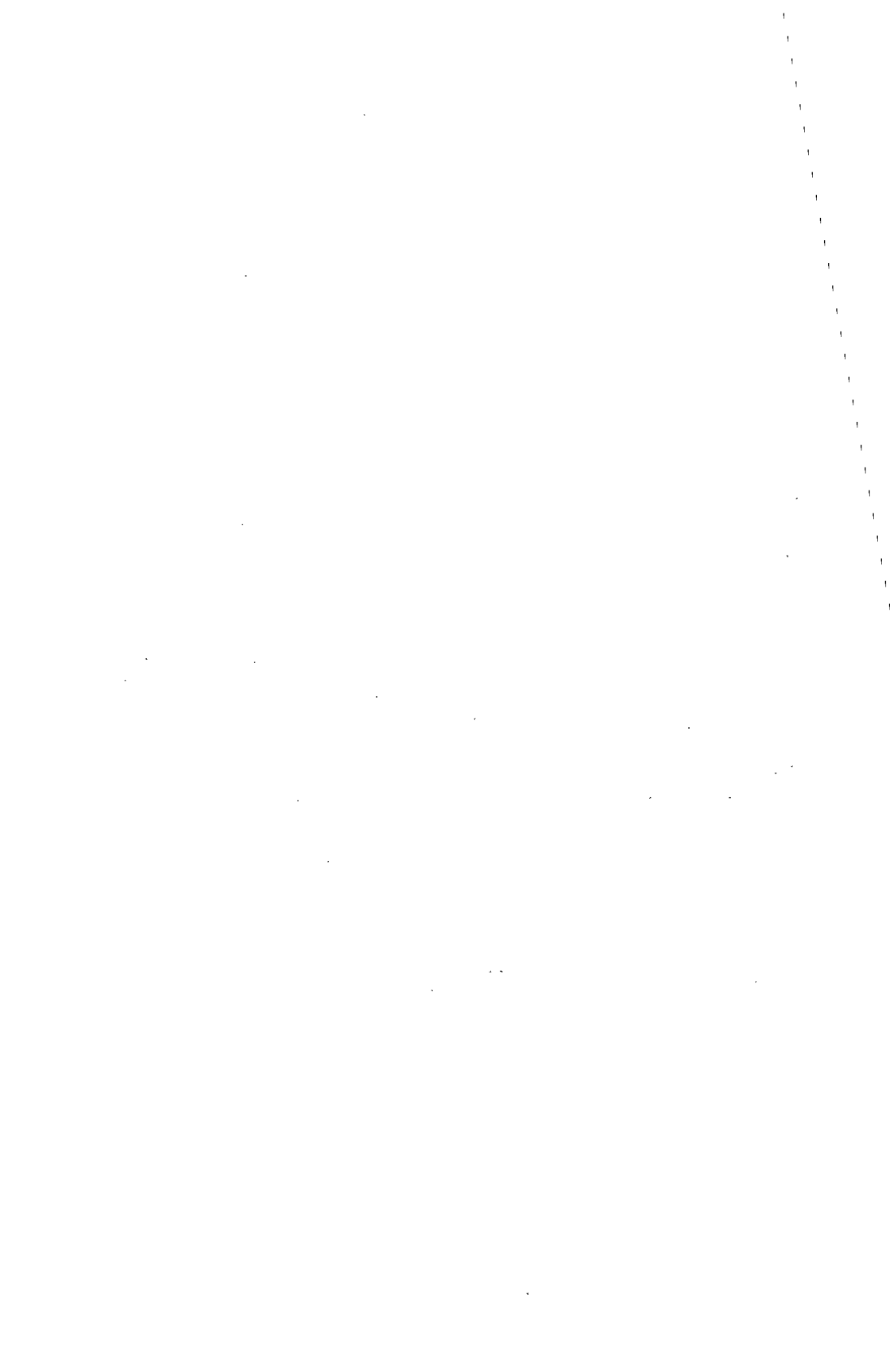
**SPRING SEMESTER 1**

<b>Prefix</b>	<b>No.</b>	<b>Title</b>	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
WLD	116	SMAW (Stick) Plate/Pipe	1	9	0	4
WLD	141	Symbols & Specifications	2	2	0	3
			<b>3</b>	<b>11</b>	<b>0</b>	<b>7</b>

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

**Co-op Option:** N/A

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





## COURSE DESCRIPTIONS





<b>ACA 111</b>	<b>College Student Success</b>	<b>01</b>	<b>00</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives.

<b>ACA 115</b>	<b>Success &amp; Study Skills</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

This course provides an orientation to the campus resources and academic skills necessary to achieve educational objectives. Emphasis is placed on an exploration of facilities and services, study skills, library skills, self-assessment, wellness, goal-setting, and critical thinking. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals.

<b>ACC 111</b>	<b>Financial Accounting</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the basic framework of accounting. Emphasis is placed on the accounting cycle and financial statement preparation and analysis. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

<b>ACC 115</b>	<b>College Accounting</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	None				

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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ACC 120</b>	<b>Principles of Accounting I</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	None				

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.

<b>ACC 121</b>	<b>Principles of Accounting II</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	ACC 120				
Corequisites:	None				

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.

<b>ACC 129</b>	<b>Individual Income Taxes</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

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.

<b>ACC 130</b>	<b>Business Income Taxes</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ACC 131</b>	<b>Federal Income Taxes</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	ACC 111 or ACC 120				
Corequisites:	None				

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.

<b>ACC 140</b>	<b>Payroll Accounting</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	ACC 115 or ACC 120				
Corequisites:	None				

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.

<b>ACC 150</b>	<b>Computerized General Ledger</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	ACC 115 or ACC 120				
Corequisites:	None				

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.

<b>ACC 175</b>	<b>Hotel and Restaurant Accounting</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	None				

This course covers generally accepted accounting principles and the uniform system of accounts for small hotels and motels of the American Hotel and Motel Association. Emphasis is placed on the accounting cycle, analysis of financial statements, and payroll procedures including treatment of tips. Upon completion, students should be able to demonstrate competence in the accounting principles and procedures used in hotels and restaurants.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ACC 220</b>	<b>Intermediate Accounting I</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	ACC 121				
Corequisites:	None				

This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and 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.

<b>ACC 221</b>	<b>Intermediate Accounting II</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	ACC 220				
Corequisites:	None				

This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

<b>ACC 225</b>	<b>Cost Accounting</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	ACC 121				
Corequisites:	None				

This course introduces the nature and purposes of cost accounting as an information system for planning and control. Topics include direct materials, direct labor, factory overhead, process, job order, and standard cost systems. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

<b>ACC 226</b>	<b>Managerial Accounting</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	ACC 121				
Corequisites:	None				

This course is designed to develop an appreciation for the uses of cost information in the administration and control of business organizations. Emphasis is placed on how accounting data can be interpreted and used by management in planning and controlling business activities. Upon completion, students should be able to analyze and interpret cost information and present this information in a form that is usable by management.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ACC 227</b>	<b>Practices in Accounting</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	ACC 220				
Corequisites:	None				

This course provides an advanced in-depth study of selected topics in accounting using case studies and individual and group problem solving. Topics include cash flow, financial statement analysis, individual and group problem solving, practical approaches to dealing with clients, ethics, and critical thinking. Upon completion, students should be able to demonstrate competent analytical skills and effective communication of their analysis in written and/or oral presentations.

<b>ACC 240</b>	<b>Governmental &amp; Not-for-Profit Account.</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	ACC 121				
Corequisites:	None				

This course introduces principles and procedures applicable to governmental and not-for-profit organizations. Emphasis is placed on various budgetary accounting procedures and fund accounting. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

<b>ACC 250</b>	<b>Advanced Accounting</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	ACC 220				
Corequisites:	None				

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.

<b>ACC 269</b>	<b>Auditing</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	ACC 220				
Corequisites:	None				

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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>AHR 110</b>	<b>Introduction to Refrigeration</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>05</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade.

<b>AHR 111</b>	<b>HVACR Electricity</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits, and the use of electrical test equipment. Upon completion, students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams.

<b>AHR 112</b>	<b>Heating Technology</b>	<b>02</b>	<b>04</b>	<b>00</b>	<b>04</b>
Prerequisites:	AHR 110				
Corequisites:	None				

This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system.

<b>AHR 113</b>	<b>Comfort Cooling</b>	<b>02</b>	<b>04</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychometrics, manufacturer specifications, and test instruments to determine proper system operation.



		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>AHR 114</b>	<b>Heat Pump Technology</b>	<b>02</b>	<b>04</b>	<b>00</b>	<b>04</b>
Prerequisites:	AHR 110 or AHR 113				
Corequisites:	None				

This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures.

<b>AHR 115</b>	<b>Refrigeration Systems</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites:	All courses required: AHR 110, AHR 130				
Corequisites:	None				

This course introduces refrigeration systems and applications. Topics include defrost methods, safety and operational control, refrigerant piping, refrigerant recovery and charging, and leak testing. Upon completion, students should be able to assist in installing and testing refrigeration systems and perform simple repairs.

<b>AHR 120</b>	<b>HVACR Maintenance</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the basic principles of industrial air conditioning and heating systems. Emphasis is placed on preventive maintenance procedures for heating and cooling equipment and related components. Upon completion, students should be able to perform routine preventive maintenance tasks, maintain records, and assist in routine equipment repairs.

<b>AHR 130</b>	<b>HVAC Controls</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	AHR 111 or ELC 111				
Corequisites:	None				

This course covers the types of controls found in residential and commercial comfort systems. Topics include electrical and electronic controls, control schematics and diagrams, test instruments, and analysis and troubleshooting of electrical systems. Upon completion, students should be able to diagnose and repair common residential and commercial comfort system controls.

<b>AHR 133</b>	<b>HVAC Servicing</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>
Prerequisites:	AHR 112 or AHR 113				
Corequisites:	None				

The course covers the maintenance and servicing of HVAC equipment. Topics include testing, adjusting, maintaining, and troubleshooting HVAC equipment and record keeping. Upon completion, students should be able to adjust, maintain, and service HVAC equipment.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>AHR 151</b>	<b>HVAC Duct Systems I</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites:	AHR 112				
Corequisites:	None				

This course introduces the techniques used to lay out and fabricate duct work commonly found in HVAC systems. Emphasis is placed on the skills required to fabricate duct work. Upon completion, students should be able to lay out and fabricate simple duct work.

<b>AHR 160</b>	<b>Refrigerant Certification</b>	<b>01</b>	<b>00</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

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

<b>AHR 180</b>	<b>HVACR Customer Relations</b>	<b>01</b>	<b>00</b>	<b>00</b>	<b>01</b>
Prerequisites:	AHR 114				
Corequisites:	None				

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

<b>AHR 210</b>	<b>Residential Building Code</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	AHR 151				
Corequisites:	None				

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

<b>AHR 211</b>	<b>Residential System Design</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	AHR 151				
Corequisites:	None				

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

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>AHR 212</b>	<b>Advanced Comfort Systems</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>
Prerequisites:	All courses required: AHR 114, AHR 115				
Corequisites:	None				

This course covers water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pump systems including variable speed drives and controls. Emphasis is placed on the application, installation, and servicing of water-source systems and the mechanical and electronic control components of advanced comfort systems. Upon completion, students should be able to test, analyze, and troubleshoot water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pumps.

<b>AHR 215</b>	<b>Commercial HVAC Controls</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites:	AHR 111				
Corequisites:	None				

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

<b>AHR 240</b>	<b>Hydronic Heating</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites:	AHR 112				
Corequisites:	None				

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

<b>AHR 245</b>	<b>Chiller Systems</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites:	AHR 110				
Corequisites:	None				

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

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>AHR 250</b>	<b>HVAC System Diagnostics</b>	<b>00</b>	<b>04</b>	<b>00</b>	<b>02</b>
Prerequisites:	AHR 112				
Corequisites:	None				

This course is a comprehensive study of air conditioning, heating, and refrigeration system diagnostics and corrective measures. Topics include advanced system analysis, measurement of operating efficiency, and inspection and correction of all major system components. Upon completion, students should be able to restore a residential or commercial AHR system so that it operates at or near manufacturers' specifications.

<b>ANT 210</b>	<b>General Anthropology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

<b>ANT 220</b>	<b>Cultural Anthropology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the nature of human culture. Emphasis is placed on cultural theory, methods of fieldwork, and cross-cultural comparisons in the areas of ethnology, language, and the cultural past. Upon completion, students should be able to demonstrate an understanding of basic cultural processes and how cultural data are collected and analyzed. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

<b>ANT 221</b>	<b>Comparative Cultures</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course provides an ethnographic survey of societies around the world covering their distinctive cultural characteristics and how these relate to cultural change. Emphasis is placed on the similarities and differences in social institutions such as family, economics, politics, education, and religion. Upon completion, students should be able to demonstrate knowledge of a variety of cultural adaptive strategies. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ANT 230</b>	<b>Physical Anthropology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the scientific study of human evolution and adaptation. Emphasis is placed on evolutionary theory, population genetics, biocultural adaptation and human variation, as well as non-human primate evolution, morphology, and behavior. Upon completion, students should be able to demonstrate an understanding of the biological and cultural processes which have resulted in the formation of the human species. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

<b>ANT 230A</b>	<b>Physical Anthropology Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	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.*

<b>ANT 240</b>	<b>Archaeology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the scientific study of the unwritten record of the human past. Emphasis is placed on the process of human cultural evolution as revealed through archaeological methods of excavation and interpretation. Upon completion, students should be able to demonstrate an understanding of how archaeologists reconstruct the past and describe the variety of past human cultures. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

<b>ARC 111</b>	<b>Introduction to Architectural Technology</b>	<b>01</b>	<b>06</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces basic architectural drafting techniques, lettering, use of architectural and engineer scales, and sketching. Topics include orthographic, axonometric, and oblique drawing techniques using architectural plans, elevations, sections, and details; reprographic techniques; and other related topics. Upon completion, students should be able to prepare and print scaled drawings within minimum architectural standards.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ARC 112</b>	<b>Construction Materials &amp; Methods</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces construction materials and their methodologies. Topics include construction terminology, materials and their properties, manufacturing processes, construction techniques, and other related topics. Upon completion, students should be able to detail construction assemblies and identify construction materials and properties.

<b>ARC 113</b>	<b>Residential Architectural Tech</b>	<b>01</b>	<b>06</b>	<b>00</b>	<b>03</b>
Prerequisites:	ARC 111				
Corequisites:	None				

This course covers intermediate residential working drawings. Topics include residential plans, elevations, sections, details, schedules, and other related topics. Upon completion, students should be able to prepare a set of residential working drawings that are within accepted architectural standards.

<b>ARC 114</b>	<b>Architectural CAD</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites:	ARC 111				
Corequisites:	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.

<b>ARC 114A</b>	<b>Architectural CAD Lab</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	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.

<b>ARC 131</b>	<b>Building Codes</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	ARC 112				
Corequisites:	None				

This course covers the methods of researching building codes for specific projects. Topics include residential and commercial building codes. Upon completion, students should be able to determine the code constraints governing residential and commercial projects.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ARC 211</b>	<b>Light Construction Technology</b>	<b>01</b>	<b>06</b>	<b>00</b>	<b>03</b>
Prerequisites:	ARC 111				
Corequisites:	None				

This course covers working drawings for light construction. Topics include plans, elevations, sections, and details; schedules; and other related topics. Upon completion, students should be able to prepare a set of working drawings which are within accepted architectural standards.

<b>ARC 213</b>	<b>Design Project</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>
Prerequisites:	All courses required: ARC 111, ARC 112 and ARC 114				
Corequisites:	None				

This course provides the opportunity to design and prepare a set of contract documents within an architectural setting. Topics include schematic design, design development, construction documents, and other related topics. Upon completion, students should be able to prepare a set of commercial contract documents.

<b>ARC 220</b>	<b>Advanced Architect CAD</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites:	ARC 114				
Corequisites:	None				

This course provides file management, productivity, and CAD customization skills. Emphasis is placed on developing advanced proficiency techniques. Upon completion, students should be able to create prototype drawings and symbol libraries, compose sheets with multiple details, and use advanced drawing and editing commands.

<b>ARC 221</b>	<b>Architectural 3-D CAD</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>
Prerequisites:	ARC 114				
Corequisites:	None				

This course introduces architectural three-dimensional CAD applications. Topics include three-dimensional drawing, coordinate systems, viewing, rendering, modeling, and output options. Upon completion, students should be able to prepare architectural three-dimensional drawings and renderings.

<b>ARC 230</b>	<b>Environmental Systems</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
Prerequisites:	ARC 111 and MAT 121				
Corequisites:	None				

This course introduces plumbing, mechanical (HVAC), and electrical systems for the architectural environment. Topics include basic plumbing, mechanical, and electrical systems for residential and/or commercial buildings with an introduction to selected code requirements. Upon completion, students should be able to develop schematic drawings for plumbing, mechanical, and electrical systems and perform related calculations.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ARC 231</b>	<b>Architectural Presentations</b>	<b>02</b>	<b>04</b>	<b>00</b>	<b>04</b>
Prerequisites:	ARC 111				
Corequisites:	None				

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

<b>ARC 235</b>	<b>Architectural Portfolio</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	ARC 221				
Corequisites:	None				

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

<b>ARC 240</b>	<b>Site Planning</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	ARC 111				
Corequisites:	None				

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

<b>ARC 241</b>	<b>Contract Administration</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	ARC 111 or ARC 112				
Corequisites:	None				

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

<b>ARC 264</b>	<b>Digital Architecture</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites:	ARC 114				
Corequisites:	None				

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



		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ART 111</b>	<b>Art Appreciation</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

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

<b>ART 114</b>	<b>Art History Survey I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

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

<b>ART 115</b>	<b>Art History Survey II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

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.*

<b>ART 116</b>	<b>Survey of American Art</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

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

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ART 117</b>	<b>Non-Western Art History</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces non-Western cultural perspectives. Emphasis is placed on, but not limited to, African, Oriental, and Oceanic art forms throughout history. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of non-Western social and cultural development. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

<b>ART 121</b>	<b>Design I</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to two-dimensional visual art. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

<b>ART 122</b>	<b>Design II</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>
Prerequisites:	ART 121				
Corequisites:	None				

This course introduces basic studio problems in three-dimensional visual design. Emphasis is placed on the structural elements and organizational principles as applied to mass and space. Upon completion, students should be able to apply three-dimensional design concepts. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

<b>ART 131</b>	<b>Drawing I</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ART 132</b>	<b>Drawing II</b>	00	06	00	03
Prerequisites:	ART 131				
Corequisites:	None				

This course continues instruction in the language of drawing and the use of various materials. Emphasis is placed on experimentation in the use of drawing techniques, media, and graphic materials. Upon completion, students should be able to demonstrate increased competence in the expressive use of graphic form and techniques. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>ART 135</b>	<b>Figure Drawing I</b>	00	06	00	03
Prerequisites:	ART 131				
Corequisites:	None				

This course introduces rendering the human figure with various drawing materials. Emphasis is placed on the use of the visual elements, anatomy, and proportion in the representation of the draped and undraped figure. Upon completion, students should be able to demonstrate competence in drawing the human figure. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>ART 171</b>	<b>Computer Art I</b>	00	06	00	03
Prerequisites:	None				
Corequisites:	None				

This course introduces the use of the computer as a tool for solving visual problems. Emphasis is placed on fundamentals of computer literacy and design through bit-mapped image manipulation. Upon completion, students should be able to demonstrate an understanding of paint programs, printers, and scanners to capture, manipulate, and output images. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>ART 240</b>	<b>Painting I</b>	00	06	00	03
Prerequisites:	None				
Corequisites:	None				

This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding and use of various painting techniques, media, and color principles. Upon completion, students should be able to demonstrate competence in the use of creative processes directed toward the development of expressive form. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ART 241</b>	<b>Painting II</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>
Prerequisites:	ART 240				
Corequisites:	None				

This course provides a continuing investigation of the materials, processes, and techniques of painting. Emphasis is placed on the exploration of expressive content using a variety of creative processes. Upon completion, students should be able to demonstrate competence in the expanded use of form and variety. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>ART 244</b>	<b>Watercolor</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

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

<b>ART 281</b>	<b>Sculpture I</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course provides an exploration of the creative and technical methods of sculpture with focus on the traditional processes. Emphasis is placed on developing basic skills as they pertain to three-dimensional expression in various media. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>ART 283</b>	<b>Ceramics I</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

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

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ART 284</b>	<b>Ceramics II</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers advanced hand building and wheel techniques. Emphasis is placed on creative expression, surface design, sculptural quality, and glaze effect. Upon completion, students should be able to demonstrate a high level of technical competence in forming and glazing with a development of three-dimensional awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>ART 288</b>	<b>Studio</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course provides the opportunity for advanced self-determined work beyond the limits of regular studio course sequences. Emphasis is placed on creative self-expression and in-depth exploration of techniques and materials. Upon completion, students should be able to create original projects specific to media, materials, and techniques. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>ASL 111</b>	<b>Elementary ASL I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the fundamental elements of American Sign Language within a cultural context. Emphasis is placed on the development of basic expressive and receptive skills. Upon completion, students will be able to comprehend and respond with grammatical accuracy to expressive American Sign Language and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>ASL 112</b>	<b>Elementary ASL II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	ASL 111				
Corequisites:	None				

This course is a continuation of ASL 111 focusing on the fundamental elements of American Sign Language in a cultural context. Emphasis is placed on the progressive development of expressive and receptive skills. Upon completion, the students should be able to comprehend and respond with increasing accuracy to expressive American Sign Language and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ASL 181</b>	<b>ASL Lab 1</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

This course provides an opportunity to enhance acquisition of the fundamental elements of American Sign Language. Emphasis is placed on the progressive development of basic expressive and receptive skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing accuracy to expressive American Sign Language and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

<b>ASL 182</b>	<b>ASL Lab 2</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	ASL 181				
Corequisites:	None				

This course provides an opportunity to enhance acquisition of the fundamental elements of American Sign Language. Emphasis is placed on the progressive development of basic expressive and receptive skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing accuracy to expressive American Sign Language and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

<b>ASL 211</b>	<b>Intermediate ASL I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	ASL 112				
Corequisites:	None				

This course provides a review and expansion of the essential skills of American Sign Language. Emphasis is placed on the progressive development of expressive and receptive skills, study of authentic and representative literacy and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively using American Sign Language about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>ASL 212</b>	<b>Intermediate ASL II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	ASL 211				
Corequisites:	None				

This course provides a continuation of ASL 211. Emphasis is placed on the continuing development of expressive and receptive skills study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ASL 281</b>	<b>ASL Lab 3</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	ASL 182				
Corequisites:	None				

This course provides an opportunity to enhance the review and the expansion of the essential skills of American Sign Language. Emphasis is placed on the progressive development of expressive and receptive skills study of and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

<b>ASL 282</b>	<b>ASL Lab 4</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	ASL 281				
Corequisites:	None				

This course provides an opportunity to enhance the review and the expansion of the essential skills of American Sign Language. Emphasis is placed on the continuing development of expressive and receptive skills study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

<b>AST 111</b>	<b>Descriptive Astronomy</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

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

<b>AST 111A</b>	<b>Descriptive Astronomy Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>AST 151</b>	<b>General Astronomy I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	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.

<b>AST 151A</b>	<b>General Astronomy I Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	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.

<b>AST 152</b>	<b>General Astronomy II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	AST 151				
Corequisites:	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.

<b>AST 152A</b>	<b>General Astronomy II Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	AST 151				
Corequisites:	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.



		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ATR 211</b>	<b>Robot Programming</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>

Prerequisites: A set of courses required: ELN 232 or ELN 232C and ELN 232L

Corequisites: None

This course provides the operational characteristics of industrial robots and programming in their respective languages. Topics include robot programming utilizing teach pendants, PLCs, and personal computers; and the interaction of external sensors, machine vision, network systems, and other related devices. Upon completion, students should be able to program and demonstrate the operation of various robots.

<b>AUB 111</b>	<b>Painting &amp; Refinishing I</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>
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Prerequisites: None

Corequisites: None

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

<b>AUB 112</b>	<b>Painting &amp; Refinishing II</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>
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Prerequisites: AUB 111

Corequisites: None

This course covers advanced painting techniques and technologies with an emphasis on identifying problems encountered by the refinishing technician. Topics include materials application, color matching, correction of refinishing problems, and other related topics. Upon completion, students should be able to perform spot, panel, and overall refinishing repairs and identify and correct refinish problems.

<b>AUB 114</b>	<b>Special Finishes</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
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Prerequisites: AUB 111

Corequisites: None

This course introduces multistage finishes, custom painting, and protective coatings. Topics include base coats, advanced intermediate coats, clear coats, and other related topics. Upon completion, students should be able to identify and apply specialized finishes based on accepted industry standards.

<b>AUB 121</b>	<b>Non-Structural Damage I</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>
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Prerequisites: None

Corequisites: None

This course introduces safety, tools, and the basic fundamentals of body repair. Topics include shop safety, damage analysis, tools and equipment, repair techniques, materials selection, materials usage, and other related topics. Upon completion, students should be able to identify and repair minor direct and indirect damage including removal/repairing/ replacing of body panels to accepted standards.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>AUB 122</b>	<b>Non-Structural Damage II</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>
Prerequisites:	AUB 121				
Corequisites:	None				

This course covers safety, tools, and advanced body repair. Topics include shop safety, damage analysis, tools and equipment, advanced repair techniques, materials selection, materials usage, movable glass, and other related topics. Upon completion, students should be able to identify and repair or replace direct and indirect damage to accepted standards including movable glass and hardware.

<b>AUB 131</b>	<b>Structural Damage I</b>	<b>02</b>	<b>04</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	None				

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

<b>AUB 132</b>	<b>Structural Damage II</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>
Prerequisites:	AUB 131				
Corequisites:	None				

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

<b>AUB 134</b>	<b>Autobody MIG Welding</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the terms and procedures for welding the various metals found in today's autobody repair industry with an emphasis on personal/environmental safety. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, and other related topics. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standards.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>AUB 136</b>	<b>Plastics &amp; Adhesives</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers safety, plastic and adhesive identification, and the various repair methods of automotive plastic components. Topics include safety, identification, preparation, material selection, and the various repair procedures including refinishing. Upon completion, students should be able to identify, remove, repair, and/or replace automotive plastic components in accordance with industry standards.

<b>AUB 162</b>	<b>Autobody Estimating</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course provides a comprehensive study of autobody estimating. Topics include collision damage analysis, industry regulations, flat-rate and estimated time, and collision estimating manuals. Upon completion, students should be able to prepare and interpret a damage report.

<b>AUT 113</b>	<b>Automotive Servicing</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	None				

This course covers diagnostic procedures necessary to determine the nature and cause of auto service problems and the procedures used to repair/replace components. Emphasis is placed on troubleshooting, testing, adjusting, repairing, and replacing components using appropriate test equipment and service information. Upon completion, students should be able to perform a variety of automotive repairs using proper service procedures and operate appropriate equipment.

<b>AUT 115</b>	<b>Engine Fundamentals</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis/repair of automotive engines using appropriate tools, equipment, procedures, and service information.

<b>AUT 116</b>	<b>Engine Repair</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course covers service/repair/rebuilding of block, head, and internal engine components. Topics include engine repair/reconditioning using service specifications. Upon completion, students should be able to rebuild/recondition an automobile engine to service specifications.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>AUT 141</b>	<b>Suspension &amp; Steering Systems</b>	<b>02</b>	<b>04</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	None				

This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair various steering and suspension components, check and adjust various alignment angles, and balance wheels.

<b>AUT 151</b>	<b>Brake Systems</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	AUT 152				

This course covers principles of operation and types, diagnosis, service, and repair of brake systems. Topics include drum and disc brakes involving hydraulic, vacuum boost, hydra-boost, electrically powered boost, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

<b>AUT 152</b>	<b>Brake Systems Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	AUT 151				

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.

<b>AUT 161</b>	<b>Electrical Systems</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	None				

This course covers basic electrical theory and wiring diagrams, test equipment, and diagnosis/repair/replacement of batteries, starters, alternators, and basic electrical accessories. Topics include diagnosis and repair of battery, starting, charging, lighting, and basic accessory systems problems. Upon completion, students should be able to diagnose, test, and repair the basic electrical components of an automobile.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>AUT 162</b>	<b>Chassis Electrical &amp; Electronics</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	One course required: AUT 163, COE 111 or COE 212				

This course covers electrical/electronic diagnosis/repair, including wiring diagrams, instrumentation, and electronic/computer-controlled devices and accessories. Topics include interpreting wiring diagrams and diagnosis and repair of chassis electrical and electronic systems. Upon completion, students should be able to read and interpret wiring diagrams and determine/perform needed repairs on chassis electrical and electronic systems.

<b>AUT 163</b>	<b>Chassis Electrical &amp; Electronics Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	AUT 162				

This course provides a laboratory setting to enhance chassis electrical and electronic system skills. Emphasis is placed on practical experiences that enhance the topics presented in AUT 162. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 162.

<b>AUT 164</b>	<b>Automotive Electronics</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	AUT 161				
Corequisites:	None				

This course covers fundamentals of electrical/electronic circuitry, semi-conductors, and microprocessors. Topics include Ohm's law, circuits, AC/DC current, solid state components, digital applications, and the use of digital multimeters. Upon completion, students should be able to apply Ohm's law to diagnose and repair electrical/electronic circuits using digital multimeters and appropriate service information.

<b>AUT 171</b>	<b>Heating &amp; Air Conditioning</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis/repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information.

CLASS HRS    LAB HRS    CLINIC HRS    CREDIT HRS

**AUT 181      Engine Performance-Electrical                      02            03            00            03**  
 Prerequisites:    None  
 Corequisites:    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 Performance-Electrical Lab                    00            03            00            01**  
 Prerequisites:    None  
 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                              02            03            00            03**  
 Prerequisites:    None  
 Corequisites:    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 Performance-Fuels Lab                        00            03            00            01**  
 Prerequisites:    None  
 Corequisites:    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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>AUT 185</b>	<b>Emission Controls</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

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.

<b>AUT 211</b>	<b>Automotive Machining</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>
Prerequisites:	AUT 115				
Corequisites:	None				

This course covers engine machining processes for remanufacturing automotive engines. Emphasis is placed on cylinder head service, machining block surfaces, reconditioning connecting rod assemblies, camshafts, flywheels, and precision measurement. Upon completion, students should be able to explain the operation and proper use of automotive machining equipment.

<b>AUT 221</b>	<b>Automatic Transmissions</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	None				

This course covers operation, diagnosis, service, and repair of automatic transmissions/transaxles. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to explain operational theory and diagnose and repair automatic drive trains.

<b>AUT 231</b>	<b>Manual Drive Trains/Axles</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
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.

<b>AUT 232</b>	<b>Manual Drive Trains/Axles Lab</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>BAF 110</b>	<b>Principles of Banking</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the fundamentals of bank functions in a descriptive fashion. Topics include banks and the monetary system, the relationship of banks to depositors, the payment functions, bank loans and accounting, regulations, and examinations. Upon completion, students should be able to demonstrate an understanding of the business of banking from a broad perspective.

<b>BAF 111</b>	<b>Teller Training</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course provides an overview of banking teller operations, bank security, and customer relations in preparation for work as a bank teller. Topics include bank profitability, cash and cash handling, checks and other transactions, balancing and setting, and security threats and their detection. Upon completion, students should be able to discuss the components of teller performance and perform effectively as a teller after minimal on-the-job training.

<b>BAF 115</b>	<b>Marketing for Bankers</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course is designed to provide a practical understanding of marketing in the financial services organization. Topics include consumer motivation and buying, marketing information and research, the marketing management process, public relations, and communications. Upon completion, students should be able to develop a marketing plan integrating public relations, advertising, sales promotion, selling, and service distribution.

<b>BAF 116</b>	<b>Supervision for Bankers</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course is designed to provide an overview of basic supervision considerations. Topics include supervisory management fundamentals, problem solving, and decision making. Upon completion, students should be able to demonstrate an understanding of basic managerial functions of supervision, including planning, organizing, staffing, directing, budgeting, and labor relations.



		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>BAF 131</b>	<b>Fund of Bank Lending</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	ACC 120				
Corequisites:	None				

This course introduces the basic knowledge and skills needed to be an effective lender. Topics include the functions of the loan interview and credit investigation, the "C"s of credit, elements of loan documentation, and warning signs of problem loans. Upon completion, students should be able to demonstrate an understanding of the credit functions and regulatory issues affecting this key banking function. *This course is a unique concentration requirement of the Banking and Finance concentration in the Business Administration program.*

<b>BAF 133</b>	<b>Bank Cards</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course provides an overview of bank cards including operational aspects, interface with payment system, and relationship to electronic funds transfer technology. Topics include bank cards in the American economy, operations, payment and transfer systems, competition, and legal and regulatory issues. Upon completion, students should be able to demonstrate an understanding of bank cards in the overall framework of the commercial bank's services and profitability.

<b>BAF 141</b>	<b>Law &amp; Banking: Principles</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course provides an overview of the legal aspects of banking and the legal framework within which banks function. Topics include the court system, consumer protection, tangible and intangible property ownership, and the legalities and regulations of bank transactions. Upon completion, students should be able to discuss the non-technical aspects of the legal system and how these affect the bank's organization and operation. This course is a unique concentration requirement of the Banking and Finance concentration in the Business Administration program.

<b>BAF 142</b>	<b>Deposit Operations</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course provides an overview of the US payments system and banking law and regulation. Topics include banking law and regulations, current industry practices, bank deposit-taking activities, 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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>BAF 152</b>	<b>Trust Business</b>	03	00	00	03
Prerequisites:	None				
Corequisites:	None				

This course provides an overview of the trust department. Emphasis is placed on the different types of individual and corporate trusts, agencies, and services. Upon completion, students should be able to explain the role of the trust department and identify the services provided and to whom they are delivered.

<b>BAF 222</b>	<b>Money and Banking</b>	03	00	00	03
Prerequisites:	None				
Corequisites:	None				

This course provides a fundamental treatment of how money and banks function in the US and world economies. Topics include the roles of money in the US economy, the functions of the Federal Reserve Board, and the workings of monetary and fiscal policies. Upon completion, students should be able to explain how the monetary economy functions, how banks are creators of money, and the impact of the Federal Reserve. This course is a unique concentration requirement of the Banking and Finance concentration in the Business Administration program.

<b>BAF 232</b>	<b>Consumer Lending</b>	03	00	00	03
Prerequisites:	None				
Corequisites:	None				

This course details the many types of credit arrangements in which a finance charge is paid for the privilege of repaying debt in delayed payments. Topics include consumer credit policy, the loan process, servicing and collecting loans, consumer compliance, and evaluating credit risks. Upon completion, students should be able to identify collection policies and procedures, explain principles of credit evaluation, define open-end credit, and describe indirect lending.

<b>BAF 234</b>	<b>Residential Mortgage Lending</b>	03	00	00	03
Prerequisites:	None				
Corequisites:	None				

This course provides an overview of the field of mortgage lending and the various financial markets for real estate mortgages. Topics include conventional and government related mortgages, contracts, financial markets, and qualifying prospective loan customers. Upon completion, students should be able to demonstrate an understanding of mortgage loan origination and processing, government regulations, and compliance issues.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>BAF 235</b>	<b>Analyzing Financial Statements</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	ACC 120				
Corequisites:	None				

This course provides practice in constructing and analyzing long-range, multiple-year forecasts of income statements and balance sheets, and cash budgets. Topics include trend, ratio, common size, comparative analysis, programs, projections, and cash budgets. Upon completion, students should be able to analyze income statements, balance sheets, and pro forma statements.

<b>BAF 236</b>	<b>Financing Real Estate</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

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.

<b>BAF 244</b>	<b>Bank Management</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

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.

<b>BAF 245</b>	<b>Bank Investments</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>BAF 253</b>	<b>Trust Operations</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers basic trust terminology and the concepts that comprise the various trust functions. Topics include securities funds, special investments, types of trust accounts and services, and cash and asset/liability transactions. Upon completion, students should be able to explain the management and operations of trust services and apply the fundamentals of trust accounting.

<b>BIO 090</b>	<b>Foundations of Biology</b>	<b>00</b>	<b>04</b>	<b>03</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	RED 090				

This course introduces basic biological concepts. Topics include basic biochemistry, cell structure and function, interrelationships among organisms, scientific methodology, and other related topics. Upon completion, students should be able to demonstrate preparedness for college-level biology courses.

<b>BIO 092</b>	<b>Basics of Cell Biology</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	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.

<b>BIO 094</b>	<b>Concepts of Human Biology</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	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.

<b>BIO 106</b>	<b>Introduction to Anat/Phys/Micro</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>BIO 110</b>	<b>Principles of Biology</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	None				

This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

<b>BIO 111</b>	<b>General Biology I</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

<b>BIO 112</b>	<b>General Biology II</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
Prerequisites:	BIO 111				
Corequisites:	None				

This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

<b>BIO 120</b>	<b>Introductory Botany</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
Prerequisites:	BIO 111				
Corequisites:	None				

This course provides an introduction to the classification, relationships, structure, and function of plants. Topics include reproduction and development of seed and non-seed plants, levels of organization, form and function of systems, and a survey of major taxa. Upon completion, students should be able to demonstrate comprehension of plant form and function, including selected taxa of both seed and non-seed plants. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>BIO 130</b>	<b>Introductory Zoology</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
Prerequisites:	BIO 111				
Corequisites:	None				

This course provides an introduction to the classification, relationships, structure, and function of major animal phyla. Emphasis is placed on levels of organization, reproduction and development, comparative systems, and a survey of selected phyla. Upon completion, students should be able to demonstrate comprehension of animal form and function including comparative systems of selected groups. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

<b>BIO 140</b>	<b>Environmental Biology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	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.

<b>BIO 140A</b>	<b>Environmental Biology Lab</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	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.

<b>BIO 161</b>	<b>Intro to Human Biology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	OST 141 and OST 142				
Corequisites:	None				

This course provides a basic survey of human biology. Emphasis is placed on the basic structure and function of body systems and the medical terminology used to describe normal and pathological states. Upon completion, students should be able to demonstrate an understanding of normal anatomy and physiology and the appropriate use of medical terminology.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>BIO 163</b>	<b>Basic Anatomy and Physiology</b>	<b>04</b>	<b>02</b>	<b>00</b>	<b>05</b>
Prerequisites:	None				
Corequisites:	None				

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>BIO 165</b>	<b>Anatomy and Physiology I</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	None				

This course is the first of a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>BIO 166</b>	<b>Anatomy and Physiology II</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
Prerequisites:	BIO 165				
Corequisites:	None				

This course is the second in a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and the interrelationships of all body systems. This course has been Approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>BIO 168</b>	<b>Anatomy and Physiology I</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	None				

This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>BIO 169</b>	<b>Anatomy and Physiology II</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
Prerequisites:	BIO 168				
Corequisites:	None				

This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>BIO 175</b>	<b>General Microbiology</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	One course required: BIO 110, BIO 163, BIO 166 or BIO 169				
Corequisites:	None				

This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>BIO 180</b>	<b>Biological Chemistry</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course provides an introduction to basic biochemical processes in living systems. Topics include properties of carbohydrates, lipids, proteins, nucleic acids, vitamins, and buffers, with emphasis on biosynthesis, degradation, function, and equilibrium. Upon completion, students should be able to demonstrate an understanding of fundamental biochemical concepts. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>BIO 221</b>	<b>Botany I</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
Prerequisites:	BIO 112				
Corequisites:	None				

This course provides an introduction to the higher vascular plants. Topics include the structure, function, growth, life cycles, reproduction, and economic importance. Upon completion, students should be able to describe the biology and value of the higher vascular plants. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.



		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>BIO 222</b>	<b>Botany II</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
Prerequisites:	BIO 112				
Corequisites:	None				

This course includes a survey of the plant kingdom complete with a plant collection and field work. Emphasis is placed on ecology and the taxonomy of higher plants. Upon completion, students should be able to classify common plants. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>BIO 223</b>	<b>Field Botany</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	BIO 112				
Corequisites:	None				

This course provides a field and laboratory study of local flora. Emphasis is placed on local flora classification, identification, and ecology by the use of keys and field studies. Upon completion, students should be able to use keys for the classification and identification of local flora and to demonstrate an understanding of plant ecology. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>BIO 230</b>	<b>Entomology</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
Prerequisites:	BIO 112				
Corequisites:	None				

This course covers the biology of insects. Topics include harmful and beneficial insects, their identification, classification, life cycles, behavior, distribution, economic importance, and the methods involved in collection and preservation. Upon completion, students should be able to identify common insects and describe their biology and ecology. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>BIO 232</b>	<b>Vertebrate Zoology</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
Prerequisites:	BIO 112				
Corequisites:	None				

This course introduces the principles of animal biology of the chordate phylum. Emphasis is placed on the diversity, morphology, reproduction, development, behavior, ecology, evolution, and importance of the chordates. Upon completion, students should be able to demonstrate increased knowledge and comprehension of zoology as it applies to life. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>BIO 240</b>	<b>Waste Management</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	One course required: BIO 110 or BIO 111				
Corequisites:	None				

This course is a study of human use of and impact on the environment. Topics include how human activities can negatively affect the land and water and how to avoid and cope with waste problems. Upon completion, students should be able to identify both hazardous and nonhazardous waste products and solutions for their management. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>BIO 275</b>	<b>Microbiology</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
Prerequisites:	One course required: BIO 112, BIO 163 or BIO 168				
Corequisites:	None				

This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>BIO 280</b>	<b>Biotechnology</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	BIO 111 or CHM 151				
Corequisites:	None				

This course provides experience in selected laboratory procedures. Topics include proper laboratory techniques in biology and chemistry. Upon completion, students should be able to identify laboratory techniques and instrumentation in basic biotechnology. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>BIO 285</b>	<b>Research &amp; Measurement</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	BIO 112 and CHM 132				
Corequisites:	None				

This course provides an intensive laboratory experience with an investigative approach. Emphasis is placed on the use of various laboratory equipment and field techniques to enhance research and measurement competencies in ecology, natural resources, and other related topics. Upon completion, students should be able to demonstrate competencies with laboratory equipment and prepare a presentation of a selected research topic. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>BPR 111</b>	<b>Blueprint Reading</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the basic principles of blueprint reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic blueprints and visualize the features of a part.

<b>BPR 121</b>	<b>Blueprint Reading: Mechanical</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	BPR 111				
Corequisites:	None				

This course covers the interpretation of intermediate blueprints. Topics include tolerancing, auxiliary views, sectional views, and assembly drawings. Upon completion, students should be able to read and interpret a mechanical working drawing.

<b>BPR 130</b>	<b>Blueprint Reading: Construction</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the interpretation of blueprints and specifications that are associated with the construction trades. Emphasis is placed on interpretation of details for foundations, floor plans, elevations, and schedules. Upon completion, students should be able to read and interpret a set of construction blueprints.

<b>BUS 110</b>	<b>Introduction to Business</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>BUS 115</b>	<b>Business Law I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>BUS 116</b>	<b>Business Law II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	BUS 115				
Corequisites:	None				

This course continues the study of ethics and business law. Emphasis is placed on bailments, sales, risk-bearing, forms of business ownership, and copyrights. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations.

<b>BUS 121</b>	<b>Business Math</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.

<b>BUS 125</b>	<b>Personal Finance</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.

<b>BUS 135</b>	<b>Principles of Supervision</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher-level supervisors, subordinates, and associates. Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon completion, students should be able to apply supervisory principles in the work place.

<b>BUS 137</b>	<b>Principles of Management</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>BUS 147</b>	<b>Business Insurance</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course surveys the basic concepts of risk management. Topics include principles and applications of health property, life, and casualty insurance. Upon completion, students should be able to evaluate different insurance needs and assist an organization in acquiring adequate insurance coverage.

<b>BUS 152</b>	<b>Human Relations</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the concepts of effective human interaction in the business work environment. Topics include effective communication techniques, motivation, ego states, stress, and conflict. Upon completion, students should be able to explain the importance of human relations, apply motivational techniques, and implement strategies for resolving work-related conflicts.

<b>BUS 153</b>	<b>Human Resource Management</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.

<b>BUS 217</b>	<b>Employment Law and Regulations</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

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.

<b>BUS 225</b>	<b>Business Finance</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	ACC 120				
Corequisites:	None				

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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>BUS 228</b>	<b>Business Statistics</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	One course required: MAT 115, MAT 140 or MAT 161				
Corequisites:	None				

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.

<b>BUS 230</b>	<b>Small Business Management</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan.

<b>BUS 234</b>	<b>Training and Development</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers developing, conducting, and evaluating employee training with attention to adult learning principles. Emphasis is placed on conducting a needs assessment, using various instructional approaches, designing the learning environment, and locating learning resources. Upon completion, students should be able to design, conduct, and evaluate a training program.

<b>BUS 235</b>	<b>Performance Management</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course includes the legal background for performance management And the basic methodology used in developing and validating a performance management system. Emphasis is placed on job analysis, job descriptions, appraisal instruments, and action plans. Upon completion, students should be able to develop, implement, and maintain a performance management system.

<b>BUS 237</b>	<b>Current Management Issues</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces current management issues and problems. Emphasis is placed on the management topics and challenges faced by all employees in an organization. Upon completion, students should be able to critically analyze alternative solutions within a team environment.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>BUS 239</b>	<b>Business Applications Seminar</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	A course from each set required: ACC 120 and BUS 115 and BUS 137 and MKT 120 and ECO 151 or ECO 251 or ECO252				
Corequisites:	None				

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.

<b>BUS 240</b>	<b>Business Ethics</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society.

<b>BUS 252</b>	<b>Labor Relations</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the history of the organized labor movement and the contractual relationship between corporate management and employees represented by a union. Topics include labor laws and unfair labor practices, the role of the NLRB, organizational campaigns, certification/decertification elections, and grievance procedures. Upon completion, students should be able to act in a proactive and collaborative manner in an environment where union representation exists.

<b>BUS 253</b>	<b>Leadership and Management Skills</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course includes a study of the qualities, behaviors, and personal styles exhibited by leaders. Emphasis is placed on coaching, counseling, team building, and employee involvement. Upon completion, students should be able to identify and exhibit the behaviors needed for organizational effectiveness.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>BUS 256</b>	<b>Recruit Select &amp; Personnel Planning</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the basic principles involved in managing the employment process. Topics include personnel planning, recruiting, interviewing and screening techniques, maintaining employee records; and voluntary and involuntary separations. Upon completion, students should be able to acquire and retain employees who match position requirements and fulfill organizational objectives. This course is a unique concentration requirement of the Human Resource Management concentration in the Business Administration program.

<b>BUS 258</b>	<b>Compensation and Benefits</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course is designed to study the basic concepts of pay and its role in rewarding performance. Topics include wage and salary surveys, job analysis, job evaluation techniques, benefits, and pay-for-performance programs. Upon completion, students should be able to develop and manage a basic compensation system to attract, motivate, and retain employees. This course is a unique concentration requirement of the Human Resource Management concentration in the Business Administration program.

<b>BUS 259</b>	<b>HRM Applications</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	All courses required: BUS 217, BUS 234, BUS 256, BUS 258				
Corequisites:	None				

This course provides students in the Human Resource Management concentration the opportunity to reinforce their learning experiences from preceding HRM courses. Emphasis is placed on application of day-to-day HRM functions by completing in-basket exercises and through simulations. Upon completion, students should be able to determine the appropriate actions called for by typical events that affect the status of people at work. This course is a unique concentration requirement of the Human Resource Management concentration in the Business Administration program.

<b>BUS 260</b>	<b>Business Communication</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	All courses required: CIS 111 and ENG 111				
Corequisites:	None				

This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place.



		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>BUS 261</b>	<b>Diversity in Management</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course is designed to help managers recognize the need to incorporate diversity into all phases of organizational management. Topics include self-evaluation, management, sexual harassment, workforce diversity, dual careers, role conflict, and communication issues. Upon completion, students should be able to implement solutions that minimize policies, attitudes, and stereotypical behaviors that block effective team building.

<b>BUS 270</b>	<b>Professional Development</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course provides basic knowledge of self-improvement techniques as related to success in the professional world. Topics include positive human relations, job-seeking skills, and projecting positive self-image. Upon completion, students should be able to demonstrate competent personal and professional skills necessary to get and keep a job. Quality management concepts, team skills, and effective communication.

<b>BUS 285</b>	<b>Business Management Issues</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	BUS 137				
Corequisites:	None				

This course covers contemporary issues that affect successful businesses and their managers and employees. Emphasis is placed on using case studies and exercises to develop analytical and problem-solving skills, ethics, quality management concepts, team skills, and effective communication. Upon completion, students should be able to apply the specific knowledge and skills covered to become more effective managers and employees.

<b>CAB 110</b>	<b>Shop Operations</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	None				

This course covers establishing and maintaining a custom cabinet shop. Topics include financing, equipment acquisition, maintenance, inventory techniques, OSHA requirements, shop organization, and safety and delivery systems. Upon completion, students should be able to organize and maintain a custom cabinet business.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>CAB 111</b>	<b>Cabinetmaking I</b>	<b>04</b>	<b>09</b>	<b>00</b>	<b>07</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces wood technology, materials, purchasing, estimating, design considerations, and cabinet construction. Topics include wood identification and use, hand tools, safe machine operation, glue and clamping, abrasives, wood joinery, kitchen and bath layout, laminates, and finishing techniques. Upon completion, students should be able to select and process materials; make sound production decisions; and design, lay out, construct, and install cabinets.

<b>CAB 112</b>	<b>Cabinetmaking II</b>	<b>05</b>	<b>12</b>	<b>00</b>	<b>09</b>
Prerequisites:	CAB 111				
Corequisites:	None				

This course uses previously learned skills in the design and construction of furniture, European cabinetry, and special cabinet requirements. Topics include furniture repair, wood carving, inlaying, veneering, and millwork products. Upon completion, students should be able to design and construct a piece of furniture, repair defects, and understand the foundation of the 32 mm system.

<b>CAB 113</b>	<b>Cabinetmaking III</b>	<b>04</b>	<b>06</b>	<b>00</b>	<b>06</b>
Prerequisites:	CAB 112				
Corequisites:	None				

This course provides an opportunity to construct a cabinetmaking project. Emphasis is placed on following construction plans, quality construction, and efficient use of time and materials. Upon completion, students should be able to plan and construct an item of furniture and/or set of cabinets.

<b>CAR 110</b>	<b>Introduction to Carpentry</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the student to the carpentry trade. Topics include duties of a carpenter, hand and power tools, building materials, construction methods, and safety. Upon completion, students should be able to identify hand and power tools, common building materials, and basic construction methods.

<b>CAR 111</b>	<b>Carpentry I</b>	<b>03</b>	<b>15</b>	<b>00</b>	<b>08</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the theory and construction methods associated with the building industry, including framing, materials, tools, and equipment. Topics include safety, hand/power tool use, site preparation, measurement and layout, footings and foundations, construction framing, and other related topics. Upon completion, students should be able to safely lay out and perform basic framing skills with supervision.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>CAR 112</b>	<b>Carpentry II</b>	<b>03</b>	<b>15</b>	<b>00</b>	<b>08</b>
Prerequisites:	A set of courses is required: CAR 111 or CAR111A and CAR 111B				
Corequisites:	None				

This course covers the advanced theory and construction methods associated with the building industry including framing and exterior finishes. Topics include safety, hand/power tool use, measurement and layout, construction framing, exterior trim and finish, and other related topics. Upon completion, students should be able to safely frame and apply exterior finishes to a residential building with supervision.

<b>CAR 113</b>	<b>Carpentry III</b>	<b>03</b>	<b>09</b>	<b>00</b>	<b>06</b>
Prerequisites:	A set of courses is required: CAR 111 or CAR 111A and CAR 111B				
Corequisites:	None				

This course covers interior trim and finishes. Topics include safety, hand/power tool use, measurement and layout, specialty framing, interior trim and finishes, cabinetry, and other related topics. Upon completion, students should be able to safely install various interior trim and finishes in a residential building with supervision.

<b>CAR 114</b>	<b>Residential Building Codes</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers building codes and the requirements of state and local construction regulations. Emphasis is placed on the minimum requirements of the North Carolina building codes related to residential structures. Upon completion, students should be able to determine if a structure is in compliance with North Carolina building codes.

<b>CAR 115</b>	<b>Residential Planning/Estimating</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	All Courses Required: BPR 130				
Corequisites:	None				

This course covers project planning, management, and estimating for residential or light commercial buildings. Topics include planning and scheduling, interpretation of working drawings and specifications, estimating practices, and other related topics. Upon completion, students should be able to perform quantity take-offs and cost estimates.

<b>CET 245</b>	<b>Internet Servers</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	CSC 134 or CSC 148				
Corequisites:	None				

This course covers the setup and management of Internet server hardware and software. Topics include TCP/IP, FTP, SMTP, and SNMP; installation and configuration of server software for WWW, FTP, DNS, news, mail, and listserv services; and other topics. Upon completion, students should be able to set up and maintain Internet servers.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>CHM 081</b>	<b>Basic Chemistry I</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	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.

<b>CHM 082</b>	<b>Basic Chemistry II</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	A set of courses is required: CHM 081 or CHM 081C and CHM 081L				
Corequisites:	None				

This course provides a continuation of the study of basic fundamental principles and laws of chemistry. Topics include intermolecular forces, solutions, acids and bases, redox reactions, chemical equilibrium, with elements of organic and nuclear chemistry. Upon completion, students should be able to explain and apply basic chemical concepts and laboratory skills needed for success in college-level chemistry courses.

<b>CHM 115</b>	<b>Concepts in Chemistry</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces basic chemical concepts and their applications to daily life for non-science majors. Topics include air pollution, global warming, energy, world of polymers, water and its importance to a technological society, food, drugs, and nuclear chemistry. Upon completion, students should be able to discuss, apply, and appreciate the impact of chemistry on modern society. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>CHM 115A</b>	<b>Concepts in Chemistry Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	CHM 115				

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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>CHM 130</b>	<b>General, Organic, &amp; Biochemistry</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	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.

<b>CHM 130A</b>	<b>General, Organic, &amp; Biochemistry Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	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.

<b>CHM 131</b>	<b>Introduction to Chemistry</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	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.

<b>CHM 131A</b>	<b>Introduction to Chemistry Lab</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>CHM 132</b>	<b>Organic and Biochemistry</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
Prerequisites:	CHM 131 and CHM 131A				
Corequisites:	None				

This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

<b>CHM 135</b>	<b>Survey of Chemistry I</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	MAT 070				
Corequisites:	None				

This course provides an introduction to inorganic chemistry. Emphasis is placed on measurement, atomic structure, bonding, molecular geometry, nomenclature, reactions, the mole concept, stoichiometric calculations, states of matter, and the gas laws. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

<b>CHM 136</b>	<b>Survey of Chemistry II</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	CHM 135				
Corequisites:	None				

This course is a continuation of CHM 135 with further study of inorganic reactions and an introduction to organic, biological, and nuclear chemistry. Topics include solutions, acid-base theory, redox reactions, chemical kinetics, organic chemistry, biochemistry, and nuclear chemistry. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

<b>CHM 151</b>	<b>General Chemistry I</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
Prerequisites:	MAT 161				
Corequisites:	None				

This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>CHM 152</b>	<b>General Chemistry II</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
Prerequisites:	CHM 151				
Corequisites:	None				

This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

<b>CHM 251</b>	<b>Organic Chemistry I</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
Prerequisites:	CHM 152				
Corequisites:	None				

This course provides a systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of hydrocarbons, alkyl halides, alcohols, and ethers; further topics include isomerization, stereochemistry, and spectroscopy. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of covered organic topics as needed in CHM 252. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>CHM 252</b>	<b>Organic Chemistry II</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
Prerequisites:	CHM 251				
Corequisites:	None				

This course provides continuation of the systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of aromatics, aldehydes, ketones, carboxylic acids and derivatives, amines and heterocyclics; multi-step synthesis will be emphasized. Upon completion, students should be able to demonstrate an understanding of organic concepts as needed to pursue further study in chemistry and related professional fields. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>CIS 110</b>	<b>Introduction to Computers</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course provides an introduction to computers and computing. Topics include the impact of computers on society, ethical issues, and hardware/software applications, including spreadsheets, databases, word processors, graphics, the Internet, and operating systems. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>CIS 111</b>	<b>Basic PC Literacy</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course provides a brief overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and workplace use. Upon completion, students should be able to demonstrate basic personal computer skills.

<b>CIS 112</b>	<b>Windows (tm)</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course includes the fundamentals of the Windows (tm) software. Topics include graphical user interface, icons, directories, file management, accessories, and other applications. Upon completion, students should be able to use Windows(tm) software in an office environment.

<b>CIS 113</b>	<b>Computer Basics</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

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.

<b>CIS 115</b>	<b>Introduction to Programming &amp; Logic</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	MAT 070				
Corequisites:	None				

This course introduces computer programming and problem solving in a programming environment, including an introduction to operating systems, text editor, and a language translator. Topics include language syntax, data types, program organization, problem-solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. Problem solutions will be developed in COBOL using flowcharting software. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.

<b>CIS 120</b>	<b>Spreadsheet I</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	One course required: CIS 110, CIS 111 or OST 137				
Corequisites:	None				

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.



		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>DRA 212</b>	<b>Theatre History II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the development of theater from 1660 through the diverse influences which shaped the theater of the twentieth century. Topics include the history, aesthetics, and representative dramatic literature of the period. Upon completion, students should be able to trace the evolution of theater and recognize the styles and types of world drama. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>ECM 168</b>	<b>Electronic Business</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course provides a survey of the world of electronic business. Topics include the definition of electronic business, current practices as they evolve using Internet strategy in business, and application of basic business principles to the world of e-commerce. Upon completion, students should be able to define electronic business and demonstrate an understanding of the benefits of e-commerce as a foundation for developing plans leading to electronic business implementation.

<b>ECM 210</b>	<b>Intro. to E-Commerce</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the concepts and tools to implement electronic commerce via the Internet. Topics include application and server software selection, securing transactions, use and verification of credit cards, publishing of catalogs, and site administration. Upon completion, students should be able to setup a working e-commerce Internet web site.

<b>ECM 220</b>	<b>E-Commerce Plan. &amp; Implem.</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course builds on currently accepted business practices to develop a business plan and implementation model for e-commerce. Topics include analysis and synthesis of the planning cycle, cost/benefit analysis, technical systems, marketing, security, financial support, Internet strategies, website design, customer support and feedback and assessment. Upon completion, students should be able to develop a plan for e-commerce in a small to medium size business.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>DRA 115</b>	<b>Theater Criticism</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	DRA 111				
Corequisites:	None				

This course is designed to develop a critical appreciation of the theater from the viewpoint of the audience/consumer. Emphasis is placed on viewing, discussing, and evaluating selected theater performance, either live or on film/video. Upon completion, students should be able to express their critical judgments both orally and in writing. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>DRA 122</b>	<b>Oral Interpretation</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the dramatic study of literature through performance. Emphasis is placed on analysis and performance of poetry, drama, and prose fiction. Upon completion, students should be able to embody and discuss critically the speakers inherent in literature. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>DRA 126</b>	<b>Storytelling</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the art of storytelling and the oral traditions of folk literature. Topics include the history of storytelling, its value and purpose, and methods of collecting verbal art. Upon completion, students should be able to present and discuss critically stories from the world's repertory of traditional lore. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>DRA 211</b>	<b>Theatre History I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the development of theater from its origin to the closing of the British theater in 1642. Topics include the history, aesthetics, and representative dramatic literature of the period. Upon completion, students should be able to trace the evolution of theater and recognize the styles and types of world drama. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>DFT 152</b>	<b>CAD II</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	DFT 151				
Corequisites:	None				
<p>This course is a continuation of DFT 151. Topics include advanced two-dimensional, three-dimensional, and solid modeling and extended CAD applications. Upon completion, students should be able to generate and manage CAD drawings and models to produce engineering documents.</p>					
<b>DFT 153</b>	<b>CAD III</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	DFT 151				
Corequisites:	None				
<p>This course covers basic principles of three-dimensional CAD wireframe and surface models. Topics include user coordinate systems, three-dimensional viewpoints, three-dimensional wireframes, and surface components and viewpoints. Upon completion, students should be able to create and manipulate three-dimensional wireframe and surface models.</p>					
<b>DFT 214</b>	<b>Descriptive Geometry</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	DFT 111				
Corequisites:	None				
<p>This course includes a graphic analysis of space problems. Topics include points, lines, planes, connectors, and combinations of these. Upon completion, students should be able to solve real world spatial problems using descriptive geometry techniques.</p>					
<b>DRA 111</b>	<b>Theater Appreciation</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				
<p>This course provides a study of the art, craft, and business of the theater. Emphasis is placed on the audiences appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theater terms and to recognize the contributions of various theater artists. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</p>					
<b>DRA 112</b>	<b>Literature of the Theater</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				
<p>This course provides a survey of dramatic works from the classical Greek through the present. Emphasis is placed on the language of drama, critical theory, and background as well as on play reading and analysis. Upon completion, students should be able to articulate, orally and in writing, their appreciation and understanding of dramatic works. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>DFT 112A</b>	<b>Technical Drafting II Lab</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	DFT 112				

This course provides a laboratory setting to enhance basic drafting skills. Emphasis is placed on practical experiences that enhance the topics Presented in DFT 112. Upon completion, students should be able to apply The laboratory experience to the concepts presented in DFT 112.

<b>DFT 117</b>	<b>Technical Drafting</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces basic drafting practices for non-drafting majors. Emphasis is placed on instrument use and care, shape and size description, sketching, and pictorials. Upon completion, students should be able to produce drawings of assigned parts.

<b>DFT 119</b>	<b>Basic CAD</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces computer-aided drafting software for specific technologies to non-drafting majors. Emphasis is placed on understanding the software command structure and drafting standards for specific technical fields. Upon completion, students should be able to create and plot basic drawings.

<b>DFT 121</b>	<b>Intro to GD &amp; T</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces basic geometric dimensioning and tolerancing principles. Topics include symbols, annotation, theory, and applications. Upon completion, students should be able to interpret and apply basic geometric dimensioning and tolerancing principles to drawings.

<b>DFT 151</b>	<b>CAD I</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>DEN 232</b>	<b>Community Dental Health</b>	<b>02</b>	<b>00</b>	<b>03</b>	<b>03</b>
Prerequisites:	Enrollment in Dental Assisting or Dental Hygiene Program				
Corequisites:	DEN 220				

This course provides a study of the principles and methods used in assessing, planning, implementing, and evaluating community dental health programs. Topics include epidemiology, research methodology, biostatistics, preventive dental care, dental health education, program planning, and financing and utilization of dental services. Upon completion, students should be able to assess, plan, implement, and evaluate a community dental health program.

<b>DEN 233</b>	<b>Professional Development</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	Enrollment in Dental Assisting or Dental Hygiene Program				
Corequisites:	DEN 230				

This course includes professional development, ethics, and jurisprudence with applications to practice management. Topics include conflict management, state laws, resumes, interviews, and legal liabilities as health care professionals. Upon completion, students should be able to demonstrate the ability to practice dental hygiene within established ethical standards and state laws.

<b>DFT 111</b>	<b>Technical Drafting I</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces basic drafting skills, equipment, and applications. Topics include sketching, measurements, lettering, dimensioning, geometric construction, orthographic projections and pictorial drawings, sections, and auxiliary views. Upon completion, students should be able to understand and apply basic drawing principles and practices.

<b>DFT 111A</b>	<b>Technical Drafting Lab</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	DFT 111				

This course provides a laboratory setting to enhance basic drafting skills. Emphasis is placed on practical experiences that enhance the topics presented in DFT 111. Upon completion, students should be able to apply the laboratory experience to the concepts presented in DFT 111.

<b>DFT 112</b>	<b>Technical Drafting II</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces basic drafting skills, equipment, and applications. Topics include sketching, measurements, lettering, dimensioning, geometric construction, orthographic projections and pictorial drawings, sections, and auxiliary views. Upon completion, students should be able to understand and apply basic drafting principles and practices.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>DEN 223</b>	<b>Dental Pharmacology</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	Enrollment in Dental Assisting or Dental Hygiene Program				
Corequisites:	A set of courses is required: DEN 220 and BIO 163 or BIO 163C and BIO 163L or BIO 168 or BIO 168C and BIO 168L				

This course provides basic drug terminology, general principles of drug actions, dosages, routes of administration, adverse reactions, and basic principles of anesthesiology. Emphasis is placed on knowledge of drugs in overall understanding of patient histories and health status. Upon completion, students should be able to recognize that each patient's general health or drug usage may require modification of the treatment procedures.

<b>DEN 224</b>	<b>Materials and Procedures</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites:	Enrollment in Dental Assisting or Dental Hygiene Program and DEN 111				
Corequisites:	DEN 231				

This course introduces the physical properties of materials and related procedures used in dentistry. Topics include restorative and preventive materials, fabrication of casts and appliances, and chairside functions of the dental hygienist. Upon completion, students should be able to demonstrate proficiency in the laboratory and/or clinical application of routinely used dental materials and chairside functions.

<b>DEN 230</b>	<b>Dental Hygiene Theory IV</b>	<b>01</b>	<b>00</b>	<b>00</b>	<b>01</b>
Prerequisites:	Enrollment in Dental Assisting or Dental Hygiene Program and DEN 220				
Corequisites:	DEN 231				

This course provides an opportunity to increase knowledge of the profession. Emphasis is placed on dental specialties and completion of a case presentation. Upon completion, students should be able to demonstrate knowledge of various disciplines of dentistry and principles of case presentations.

<b>DEN 231</b>	<b>Dental Hygiene Clinic IV</b>	<b>00</b>	<b>00</b>	<b>12</b>	<b>04</b>
Prerequisites:	Enrollment in Dental Assisting or Dental Hygiene Program and DEN 221				
Corequisites:	DEN 230				

This course continues skill development in providing an oral prophylaxis. Emphasis is placed on periodontal maintenance and on treating patients with moderate to advanced/refractory periodontal disease. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>DEN 140</b>	<b>Dental Hygiene Theory II</b>	<b>01</b>	<b>00</b>	<b>00</b>	<b>01</b>
Prerequisites:	Enrollment in Dental Assisting or Dental Hygiene and DEN 130				
Corequisites:	DEN 141				

This course provides a continuation of the development, theory, and practice of patient care. Topics include modification of treatment for special needs patients, advanced radiographic interpretation, and ergonomics. Upon completion, students should be able to differentiate necessary treatment modifications, effective ergonomic principles, and radiographic abnormalities.

<b>DEN 141</b>	<b>Dental Hygiene Clinic II</b>	<b>00</b>	<b>00</b>	<b>06</b>	<b>02</b>
Prerequisites:	Enrollment in Dental Assisting or Dental Hygiene and DEN 131				
Corequisites:	DEN 140				

This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of patients with early periodontal disease and subgingival deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.

<b>DEN 220</b>	<b>Dental Hygiene Theory III</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	Enrollment in Dental Assisting or Dental Hygiene and DEN 140				
Corequisites:	DEN 221				

This course provides a continuation in developing the theories and practices of patient care. Topics include periodontal debridement, pain control, subgingival irrigation, air polishing, and case presentations. Upon completion, students should be able to demonstrate knowledge of methods of treatment and management of periodontally compromised patients.

<b>DEN 221</b>	<b>Dental Hygiene Clinic III</b>	<b>00</b>	<b>00</b>	<b>12</b>	<b>04</b>
Prerequisites:	Enrollment in Dental Assisting or Dental Hygiene Program and DEN 141				
Corequisites:	DEN 220				

This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of patients with moderate to advanced periodontal involvement and moderate deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.

<b>DEN 222</b>	<b>General &amp; Oral Pathology</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	Enrollment in Dental Assisting or Dental Hygiene Program and a set of courses is required: BIO 163 or BIO 163C and BIO 163L or BIO 168 or BIO 168C and BIO 168L				
Corequisites:	DEN 220				

This course provides a general knowledge of oral pathological manifestations associated with selected systemic and oral diseases. Topics include developmental and degenerative diseases, selected microbial diseases, specific and nonspecific immune and inflammatory responses with emphasis on recognizing abnormalities. Upon completion, students should be able to differentiate between normal and abnormal tissues and refer unusual findings to the dentist for diagnosis.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>DEN 123</b>	<b>Nutrition/Dental Health</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	Enrollment in Dental Assisting or Dental Hygiene Program				
Corequisites:	DEN 121				

This course introduces basic principles of nutrition with emphasis on nutritional requirements and their application to individual patient needs. Topics include the study of the food pyramid, nutrient functions, Recommended Daily Allowances, and related psychological principles. Upon completion, students should be able to recommend and counsel individuals on their food intake as related to their dental health.

<b>DEN 124</b>	<b>Periodontology</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	Enrollment in Dental Assisting or Dental Hygiene Program and DEN 110				
Corequisites:	DEN 130				

This course provides an in-depth study of the periodontium, periodontal pathology, periodontal monitoring, and the principles of periodontal therapy. Topics include periodontal anatomy and a study of the etiology, classification, and treatment modalities of periodontal diseases. Upon completion, students should be able to describe, compare, and contrast techniques involved in periodontal/maintenance therapy, as well as patient care management. ,

<b>DEN 125</b>	<b>Dental Office Emergencies</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	Enrollment in Dental Assisting or Dental Hygiene Program and DEN 110				
Corequisites:	DEN 140				

This course provides a study of the management of dental office emergencies. Topics include methods of prevention, necessary equipment/drugs, medicolegal considerations, recognition and effective initial management of a variety of emergencies. Upon completion, the student should be able to recognize, assess and manage various dental office emergencies and activate advanced medical support when indicated.

<b>DEN 130</b>	<b>Dental Hygiene Theory I</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	Enrollment in Dental Assisting or Dental Hygiene and DEN 110				
Corequisites:	DEN 131				

This course is a continuation of the didactic dental hygiene concepts necessary for providing an oral prophylaxis. Topics include deposits/removal, instrument sharpening, patient education, fluorides, planning for dental hygiene treatment, charting, and clinical records and procedures. Upon completion, students should be able to demonstrate knowledge needed to complete a thorough oral prophylaxis.

<b>DEN 131</b>	<b>Dental Hygiene Clinic I</b>	<b>00</b>	<b>00</b>	<b>09</b>	<b>03</b>
Prerequisites:	Enrollment in Dental Assisting or Dental Hygiene Program and DEN 110				
Corequisites:	DEN 130				

This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of the recall patients with gingivitis or light deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment. ,



		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>DEN 110</b>	<b>Orofacial Anatomy</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	Enrollment in Dental Assisting or Dental Hygiene Program				
Corequisites:	DEN 111				

This course introduces the structures of the head, neck, and oral cavity. Topics include tooth morphology, head and neck anatomy, histology, and embryology. Upon completion, students should be able to relate the identification of normal structures and development to the practice of dental assisting and dental hygiene.

<b>DEN 111</b>	<b>Infection/Hazard Control</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	Enrollment in Dental Assisting or Dental Hygiene Program				
Corequisites:	None				

This course introduces the infection and hazard control procedures necessary for the safe practice of dentistry. Topics include microbiology, practical infection control, sterilization and monitoring, chemical disinfectants, aseptic technique, infectious diseases, OSHA standards, and applicable North Carolina laws. Upon completion, students should be able to understand infectious diseases, disease transmission, infection control procedures, biohazard management, OSHA standards, and applicable North Carolina laws.

<b>DEN 112</b>	<b>Dental Radiography</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	Enrollment in Dental Assisting or Dental Hygiene Program				
Corequisites:	DEN 100 or DEN 110 and DEN 111				

This course provides a comprehensive view of the principles and procedures of radiology as they apply to dentistry. Topics include techniques in exposing, processing, and evaluating radiographs, as well as radiation safety, quality assurance, and legal issues. Upon completion, students should be able to demonstrate proficiency in the production of diagnostically acceptable radiographs using appropriate safety precautions.

<b>DEN 120</b>	<b>Dental Hygiene Preclinical Lecture</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	Enrollment in Dental Assisting or Dental Hygiene Program				
Corequisites:	DEN 121				

This course introduces preoperative and clinical dental hygiene concepts. Emphasis is placed on the assessment phase of patient care as well as the theory of basic dental hygiene instrumentation. Upon completion, students should be able to collect and evaluate patient data at a basic level and demonstrate knowledge of dental hygiene instrumentation.

<b>DEN 121</b>	<b>Dental Hygiene Preclinical Lab</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>02</b>
Prerequisites:	Enrollment in Dental Assisting or Dental Hygiene Program				
Corequisites:	DEN 120				

This course provides the opportunity to perform clinical dental hygiene procedures discussed in DEN 120. Emphasis is placed on clinical skills in patient assessment and instrumentation techniques. Upon completion, students should be able to demonstrate the ability to perform specific preclinical procedures.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>DEN 103</b>	<b>Dental Sciences</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course is a study of oral pathology, pharmacology, and dental office emergencies. Topics include oral pathological conditions, dental therapeutics, and management of emergency situations. Upon completion, students should be able to recognize abnormal oral conditions, identify classifications, describe actions and effects of commonly prescribed drugs, and respond to medical emergencies.

<b>DEN 104</b>	<b>Dental Health Education</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	A set of courses is required: DEN 101 and DEN 111 or DEN 101C and DEN 101L and DEN 111				
Corequisites:	DEN 106				

This course covers the study of preventive dentistry to prepare dental assisting students for the role of dental health educator. Topics include etiology of dental diseases, preventive procedures, and patient education theory and practice. Upon completion, students should be able to demonstrate proficiency in patient counseling and oral health instruction in private practice or public health settings.

<b>DEN 105</b>	<b>Practice Management</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course provides a study of principles and procedures related to management of the dental practice. Emphasis is placed on maintaining clinical and financial records, patient scheduling, and supply and inventory control. Upon completion, students should be able to demonstrate fundamental skills in dental practice management.

<b>DEN 106</b>	<b>Clinical Practice I</b>	<b>01</b>	<b>00</b>	<b>12</b>	<b>05</b>
Prerequisites:	All courses required: DEN 101, DEN 102 and DEN 111				
Corequisites:	All courses required: DEN 102, DEN 104 and DEN 112				

This course is designed to provide experience assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to utilize classroom theory and laboratory and clinical skills in a dental setting.

<b>DEN 107</b>	<b>Clinical Practice II</b>	<b>01</b>	<b>00</b>	<b>12</b>	<b>05</b>
Prerequisites:	DEN 106				
Corequisites:	None				

This course is designed to increase the level of proficiency in assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to combine theoretical and ethical principles necessary to perform entry-level skills including functions delegable to a DA II.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>DDF 252</b>	<b>Solid Models &amp; Rendering</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	DFT 153				

This course introduces three-dimensional solid modeling and design software. Topics include parametric design principles, design constraints, work planes, view generation, and model shading and rendering. Upon completion, students should be able to create three-dimensional solid models using parametric design, generate two-dimensional views, and render three-dimensional models.

<b>DEN 100</b>	<b>Basic Orofacial Anatomy</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course provides a basic introduction to the structures of the head, neck, and oral cavity. Topics include tooth morphology, head and neck anatomy, histology, and embryology. Upon completion, students should be able to demonstrate knowledge of normal structures and development and how they relate to the practice of dental assisting.

<b>DEN 101</b>	<b>Preclinical Procedures</b>	<b>04</b>	<b>06</b>	<b>00</b>	<b>07</b>
Prerequisites:	None				
Corequisites:	DEN 111				

This course provides instruction in procedures for the clinical dental assistant as specified by the North Carolina Dental Practice Act. Emphasis is placed on orientation to the profession, infection control techniques, instruments, related expanded functions, and diagnostic, operative, and specialty procedures. Upon completion, students should be able to demonstrate proficiency in clinical dental assisting procedures.

<b>DEN 102</b>	<b>Dental Materials</b>	<b>03</b>	<b>04</b>	<b>00</b>	<b>05</b>
Prerequisites:	None				
Corequisites:	DEN 101				

This course provides instruction in identification, properties, evaluation of quality, principles, and procedures related to manipulation and storage of operative and specialty dental materials. Emphasis is placed on the understanding and safe application of materials used in the dental office and laboratory. Upon completion, students should be able to demonstrate proficiency in the laboratory and clinical application of routinely used dental materials.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>DAN 110</b>	<b>Dance Appreciation</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course for non-dance majors surveys diverse dance forms and the religious and cultural values that shape them. Topics include dances from Europe, Africa, Asia, and America. Upon completion, students should be able to demonstrate an understanding of the diverse forms and values that dance embraces. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>DAN 211</b>	<b>Dance History I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course provides an in-depth study of world dance from pre-history to 1800. Emphasis is placed on examining the dance and dancers of diverse cultures including Africa, Asia, and Europe. Upon completion, students should be able to analyze the common need to dance and the forms, religions, and cultural values it embodies. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>DAN 212</b>	<b>Dance History II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course provides an in-depth study of world dance from 1800 to the present. Emphasis is placed on Western theatrical dance (ballet, modern dance, tap, and jazz) and the personalities that shaped it. Upon completion, students should be able to analyze culturally diverse dance forms and their cross-pollination which have produced the "pan world dance of today". This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>DDF 110</b>	<b>Cabinet Design/Drafting</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	DFT 117				
Corequisites:	None				

This course covers the production of shop drawings and equipment lists. Topics include the use of orthographic projections and axonometric, oblique, and perspective projections in production drawings. Upon completion, students should be able to design and produce a set of plans that will facilitate the economical production of a project.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>CUL 250A</b>	<b>Classical Cuisine Lab</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>
Prerequisites:	CUL 140 and CUL 240				
Corequisites:	CUL 250				

This is a laboratory course to accompany CUL 250. Emphasis is placed on the practical experiences that enhance the materials and skills presented in CUL 250. Upon completion, students should be able to exhibit culinary skills and techniques as they pertain to classical/upscale kitchens and banquet settings.

<b>CUL 260</b>	<b>Baking II</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>
Prerequisites:	CUL 160				
Corequisites:	None				

This course is a continuation of CUL 160. Topics include specialty breads, understanding, development and maintaining of natural sourdough, classical desserts, laminated pastry dough, cake and torte decorating and dessert plating and presentation. Upon completion, students should be able to demonstrate pastry presentation and plating, specialty sourdough production, cake decorating and dessert buffet production skills.

<b>CUL 270</b>	<b>Garde-Manager II</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>
Prerequisites:	CUL 170				
Corequisites:	None				

This course is a continuation of CUL 170. Topics include pates, terrines, galantines, ice and tallow carving, chaud-froid/aspic work, charcuterie, smoking, canapes, hors d'oeuvres, and related food items. Upon completion, students should be able to design, set up, and evaluate a catering function to include a classical cold buffet with appropriate show pieces.

<b>CUL 280</b>	<b>Pastry &amp; Confections</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>
Prerequisites:	CUL 160 and CUL 260				
Corequisites:	None				

This course is a continuation of CUL 260. Topics include confections and candy, chocolate tempering and molding, transfer sheets, pulled and blown sugar (basic pulling and ribboning), pastillage, marzipan and custom silicon molding. Upon completion, students will be able to design and produce centerpieces and showpieces made from tempered chocolate, pulled sugar, pastillage and marzipan, as produced through custom molding, pre-set molding, stencil cut-outs, pattern tracing and/or free-hand shaping. ,

<b>CUL 280A</b>	<b>Pastry &amp; Confections Lab</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>
Prerequisites:	CUL 160				
Corequisites:	CUL 280				

This is a laboratory course to accompany CUL 280. Emphasis is placed on the practical experiences that enhance the materials and skills presented in CUL 280. Upon completion, students should be able to demonstrate proficiency in the execution of plated desserts, dessert platters and showpieces.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>CUL 210</b>	<b>Food Service for Spec Pop</b>	<b>01</b>	<b>08</b>	<b>00</b>	<b>05</b>
Prerequisites:	None				
Corequisites:	None				

This course covers nutrition and menu planning principles, food preparation, and food management skills needed to provide meals to special populations. Topics include food preparation for child care, geriatric, and school settings. Upon completion, students should be able to plan, organize, and prepare appealing and nutritious meals for special populations within appropriate guidelines.

<b>CUL 214</b>	<b>Wine Appreciation</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course provides comprehensive and detailed information about wine from all the major wine producing countries. Emphasis is placed on the history of wine, production characteristics, laws, and purchasing and storing requirements. Upon completion, students should be able to determine what wines compliment various cuisines and particular tastes.

<b>CUL 220</b>	<b>Food Service for Special Operations</b>	<b>01</b>	<b>08</b>	<b>00</b>	<b>05</b>
Prerequisites:	None				
Corequisites:	None				

This course covers menu planning principles, food preparation, food procurement, and food management skills needed to provide appealing and profitable food service in special operations. Topics include fast-food cookery, convenience-store food service, supermarkets, delicatessens, and take-out venue. Upon completion, students should be able to plan, organize, and prepare food service items for special operations.

<b>CUL 240</b>	<b>Advanced Culinary Skills</b>	<b>01</b>	<b>08</b>	<b>00</b>	<b>05</b>
Prerequisites:	CUL 140				
Corequisites:	None				

This course is a continuation of CUL 140. Emphasis is placed on meat fabrication and butchery; vegetable, starch, and protein cookery; compound sauces; plate presentation; breakfast cookery; and quantity food preparation. Upon completion, students should be able to plan, execute, and successfully serve entrees with complementary side items.

<b>CUL 250</b>	<b>Classical Cuisine</b>	<b>01</b>	<b>08</b>	<b>00</b>	<b>05</b>
Prerequisites:	CUL 140 and CUL 240				
Corequisites:	None				

This course reinforces the classical culinary kitchen as established.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>CUL 150</b>	<b>Food Science</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the chemical and physical changes in foods that occur with cooking, handling, and processing. Topics include heat transfer and its effect on color, flavor, and texture; and emulsification, protein coagulation, leavening agents, viscosity, and gel formation. Upon completion, students should be able to demonstrate an understanding of the principles covered as they apply to food preparation in an experimental setting.

<b>CUL 160</b>	<b>Baking I</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers basic ingredients, weights and measures, baking terminology, and formula calculations. Topics include yeast-raised products, quick breads, pastry dough, various cakes and cookies, and appropriate filling and finishing techniques. Upon completion, students should be able to prepare and evaluate baked products.

<b>CUL 170</b>	<b>Garde-Manger I</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces basic cold food preparation techniques and pantry production. Topics include salads, sandwiches, appetizers, dressings, basic garnishes, cheeses, cold sauces, and related food items. Upon completion, students should be able to lay out a basic cold food display and exhibit an understanding of the cold kitchen and its related terminology.

<b>CUL 180</b>	<b>International &amp; American Reg Cuisine</b>	<b>01</b>	<b>08</b>	<b>00</b>	<b>05</b>
Prerequisites:	CUL 140				
Corequisites:	None				

This course provides practical experience in the planning, preparation, and service of representative foods from different countries and regions of America. Emphasis is placed on eating habits, indigenous foods and customs, nutritional concerns, and traditional equipment. Upon completion, students should be able to research and execute international and domestic menus.

<b>CUL 192</b>	<b>Selected Topics in Culinary</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>CUL 125</b>	<b>Hospitality Information Systems</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces hospitality and food service information systems. Topics include planning, cost controls, forecasting, inventory control, recipe control, production control, and nutritional analysis. Upon completion, students should be able to demonstrate competence in utilizing contemporary information application systems in a hospitality setting.

<b>CUL 130</b>	<b>Menu Design</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces menu design. Topics include development of standardized recipes, layout, nutritional concerns, product utilization, demographics, and customer needs. Upon completion, students should be able to write, lay out, and produce effective menus for a variety of hospitality settings.

<b>CUL 135</b>	<b>Food &amp; Beverage Service</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	CUL 135A				

This course covers the practical skills and knowledge for effective food and beverage service in a variety of settings. Topics include reservations, greeting and service of guests, styles of service, handling complaints, and sales and merchandising. Upon completion, students should be able to demonstrate competence in human relations and technical skills required in the service of foods and beverages.

<b>CUL 135A</b>	<b>Food &amp; Beverage Service Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	CUL 135				

This course is a laboratory to accompany CUL 135. Emphasis is placed on practical experiences that enhance the materials presented in CUL 135. Upon completion, students should be able to demonstrate practical applications of skills required in the service of foods and beverages.

<b>CUL 140</b>	<b>Basic Culinary Skills</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>05</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the fundamental concepts, skills, and techniques involved in basic cookery. Emphasis is placed on recipe conversion, measurements, terminology, knife skills, safe food handling, cooking methods, flavorings, seasonings, stocks/sauces/soups, and other related topics. Upon completion, students should be able to exhibit the basic cooking skills used in the food service industry.



		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>CSC 248</b>	<b>Advanced Internet Programming</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	CSC 134 or CSC 140 or CSC 141 or CSC 148				
Corequisites:	None				

This course covers advanced programming skills required to design Internet applications. Emphasis is placed on programming techniques required to support network applications. Upon completion, students should be able to design, code, debug, and document network-based programming solutions to various real-world problems using an appropriate programming language.

<b>CUL 110</b>	<b>Sanitation &amp; Safety</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the basic principles of sanitation and safety and their relationship to the hospitality industry. Topics include personal hygiene, sanitation and safety regulations, use and care of equipment, the principles of food-borne illness, and other related topics. Upon completion, students should be able to demonstrate an understanding of sanitation and safety procedures in the hospitality industry.

<b>CUL 110A</b>	<b>Sanitation &amp; Safety Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	CUL 110				

This course is a laboratory to accompany CUL 110. Emphasis is placed on practical experiences that enhance the materials presented in CUL 110. Upon completion, students should be able to demonstrate practical applications of sanitation and safety procedures in the hospitality industry.

<b>CUL 120</b>	<b>Purchasing</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course covers purchasing for hotels and restaurants. Emphasis is placed on procurement, yield tests, inventory control, specification, planning, forecasting, market trends, terminology, cost controls, pricing, and foodservice ethics. Upon completion, students should be able to apply effective purchasing techniques based on the end-use of the product.

<b>CUL 120A</b>	<b>Purchasing Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	CUL 120				

This course is a laboratory to accompany CUL 120. Emphasis is placed on practical experiences that enhance the materials presented in CUL 120. Upon completion, students should be able to demonstrate practical applications of purchasing within in the hospitality industry.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>CSC 238</b>	<b>Advanced RPG</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	CSC 138				
Corequisites:	None				

This course is a continuation of CSC 138 using RPG with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions. Topics will also include CL programming.

<b>CSC 239</b>	<b>Advanced Visual BASIC</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	CSC 139				
Corequisites:	None				

This course is a continuation of CSC 139 using Visual BASIC with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions. Students will also learn database access and manipulation.

<b>CSC 241</b>	<b>Advanced Visual C++</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	CSC 141				
Corequisites:	None				

This course is a continuation of CSC 141 using Visual C++ with object-oriented programming principles. Emphasis is placed on advanced arrays, file management/processing techniques, data structures, sub-programs, interactive processing, algorithms, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions.

<b>CSC 242</b>	<b>Advanced Visual COBOL</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	CSC 142				
Corequisites:	None				

This course is a continuation of CSC 142 using Visual COBOL with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>CSC 142</b>	<b>Visual COBOL Programming</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>

Prerequisites: CIS 115

Corequisites: None

This course introduces computer programming using the Visual COBOL programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays/tables, and other related topics. Upon completion, students should be able to design, code, test, and debug Visual COBOL language programs.

<b>CSC 148</b>	<b>JAVA Programming</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
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Prerequisites: None

Corequisites: None

This course introduces computer programming using the JAVA language. Topics include selection, iteration, arithmetic and logical operators, classes, inheritance, methods, arrays, user interfaces, basic applet creation and other related topics. Upon completion, students should be able to design, code, test, debug JAVA language programs.

<b>CSC 160</b>	<b>Introduction to Internet Programming</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
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Prerequisites: None

Corequisites: None

This course introduces client-side Internet programming using HTML and Javascript. Topics include use of frames and tables, use of meta tags, Javascript techniques for site navigation. Upon completion, students should be able to write HTML documents that incorporate programming to provide web page organization and navigation functions.

<b>CSC 234</b>	<b>Advanced C++</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
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Prerequisites: CSC 134

Corequisites: None

This course is a continuation of CSC 134 using C++ with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions.

<b>CSC 235</b>	<b>Advanced COBOL</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
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Prerequisites: CSC 135

Corequisites: None

This course is a continuation of CSC 135 using COBOL with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>CSC 137</b>	<b>Pascal Programming</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces structured computer programming using the Pascal programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays, and other related topics. Upon completion, students should be able to design, code, test, and debug Pascal language programs. This course uses circuit analysis problems to teach Pascal to Electronics Engineering Technology students.

<b>CSC 138</b>	<b>RPG Programming</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	CIS 115				
Corequisites:	None				

This course introduces computer programming using the RPG programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays/tables, and other related topics. Upon completion, students should be able to design, code, test, and debug RPG language programs.

<b>CSC 139</b>	<b>Visual BASIC Programming</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	CIS 115				
Corequisites:	None				

This course introduces event-driven computer programming using the Visual BASIC programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays, forms, sequential files, and other related topics. Upon completion, students should be able to design, code, test, and debug Visual BASIC language programs. Emphasis is on GUI design skills to develop window-based applications.

<b>CSC 141</b>	<b>Visual C++ Programming</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	CIS 115				
Corequisites:	None				

This course introduces event-driven computer programming using the Visual C++ programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays, and other related topics. Upon completion, students should be able to design, code, test, and debug Visual C++ language programs.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>CSC 133</b>	<b>C Programming</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				
<p>This course introduces computer programming using the C programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays tables, pointers, and other related topics. Upon completion, students should be able to design, code, test, and debug C language programs.</p>					
<b>CSC 134</b>	<b>C++ Programming</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	CIS 115				
Corequisites:	None				
<p>This course introduces object-oriented computer programming using the C++ programming language. Topics include input/output operations, iteration, arithmetic operations, arrays, pointers, filters, and other related topics. Upon completion, students should be able to design, code, test, and debug C++ language programs. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</p>					
<b>CSC 135</b>	<b>COBOL Programming</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	CIS 115				
Corequisites:	None				
<p>This course introduces computer programming using the COBOL programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays/tables, and other related topics. Upon completion, students should be able to design, code, test, and debug COBOL language programs.</p>					
<b>CSC 136</b>	<b>FORTRAN Programming</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				
<p>This course introduces computer programming using the FORTRAN programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays, subprograms, and other related topics. Upon completion, students should be able to design, code, test, and debug FORTRAN language programs. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>COS 116</b>	<b>Salon III</b>	<b>00</b>	<b>12</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	None				

This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

<b>COS 117</b>	<b>Cosmetology Concepts IV</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.

<b>COS 118</b>	<b>Salon IV</b>	<b>00</b>	<b>21</b>	<b>00</b>	<b>07</b>
Prerequisites:	COS 114				
Corequisites:	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.

<b>COS 150</b>	<b>Computerized Salon Operations</b>	<b>01</b>	<b>00</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces computer and salon software. Emphasis is placed on various computer and salon software applications. Upon completion, students should be able to utilize computer skills and software applications in the salon setting.

<b>COS 191</b>	<b>Selected Topics in Cosmetology</b>	<b>01</b>	<b>00</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
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 or study.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>COS 111</b>	<b>Cosmetology Concepts I</b>	<b>04</b>	<b>00</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	COS 112 and COS 150				

This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.

<b>COS 112</b>	<b>Salon I</b>	<b>00</b>	<b>24</b>	<b>00</b>	<b>08</b>
Prerequisites:	None				
Corequisites:	All courses required: COS 111, COS 150				

This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.

<b>COS 113</b>	<b>Cosmetology Concepts II</b>	<b>04</b>	<b>00</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	None				

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

<b>COS 114</b>	<b>Salon II</b>	<b>00</b>	<b>24</b>	<b>00</b>	<b>08</b>
Prerequisites:	None				
Corequisites:	None				

This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

<b>COS 115</b>	<b>Cosmetology Concepts III</b>	<b>04</b>	<b>00</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	COS 116				

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>COM 232</b>	<b>Election Rhetoric</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	CHM 131				

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.

<b>COM 233</b>	<b>Persuasive Speaking</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	ENG 112 and ENG 113				
Corequisites:	None				

This course introduces theory and history of persuasive speaking, covering critical thinking skills in analyzing problems, assessing solutions, and communicating the information to an audience. Emphasis is placed on analysis, evidence, reasoning, and library and field research used to enhance persuasive public speaking skills. Upon completion, students should be able to apply the principles of persuasive speaking in a public setting. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>COM 251</b>	<b>Debate I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the principles of debate. Emphasis is placed on argument, refutation, research, and logic. Upon completion, students should be able to use research skills and logic in the presentation of ideas within the context of formal debate. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>COM 252</b>	<b>Debate II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course continues the study of debate begun in COM 251. Emphasis is placed on argument, refutation, research, and logic. Upon completion, students should be able to demonstrate proficiency in research skills, logic, and presentation of ideas within the context of formal debate.



		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>COE 212</b>	<b>Co-op Work Experience IV</b>	<b>00</b>	<b>00</b>	<b>20</b>	<b>02</b>
Prerequisites:	One course required: COE 131, COE 132 or COE 133				
Corequisites:	None				

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

<b>COM 110</b>	<b>Introduction to Communication</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

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.

<b>COM 120</b>	<b>Interpersonal Communication</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>COM 231</b>	<b>Public Speaking</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>COE 131</b>	<b>Co-op Work Experience III</b>	<b>00</b>	<b>00</b>	<b>10</b>	<b>01</b>
Prerequisites:	One course required: COE 121, COE 122 or COE 123				
Corequisites:	None				

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

<b>COE 131H</b>	<b>Co-op Work Experience III- Hotel/Rest Mgt</b>	<b>00</b>	<b>00</b>	<b>10</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

This course provides work experience with a college-approved employer In an area related to the students program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. Hotel and Restaurant Management students will receive practical work Experience within the industry.

<b>COE 132</b>	<b>Co-op Work Experience III</b>	<b>00</b>	<b>00</b>	<b>20</b>	<b>02</b>
Prerequisites:	One course required: COE 121, COE 122 or COE 123				
Corequisites:	None				

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

<b>COE 133</b>	<b>Co-op Work Experience III</b>	<b>00</b>	<b>00</b>	<b>30</b>	<b>03</b>
Prerequisites:	One course required: COE 123 or COE 122 or COE 123				
Corequisites:	None				

This course provides work experience with a college-approved employer in an area related to the students program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, student's should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

<b>COE 211</b>	<b>Co-op Work Experience IV</b>	<b>00</b>	<b>00</b>	<b>10</b>	<b>01</b>
Prerequisites:	One course required: COE 131 or COE 132 or COE 133				
Corequisites:	None				

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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>COE 122</b>	<b>Co-op Work Experience II</b>	<b>00</b>	<b>00</b>	<b>20</b>	<b>02</b>
Prerequisites:	COE 111 or COE 112				
Corequisites:	None				

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

<b>COE 122F</b>	<b>Co-op Work Experience II-Funeral Service</b>	<b>00</b>	<b>00</b>	<b>20</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	FSE 212				

This course provides work experience with a college-approved employer in an area related to the students program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. Funeral Service Education students will acquire embalming skills under the direction of the licensed embalmer at the firm where they are employed.

<b>COE 123</b>	<b>Co-op Work Experience II</b>	<b>00</b>	<b>00</b>	<b>30</b>	<b>03</b>
Prerequisites:	One course required: COE 111, COE 112 or COE 113				
Corequisites:	None				

This course provides work experience with a college-approved employer in an area related to the students program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

<b>COE 124</b>	<b>Co-op Work Experience II</b>	<b>00</b>	<b>00</b>	<b>40</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	None				

This course provides work experience with a college-approved employer in an area related to the students program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

<b>COE 125</b>	<b>Work Experience Seminar II</b>	<b>01</b>	<b>00</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

This course description may be written by the individual colleges.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>COE 114</b>	<b>Co-op Work Experience I</b>	<b>00</b>	<b>00</b>	<b>40</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	None				

This course provides work experience with a college-approved employer in an area related to the students program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

<b>COE 115</b>	<b>Work Experience Seminar I</b>	<b>01</b>	<b>00</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	One course required: COE 111, COE 112, COE 113 or COE 114				

This course description may be written by the individual colleges.

<b>COE 115A</b>	<b>Work Exp Seminar I-Culinary</b>	<b>01</b>	<b>00</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	COE 112A				

This course provides Culinary Technology students the opportunity to share internship experiences under the guidance of a Culinary Technology Instructor.

<b>COE 121</b>	<b>Co-op Work Experience II</b>	<b>00</b>	<b>00</b>	<b>10</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

<b>COE 121H</b>	<b>Co-op Work Experience II- Hotel/Rest Mgmt</b>	<b>00</b>	<b>00</b>	<b>10</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

This course provides work experience with a college-approved employer In an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. Hotel and Restaurant Management students will be provided practical work experience within the industry.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>COE 112A</b>	<b>Co-op Work Experience I-Culinary</b>	<b>00</b>	<b>00</b>	<b>20</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	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 with in the foodservice industry during their last term of enrollment.

<b>COE 112D</b>	<b>Co-op Work Experience I-Paralegal</b>	<b>00</b>	<b>00</b>	<b>20</b>	<b>02</b>
Prerequisites:	Department Chair Approval				
Corequisites:	None				

This course provides work experience with a college approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. Paralegal students will be provided practical work experience under the direction of a licensed attorney.

<b>COE 112F</b>	<b>Co-op Work Experience I-Funeral Service</b>	<b>00</b>	<b>00</b>	<b>20</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	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.

<b>COE 113</b>	<b>Co-op Work Experience I</b>	<b>00</b>	<b>00</b>	<b>30</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

CLASS HRS      LAB HRS      CLINIC HRS      CREDIT HRS

**COE 111B      Co-op Work Experience I-Early Childhood 00                      00                      10                      01**  
 Prerequisites: None  
 Corequisites: 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-Office Systems 00                      00                      10                      01**  
 Prerequisites: None  
 Corequisites: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. Office Systems Technology students will be provided practical office operations experience during the last term of enrollment.

**COE 111H      Co-op Work Experience I-                      00                      00                      10                      01**  
**Hotel/Rest Mgmt**  
 Prerequisites: None  
 Corequisites: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. Hotel and Restaurant Management students will be provided practical experience with in the industry.

**COE 112      Co-op Work Experience I                      00                      00                      20                      02**  
 Prerequisites: None  
 Corequisites: None

This course provides work experience with a college approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>CJC 233</b>	<b>Correctional Law</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces statutory/case law pertinent to correctional concepts, facilities, and related practices. Topics include examination of major legal issues encompassing incarceration, probation, parole, restitution, pardon, restoration of rights, and other related topics. Upon completion, students should be able to identify/discuss legal issues which directly affect correctional systems and personnel.

<b>CJC 241</b>	<b>Community-Based Correction</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers programs for convicted offenders that are used both as alternatives to incarceration and in post-incarceration situations. Topics include offenders, diversion, house arrest, restitution, community service, probation and parole, including both public and private participation, and other related topics. Upon completion, students should be able to identify/discuss the various programs from the perspective of the criminal justice professional, the offender, and the community.

<b>COE 110</b>	<b>World of Work</b>	<b>01</b>	<b>00</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

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.

<b>COE 111</b>	<b>Co-op Work Experience I</b>	<b>00</b>	<b>00</b>	<b>10</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

<b>COE 111A</b>	<b>Co-op Work Experience I</b>	<b>00</b>	<b>00</b>	<b>01</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. Culinary Technology students will receive practical work experience with in the foodservice industry.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>CJC 223</b>	<b>Organized Crime</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the evolution of traditional and non-traditional organized crime and its effect on society and the criminal justice system. Topics include identifying individuals and groups involved in organized crime, areas of criminal activity, legal and political responses to organized crime, and other related topics. Upon completion, students should be able to identify the groups and activities involved in organized crime and the responses of the criminal justice system.

<b>CJC 225</b>	<b>Crisis Intervention</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces critical incident intervention and management techniques as they apply to operational criminal justice practitioners. Emphasis is placed on the victim/offender situation as well as job-related high stress, dangerous, or problem-solving citizen contacts. Upon completion, students should be able to provide insightful analysis of emotional, violent, drug-induced, and other critical and/or stressful incidents that require field analysis and/or resolution.

<b>CJC 231</b>	<b>Constitutional Law</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.

<b>CJC 232</b>	<b>Civil Liability</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers liability issues for the criminal justice professional. Topics include civil rights violations, tort liability, employment issues, and other related topics. Upon completion, students should be able to explain civil trial procedures and discuss contemporary liability issues.



		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>CJC 214</b>	<b>Victimology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the study of victims. Emphasis is placed on roles/characteristics of victims, victim interaction with the criminal justice system and society, current victim assistance programs, and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles, and current victim assistance programs.

<b>CJC 215</b>	<b>Organization &amp; Administration</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations.

<b>CJC 221</b>	<b>Investigative Principles</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.

<b>CJC 222</b>	<b>Criminalistics</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>CJC 151</b>	<b>Introduction to Loss Prevention</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the concepts and methods related to commercial and private security systems. Topics include the historical, philosophical, and legal basis of security, with emphasis on security surveys, risk analysis, and associated functions. Upon completion, students should be able to demonstrate and understand security systems, risk management, and the laws relative to loss prevention.

<b>CJC 193</b>	<b>Selected Topics in Criminal Justice</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	Departmental Approval				
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.

<b>CJC 211</b>	<b>Counseling</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the basic elements of counseling and specific techniques applicable to the criminal justice setting. Topics include observation, listening, recording, interviewing, and problem exploration necessary to form effective helping relationships. Upon completion, students should be able to discuss and demonstrate the basic techniques of counseling.

<b>CJC 212</b>	<b>Ethics &amp; Comm Relations</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations.

<b>CJC 213</b>	<b>Substance Abuse</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>CJC 122</b>	<b>Community Policing</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the historical, philosophical, and practical dimensions of community policing. Emphasis is placed on the empowerment of police and the community to find solutions to problems by forming partnerships. Upon completion, students should be able to define community policing, describe how community policing strategies solve problems, and compare community policing to traditional policing.

<b>CJC 131</b>	<b>Criminal Law</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.

<b>CJC 132</b>	<b>Court Procedure &amp; Evidence</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence.

<b>CJC 141</b>	<b>Corrections</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related 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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>CJC 111</b>	<b>Introduction to Criminal Justice</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>CJC 112</b>	<b>Criminology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response.

<b>CJC 113</b>	<b>Juvenile Justice</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

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.

<b>CJC 121</b>	<b>Law Enforcement Operations</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>CIV 230</b>	<b>Construction Estimating</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	One course required: CIS 110, CIS 111 or ERG 115				
Corequisites:	None				

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.

<b>CIV 240</b>	<b>Project Management</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	CIV 210 and EGR 115				
Corequisites:	None				

This course introduces construction planning and scheduling techniques and project management software. Topics include construction safety, operation analysis, construction scheduling, construction control systems, claims and dispute resolutions, project records, and documentation. Upon completion, students should be able to demonstrate an understanding of the roles of construction project participants, maintain construction records, and prepare construction schedules.

<b>CIV 250</b>	<b>Civil Eng Technology Project</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites:	Departmental approval				
Corequisites:	None				

This course includes an integrated team approach to civil engineering technology projects. Emphasis is placed on project proposal, site selection, analysis/design of structures, construction material selection, time and cost estimating, planning, and management of a project. Upon completion, students should be able to apply team concepts, prepare estimates, submit bid proposals, and manage projects.

<b>CJC 100</b>	<b>Basic Law Enforcement Training</b>	<b>08</b>	<b>30</b>	<b>00</b>	<b>18</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics are divided into general units of study: legal, patrol duties, law enforcement communications, investigations, practical application and sheriff-specific. Upon successful completion, the student will be able to demonstrate competence in topics and areas required for the state comprehensive certification examination. This is a certificate-level course.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>CIV 125</b>	<b>Civil/Surveying CAD</b>	<b>01</b>	<b>06</b>	<b>00</b>	<b>03</b>
Prerequisites:	CIS 111 and ERG 115				
Corequisites:	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.

<b>CIV 210</b>	<b>Engineering Materials</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the behavior and properties of Portland cement and asphaltic concretes and laboratory and field testing. Topics include cementing agents and aggregates; water and admixtures; proportioning, production, placing, consolidation, and curing; and inspection methods. Upon completion, students should be able to proportion concrete mixes to attain predetermined strengths and other properties and perform standard control tests.

<b>CIV 211</b>	<b>Hydraulics and Hydrology</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	All courses required: CIV 110, PHY 131C and PHY 131L				
Corequisites:	None				

This course introduces the basic engineering principles and characteristics of hydraulics and hydrology. Topics include precipitation and runoff, fluid statics and dynamics, flow measurement, and pipe and open channel flow. Upon completion, students should be able to analyze and size drainage structures.

<b>CIV 212</b>	<b>Environmental Planning</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	CIV 211				
Corequisites:	None				

This course covers water and wastewater technology, erosion and sedimentation control, and other related topics. Topics include collection, treatment, and distribution of water and wastewater and erosion and sedimentation control law. Upon completion, students should be able to demonstrate knowledge of water and wastewater systems and prepare erosion and sedimentation control plans.

<b>CIV 222</b>	<b>Reinforced Concrete</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	CIV 110				
Corequisites:	None				

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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>CIS 287</b>	<b>Network Support</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	CIS 274 or CIS 275				
Corequisites:	None				

This course provides experience using CD ROM and on-line research tools and hands-on experience for advanced hardware support and trouble shooting. Emphasis is placed on troubleshooting network adapter cards and cabling, network storage devices, the DOS workstation, and network printing. Upon completion, students should be able to analyze, diagnose, and fix network hardware problems. This course has a unique concentration requirement in the Network Administration and Support concentration in the Information Systems program.

<b>CIS 288</b>	<b>Systems Project</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>
Prerequisites:	CIS 286				
Corequisites:	None				

This course provides an opportunity to complete a significant systems project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete a project from the definition phase through implementation.

<b>CIV 110</b>	<b>Statics/Strength of Materials</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>
Prerequisites:	MAT 121				
Corequisites:	None				

This course includes vector analysis, equilibrium of force systems, friction, sectional properties, stress/strain, and deformation. Topics include resultants and components of forces, moments and couples, free-body diagrams, shear and moment diagrams, trusses, frames, beams, columns, connections, and combined stresses. Upon completion, students should be able to analyze simple structures.

<b>CIV 111</b>	<b>Soils and Foundations</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	CIV 110				
Corequisites:	None				

This course presents an overview of soil as a construction material using both analysis and testing procedures. Topics include index properties, classification, stress analysis, compressibility, compaction, dewatering, excavation, stabilization, settlement, and foundations. Upon completion, students should be able to perform basic soil tests and analyze engineering properties of soil.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>CIS 246</b>	<b>Operating System – UNIX</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course includes operating systems concepts for UNIX operating systems. Topics include hardware management, file and memory management, system configuration/optimization, utilities, and other related topics. Upon completion, students should be able to effectively use the UNIX operating system and its utilities.

<b>CIS 274</b>	<b>Network System Manager II</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	CIS 174				
Corequisites:	None				

This course is a continuation of CIS 174 focusing on advanced network management, configuration, and installation. Emphasis is placed on server configuration files, startup procedures, server protocol support, memory and performance concepts, and management and maintenance. Upon completion, students should be able to install and upgrade networks and servers for optimal performance. This course has a unique concentration requirement in the Network Administration and Support concentration in the Information Systems program.

<b>CIS 275</b>	<b>Network Management II</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	CIS 175				
Corequisites:	None				

This course is a continuation of CIS 175 focusing on advanced enterprise networks. Topics include directory service tree planning, management distribution and protection, improving network security, auditing the network, printing, networking, and system administration of an Internet node. Upon completion, students should be able to manage client services and network features and optimize network performance.

<b>CIS 286</b>	<b>Systems Analysis &amp; Design</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	All courses required: CIS 115, CIS 152 and CIS 235				
Corequisites:	None				

This course examines established and evolving methodologies for the analysis, design, and development of a business information system. Emphasis is placed on business systems characteristics, managing information systems projects, prototyping, CASE tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.



		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>CIS 215</b>	<b>Hardware Installation/Maintenance</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	One course required: CIS 110, CIS 111 or CIS 115				
Corequisites:	None				

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.

<b>CIS 216</b>	<b>Software Installation/Maintenance</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	CIS 130				
Corequisites:	None				

This course introduces the installation and troubleshooting aspects of personal computer software. Emphasis is placed on initial installation and optimization of system software, commercial programs, system configuration files, and device drivers. Upon completion, students should be able to install, upgrade, uninstall, optimize, and troubleshoot personal computer software.

<b>CIS 220</b>	<b>Spreadsheets II</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	CIS 120				
Corequisites:	None				

This course covers advanced spreadsheet design and development. Topics include advanced functions, charting, macros, databases, and linking. Upon completion, students should be able to demonstrate competence in designing complex spreadsheets.

<b>CIS 226</b>	<b>Trends in Technology</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces emerging information systems technologies. Emphasis is placed on evolving technologies and trends in business and industry. Upon completion, students should be able to articulate an understanding of the current trends and issues in emerging technologies for information systems.

<b>CIS 245</b>	<b>Operating System – Multi-User</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	CIS 130				
Corequisites:	None				

This course includes operating systems concepts for multi-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating system functions in a multi-user environment.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>CIS 163</b>	<b>Prog Interfaces Internet</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	CIS 110 or CIS 111				
Corequisites:	None				

This course creates interactive multimedia applications and applets for the Internet using web-specific languages. Emphasis is placed on audio, video, graphic, and network resources and various file formats. Upon completion, students should be able create an interactive multimedia application or applet for the Internet.

<b>CIS 169</b>	<b>Business Presentations</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	CIS 110 or CIS 111				
Corequisites:	None				

This course provides hands-on experience with a graphics presentation package. Topics include terminology, effective chart usage, design and layout, integrating hardware components, and enhancing presentations with text and graphics. Upon completion, students should be able to design and demonstrate an effective presentation.

<b>CIS 172</b>	<b>Introduction to the Internet</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the various navigational tools and services of the Internet. Topics include using Internet protocols, search engines, file compression/decompression, FTP, e-mail, listservers, and other related topics. Upon completion, students should be able to use Internet resources, retrieve/decompress files, and use e-mail, FTP, and other Internet tools.

<b>CIS 174</b>	<b>Network System Manager I</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers effective network management. Topics include Network file system design and security, login scripts and user menus, printing services, e-mail and backup. Upon completion, students should be able to administer an office network system.

<b>CIS 175</b>	<b>Network Management I</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers fundamental network administration and system management. Topics include accessing and configuring basic network services, managing directory services, and using network management software. Upon completion, students should be able to apply system administrator skills in developing a network management strategy.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>CIS 148</b>	<b>Operating Sys – Windows NT</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	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.

<b>CIS 152</b>	<b>Database Concepts &amp; Apps</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	One course required: CIS 110, CIS 111 or CIS 115				
Corequisites:	None				

This course introduces database design and creation using a DBMS product. Topics include database terminology, usage in industry, design theory, types of DBMS models, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to create simple database tables, queries, reports, and forms which follow acceptable design practices.

<b>CIS 154</b>	<b>Database Utilization</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	CIS 110 or CIS 111				
Corequisites:	None				

This course introduces basic database functions and uses. Emphasis is placed on database manipulation with queries, reports, forms, and some table creation. Upon completion, students should be able to enter and manipulate data from the end-user mode.

<b>CIS 157</b>	<b>Database Programming I</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	All courses required: CIS 152				
Corequisites:	None				

This course is designed to develop programming proficiency in a selected DBMS. Emphasis is placed on the DataDefinition Language (DDL) and Data Manipulation Language (DML) of the DBMS as well as on reportgeneration. Upon completion, students should be able to write programs which create, update, and produce reportsrepresentative of industry requirements.

<b>CIS 162</b>	<b>Multimedia Presentation Software</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	CIS 110 or CIS 111				
Corequisites:	None				

This course is designed to integrate visual and audio resources using presentation software in a simple interactive multimedia project. Emphasis is placed upon design and audience considerations, general prototyping, and handling of media resources. Upon completion, students should be able to demonstrate an original interactive multimedia presentation implementing all of these resources in a professional manner.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>CIS 122</b>	<b>Introduction to Business Computers</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	CIS 110 or CIS 111				
Corequisites:	None				

This course provides preparation in solving business problems using computers. Topics include hardware and software concepts, the DOS operating system, Windows(tm), spreadsheets, and communications. Upon completion, students should be able to use DOS commands, navigate a Windows(tm) environment, use spreadsheet capabilities, and access information in a business environment.

<b>CIS 124</b>	<b>DTP Graphics Software</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	CIS 110 or CIS 111				
Corequisites:	None				

This course introduces graphic design software using a variety of software packages. Emphasis is placed on efficient utilization of software capabilities. Upon completion, students should be able to incorporate appropriate graphic designs into desktop publishing publications.

<b>CIS 126</b>	<b>Graphics Software Intro</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course provides an introduction to graphic design and execution of pictorial graphics using a variety of software packages. Emphasis is placed on creation and manipulation of images using graphic design software. Upon completion, students should be able to create graphic designs and incorporate these designs into printed publications.

<b>CIS 128</b>	<b>Computer Language Survey</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course provides an opportunity to compare various computer languages. Emphasis is placed on appropriate uses, syntax, and comparative programming. Upon completion, students should be able to select the appropriate language for problem solving.

<b>CIS 130</b>	<b>Survey of Operating Systems</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	CIS 110 or CIS 111				
Corequisites:	None				

The course covers operating system concepts which are necessary for maintaining and using computer systems. Topics include disk, file, and directory structures; installation and setup; resource allocation, optimization, and configuration; system security; and other related topics. Upon completion, students should be able to install and configure operating systems and optimize performance.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ECM 230</b>	<b>Capstone Project</b>	<b>01</b>	<b>06</b>	<b>00</b>	<b>03</b>
Prerequisites:	ECM 220				
Corequisites:	None				

This course provides experience in Electronic Commerce. Emphasis is placed on the implementation of an e-commerce model for an existing business. Upon completion, students should be able to successfully develop and implement a plan for e-commerce in a small to medium size business.

<b>ECO 151</b>	<b>Survey of Economics</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course, for those who have not received credit for ECO 251 or 252, introduces basic concepts of micro- and macroeconomics. Topics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

<b>ECO 251</b>	<b>Principles of Microeconomics</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces economic analysis of individual, business, and industry in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

<b>ECO 252</b>	<b>Principles of Macroeconomics</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>EDU 111</b>	<b>Early Childhood Credentials I</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces developmentally appropriate practices, positive guidance, and standards of health, safety, and nutrition. Topics include the learning environment, planning developmentally appropriate activities, positive guidance techniques, and health, safety, and nutrition standards. Upon completion, students should be able to demonstrate developmentally appropriate activities and positive guidance techniques and describe health/sanitation/nutrition practices that promote healthy environments for children.

<b>EDU 112</b>	<b>Early Childhood Credentials II</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	EDU 111				
Corequisites:	None				

This course introduces developmentally appropriate practices, positive guidance, and standards of health, safety, and nutrition. Topics include the learning environment, planning developmentally appropriate activities, positive guidance techniques, and health, safety, and nutrition standards. Upon completion, students should be able to demonstrate developmentally appropriate activities and positive guidance techniques and describe health/sanitation/nutrition practices that promote healthy environments for children.

<b>EDU 113</b>	<b>Family/Early Childhood Credentials</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	EDU 111				
Corequisites:	None				

This course covers business/professional practices for family early childhood providers, developmentally appropriate practices, positive guidance, and methods of providing a safe and healthy environment. Topics include developmentally appropriate practices; health, safety and nutrition; and business and professionalism. Upon completion, students should be able to develop a handbook of policies, procedures, and practices for a family child care home.

<b>EDU 116</b>	<b>Introduction to Education</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the American educational system and the teaching profession. Topics include historical and philosophical foundations of education, contemporary educational trends and issues, curriculum development, and observation and participation in public school classrooms. Upon completion, students should be able to relate classroom observations to the roles of teachers and schools and the process of teacher education. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>EDU 119</b>	<b>Early Childhood Education</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the foundations of the education profession, types of programs, professionalism, and planning quality programs for children. Topics include historical foundations, career options, types of programs, professionalism, observational skills, and planning developmentally appropriate schedules, environments, and activities for children. Upon completion, students should be able to demonstrate observational skills, identify appropriate schedules and environments, develop activity plans, and describe influences on the profession.

<b>EDU 131</b>	<b>Child, Family, &amp; Communications</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the relationships between the families, programs for children/schools, and the community. Emphasis is placed on establishing and maintaining positive collaborative relationships with families and community resources. Upon completion, students should be able to demonstrate strategies for effectively working with diverse families and identifying and utilizing community resources.

<b>EDU 144</b>	<b>Child Development I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the theories of child development and the developmental sequences of children from conception through the pre-school years for early childhood educators. Emphasis is placed on sequences in physical/motor, social, emotional, cognitive, and language development and appropriate experiences for the young child. Upon completion, students should be able to identify developmental milestones, plan experiences to enhance development, and describe appropriate interaction techniques and environments for typical/atypical development.

<b>EDU 145</b>	<b>Child Development II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	EDU 144				
Corequisites:	None				

This course covers theories of child development and developmental sequences of children from pre-school through middle childhood for early childhood educators. Emphasis is placed on characteristics of physical/motor, social, emotional, and cognitive/language development and appropriate experiences for children. Upon completion, students should be able to identify developmental characteristics, plan experiences to enhance development, and describe appropriate interaction techniques and environments.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>EDU 146</b>	<b>Child Guidance</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces practical principles and techniques for developmentally appropriate guidance. Emphasis is placed on encouraging self-esteem and cultural awareness, effective communication skills, and direct and indirect guidance techniques and strategies. Upon completion, students should be able to demonstrate strategies which encourage positive social interactions, promote conflict resolution, and develop self-control, self-motivation, and self-esteem in children.

<b>EDU 153</b>	<b>Health, Safety, &amp; Nutrition</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course focuses on promoting and maintaining the health and well-being of children. Topics include health and nutritional needs, safe and healthy environments, and recognition and reporting of child abuse and neglect. Upon completion, students should be able to set up and monitor safe indoor and outdoor environments and implement a nutrition education program.

<b>EDU 157</b>	<b>Active Play</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the use of indoor and outdoor physical activities to promote the physical, cognitive, and social/emotional development of children. Topics include the role of active play, development of play skills, playground design, selection of safe equipment, and materials and surfacing for active play. Upon completion, students should be able to discuss the stages of play, the role of teachers in play, and the design of appropriate active play areas and activities.

<b>EDU 161</b>	<b>Introduction to Exceptional Children</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	None				

This course covers exceptional children as learners within the context of the community, school, and family. Emphasis is placed on the legal, social, physical, political, and cultural issues relating to the analysis and teaching of exceptional children. Upon completion, students should be able to demonstrate knowledge of identification processes, mainstreaming techniques, and professional practices and attitudes.



		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>EDU 162</b>	<b>Early Exp/Prosp Teachers</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course provides an opportunity to observe teachers and pupils in a natural classroom environment. Emphasis is placed on observation methods, planning, teaching, evaluation, personal goal assessment, and curriculum. Upon completion, students should be able to demonstrate an understanding of their own personal teaching goals, teaching methods, planning methods, and student performance evaluation.

<b>EDU 171</b>	<b>Instructional Media</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This courses covers the development and maintenance of effective teaching materials and the operation of selected pieces of equipment. Topics include available community resources, various types of instructional materials and bulletin boards, and audiovisual and computer use with children. Upon completion, students should be able to construct and identify resources for instructional materials and bulletin boards and use audiovisual and computer equipment.

<b>EDU 172</b>	<b>Education Tools</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers practical applications of technology in educational settings. Topics include software selection for classroom usage, record keeping, and adaptive technology for children with special needs. Upon completion, students should be able to demonstrate appropriate computer skills for the educational environment.

<b>EDU 185</b>	<b>Cognitive &amp; Language Activities</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers methods of developing cognitive and language/communication skills in children. Emphasis is placed on planning the basic components of language and cognitive processes in developing curriculum activities. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate developmentally appropriate curriculum activities.

<b>EDU 188</b>	<b>Issues in Early Childhood Education</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course covers topics and issues in early childhood education. Emphasis is placed on current advocacy issues, emerging technology, professional growth experiences, and other related topics. Upon completion, students should be able to list, discuss, and explain current topics and issues in early childhood education.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>EDU 221</b>	<b>Children with Special Needs</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	EDU 144 and EDU 145				
Corequisites:	None				

This course introduces working with children with special needs. Emphasis is placed on the characteristics and assessment of children and strategies for adapting the home and classroom environment. Upon completion, students should be able to recognize atypical development, make appropriate referrals, and work collaboratively to plan, implement, and evaluate inclusion strategies.

<b>EDU 234</b>	<b>Infants, Toddlers, &amp; Twos</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the skills needed to effectively implement group care for infants, toddlers, and two-year olds. Emphasis is placed on child development and developmentally appropriate practices. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate a developmentally appropriate curriculum.

<b>EDU 235</b>	<b>School-Age Development &amp; Program</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course presents developmentally appropriate practices in group care for school-age children. Topics include principles of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for children five to twelve years of age and plan and implement age-appropriate activities.

<b>EDU 241</b>	<b>Adult-Child Relations</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course covers self-concept and effective and active listening skills in positive one-to-one interactions with individuals and groups of children. Emphasis is placed on self-concept development and effective communication techniques used with children. Upon completion, students should be able to identify principles underlying self-concept and demonstrate effective listening and communication skills used by adults with children.

<b>EDU 251</b>	<b>Exploration Activities</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers discovery experiences in science, math, and social studies. Emphasis is placed on developing concepts for each area and encouraging young children to explore, discover, and construct concepts. Upon completion, students should be able to discuss the discovery approach to teaching, explain major concepts in each area, and plan appropriate experiences for children.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>EDU 252</b>	<b>Math &amp; Science Activities</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces discovery experiences in math and science. Topics include concepts, facts, phenomena, and skills in each area. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate developmentally appropriate curriculum materials.

<b>EDU 254</b>	<b>Music &amp; Movement for Children</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the use of music and creative movement for children. Topics include a general survey of the basic elements of music and planning, designing, and implementing music and movement experiences for creative learning. Upon completion, students should be able to use voice and various musical instruments to provide musical and movement activities for children.

<b>EDU 256</b>	<b>Science &amp; Social Studies Methods</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	None				

This course covers objectives, content, materials, and instructional approaches to natural sciences and social studies. Topics include classroom and laboratory science experiences; integration of history, geography, economics, and government materials; research/study techniques; and critical thinking. Upon completion, students should be able to assess, plan, implement, and evaluate developmentally appropriate learning experiences in science and social studies.

<b>EDU 257</b>	<b>Math Methods &amp; Materials</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers concepts, activities, methods, and materials for teaching mathematics in elementary through middle school grades. Topics include individual instruction, developmental skill building, manipulatives, problem solving, critical thinking, and numerical concepts. Upon completion, students should be able to assess, plan, implement, and evaluate developmentally appropriate math experiences.

<b>EDU 259</b>	<b>Curriculum Planning</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	One course required: EDU 112, EDU 113 or EDU 119				
Corequisites:	None				

This course covers early childhood curriculum planning. Topics include philosophy, curriculum, indoor and outdoor environmental design, scheduling, observation and assessment, and instructional planning and evaluation. Upon completion, students should be able to assess children and curriculum; plan for daily, weekly, and long-range instruction; and design environments with appropriate equipment and supplies.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>EDU 261</b>	<b>Early Childhood Administration I</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the policies, procedures, and responsibilities for the management of early childhood education programs. Topics include implementation of goals, principles of supervision, budgeting and financial management, and meeting the standards for a NC Child Day Care license. Upon completion, students should be able to develop program goals, explain licensing standards, determine budgeting needs, and describe effective methods of personnel supervision.

<b>EDU 262</b>	<b>Early Childhood Administration II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	EDU 261				
Corequisites:	None				

This course provides a foundation for budgetary, financial, and personnel management of the child care center. Topics include budgeting, financial management, marketing, hiring, supervision, and professional development of a child care center. Upon completion, students should be able to formulate marketing, financial management, and fund development plans and develop personnel policies, including supervision and staff development plans.

<b>EDU 263</b>	<b>Developing a School-Age Program</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the methods and procedures for operating a school-age program in either the public or proprietary setting. Emphasis is placed on constructing and organizing the physical environment as well as planning and developing a school-age program. Upon completion, students should be able to plan and develop a quality school-age program.

<b>EDU 271</b>	<b>Media Technologies for Teachers</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the operation and maintenance of recording and projection equipment, the creation of classroom materials, and the application of new technologies in schools. Topics include audiovisual equipment and production, electronic and on-line information, instructional materials construction, and use of educational software. Upon completion, students should be able to use and maintain audiovisual equipment, develop instructional materials, and implement technologies for clerical management and instruction.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>EDU 275</b>	<b>Effective Teacher Training</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course provides specialized training using an experienced-based approach to learning. Topics include instructional preparation and presentation, student interaction, time management, learning expectations, evaluation, and curriculum principles and planning. Upon completion, students should be able to prepare and present a six-step lesson plan and demonstrate ways to improve students' time-on-task.

<b>EDU 280</b>	<b>Literacy Experiences</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers literacy, early literacy development, and appropriate early experiences with books and writing. Emphasis is placed on reading and writing readiness, major approaches used in teaching literacy, and strategies for sharing quality in children's literature. Upon completion, students should be able to select, plan, and evaluate appropriate early literacy experiences.

<b>EDU 282</b>	<b>Early Childhood Literature</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the history, selection, and integration of literature and language in the early childhood curriculum. Topics include the history and selection of developmentally appropriate children's literature and the use of books and other media to enhance language and literacy in the classroom. Upon completion, students should be able to select appropriate books for storytelling, reading aloud, puppetry, flannel board use, and other techniques.

<b>EDU 298</b>	<b>Seminar in Early Childhood</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	Enrollment in program				
Corequisites:	None				

This course provides an opportunity to explore topics of current interest. Emphasis is placed on the development of critical listening skills and the presentation of seminar topics. Upon completion, students should be able to critically analyze issues and establish informed opinions.

<b>EFL 083</b>	<b>Grammar III</b>	<b>05</b>	<b>00</b>	<b>00</b>	<b>05</b>
Prerequisites:	None				
Corequisites:	None				

This course is designed to provide high-intermediate non-native speakers of English with a knowledge of grammatical structures that improves academic communication. Emphasis is placed on using high-intermediate grammatical structures in meaningful contexts through exercised integrating the use of newly acquired structures with previously learned structures. Upon completion, students should be able to demonstrate improved proficiency, comprehension, and grammatical accuracy.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>EFL 084</b>	<b>Grammar IV</b>	<b>05</b>	<b>00</b>	<b>00</b>	<b>05</b>
Prerequisites:	None				
Corequisites:	None				

This course is designed to give non-native speakers of English a full understanding of advanced grammatical structures and techniques. Emphasis is placed on oral and written communicative fluency through the study of advanced grammatical forms. Upon completion, students should be able to incorporate the structures covered in both spoken and written form, demonstrating improved proficiency, comprehension, and grammatical accuracy.

<b>EFL 091</b>	<b>Composition I</b>	<b>05</b>	<b>00</b>	<b>00</b>	<b>05</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces basic sentence structure and writing paragraphs. Emphasis is placed on word order, verb tense-aspect system, auxiliaries, word forms, and simple organization and basic transitions in writing paragraphs. Upon completion, students should be able to demonstrate a basic understanding of grammar and ability to write English paragraphs using appropriate vocabulary, organization, and transitions.

<b>EFL 092</b>	<b>Composition II</b>	<b>05</b>	<b>00</b>	<b>00</b>	<b>05</b>
Prerequisites:	EFL 091				
Corequisites:	None				

This course provides preparation in low-intermediate academic and general-purpose writing. Emphasis is placed on writing as a process, paragraph development, and basic essay organization. Upon completion, students should be able to write and independently edit and understand the major elements of the writing process, sentence, paragraph, and essay.

<b>EFL 093</b>	<b>Composition III</b>	<b>05</b>	<b>00</b>	<b>00</b>	<b>05</b>
Prerequisites:	EFL 092				
Corequisites:	None				

This course covers intermediate-level academic and general-purpose writing. Emphasis is placed on the writing process, content, organization, and language use in formal academic compositions in differing rhetorical modes. Upon completion, students should be able to effectively use the writing process in a variety of rhetorical modes.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>EFL 094</b>	<b>Composition IV</b>	<b>05</b>	<b>00</b>	<b>00</b>	<b>05</b>
Prerequisites:	EFL 093				
Corequisites:	None				

This course prepares low-advanced non-native speakers of English to determine the purpose of their writing and to write paragraphs and essays to fulfill that purpose. Emphasis is placed on unity, coherence, completeness, audience, and the writing process; and the grammatical forms and punctuation appropriate for each kind of writing. Upon completion, students should be able to write unified, coherent, and complete paragraphs and essays which are grammatical and appropriate for the intended audience.

<b>EFL 095</b>	<b>Composition V</b>	<b>05</b>	<b>00</b>	<b>00</b>	<b>05</b>
Prerequisites:	EFL 094				
Corequisites:	None				

This course is designed to prepare advanced non-native speakers of English for college-level composition courses. Emphasis is placed on the study and process of writing formal essays and research papers and the analysis of literary, expository, and descriptive writings. Upon completion, students should be able to write and analyze professional and peer compositions and apply basic research principles.

<b>EGR 115</b>	<b>Introduction to Technology</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the basic skills and career fields for technicians. Topics include career options, technical vocabulary, dimensional analysis, measurement systems, engineering graphics, calculator applications, professional ethics, safety practices, and other related topics. Upon completion, students should be able to demonstrate an understanding of the basic technologies, prepare drawings and sketches, and perform computations using a scientific calculator.

<b>ELC 111</b>	<b>Introduction to Electricity</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the fundamental concepts of electricity and test equipment to non-electrical/electronics majors. Topics include basic DC and AC principles (voltage, resistance, current, impedance); components (resistors, inductors, and capacitors); power; and operation of test equipment. Upon completion, students should be able to construct and analyze simple DC and AC circuits using electrical test equipment.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ELC 112</b>	<b>DC/AC Electricity</b>	<b>03</b>	<b>06</b>	<b>00</b>	<b>05</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, and analyze simple DC/AC circuits.

<b>ELC 113</b>	<b>Basic Wiring I</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical blueprint reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with basic electrical installations.

<b>ELC 114</b>	<b>Basic Wiring II</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>
Prerequisites:	ELC 113				
Corequisites:	None				

This course provides additional instruction in the application of electrical tools, materials, and test equipment associated with electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with electrical installations.

<b>ELC 115</b>	<b>Industrial Wiring</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>
Prerequisites:	ELC 113				
Corequisites:	None				

This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.

<b>ELC 117</b>	<b>Motors and Controls</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>
Prerequisites:	ELC 112 or ELC 131				
Corequisites:	None				

This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.



		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ELC 118</b>	<b>National Electrical Code</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the use of the current National Electrical Code. Topics include the NEC history, wiring methods, overcurrent protection, materials, and other related topics. Upon completion, students should be able to effectively use the NEC.

<b>ELC 119</b>	<b>NEC Calculations</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course covers branch circuit, feeder, and service calculations. Emphasis is placed on sections of the National Electrical Code related to calculations. Upon completion, students should be able to use appropriate code sections to size wire, conduit, and overcurrent devices for branch circuits, feeders, and service.

<b>ELC 127</b>	<b>Software for Technicians</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces computer software which can be used to solve electrical/electronics problems. Topics include electrical/electronics calculations, applications, and controls. Upon completion, students should be able to utilize a personal computer for electrical/electronics-related applications.

<b>ELC 128</b>	<b>Introduction to PLC</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

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.

<b>ELC 131</b>	<b>DC/AC Circuit Analysis</b>	<b>04</b>	<b>03</b>	<b>00</b>	<b>05</b>
Prerequisites:	None				
Corequisites:	MAT 121				

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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ELC 140</b>	<b>Fundamentals of DC/AC Circuit</b>	<b>05</b>	<b>06</b>	<b>00</b>	<b>07</b>
Prerequisites:	None				
Corequisites:	None				

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.

<b>ELC 213</b>	<b>Instrumentation</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	ELC 111 and ELC 112				
Corequisites:	None				

This course covers the fundamentals of instrumentation used in industry. Emphasis is placed on electric, electronic, and pneumatic instruments. Upon completion, students should be able to design, install, maintain, and calibrate instrumentation.

<b>ELC 215</b>	<b>Electrical Maintenance</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	ELC 117				
Corequisites:	None				

This course introduces the theory of maintenance and the skills necessary to maintain electrical equipment found in industrial and commercial facilities. Topics include maintenance theory, predictive and preventive maintenance, electrical equipment operation and maintenance, and maintenance documentation. Upon completion, students should be able to perform maintenance on electrical equipment in industrial and commercial facilities.

<b>ELN 131</b>	<b>Electronic Devices</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
Prerequisites:	ELC 131				
Corequisites:	None				

This course includes semiconductor-based devices such as diodes, bipolar transistors, FETs, thermistors, and related components. Emphasis is placed on analysis, selection, biasing, and applications in power supplies, small signal amplifiers, and switching and control circuits. Upon completion, students should be able to construct, analyze, verify, and troubleshoot discrete component circuits using appropriate techniques and test equipment.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ELN 132</b>	<b>Linear IC Applications</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
Prerequisites:	ELN 131				
Corequisites:	None				

This course introduces the characteristics and applications of linear integrated circuits. Topics include op-amp circuits, differential amplifiers, instrumentation amplifiers, waveform generators, active filters, PLLs, and IC voltage regulators. Upon completion, students should be able to construct, analyze, verify, and troubleshoot linear integrated circuits using appropriate techniques and test equipment.

<b>ELN 133</b>	<b>Digital Electronics</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
Prerequisites:	ELC 131				
Corequisites:	None				

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.

<b>ELN 140</b>	<b>Semiconductor Devices</b>	<b>04</b>	<b>06</b>	<b>00</b>	<b>06</b>
Prerequisites:	None				
Corequisites:	ELC 140				

This course covers semiconductor devices and circuits as they apply to the area of electronic servicing. Topics include semiconductor theory, diodes, transistors, linear integrated circuits, biasing, amplifiers, power supplies, and other related topics. Upon completion, students should be able to construct, verify, analyze, and troubleshoot semiconductor circuits.

<b>ELN 141</b>	<b>Digital Fundamentals</b>	<b>04</b>	<b>06</b>	<b>00</b>	<b>06</b>
Prerequisites:	All courses required: ELN 140 or ELN 140A and ELN 140B				
Corequisites:	None				

This course covers combinational and sequential logic circuits. Topics include number systems, logic elements, Boolean algebra, Demorgan's theorem, logic families, flip flops, registers, counters, and other related topics. Upon completion, students should be able to analyze, verify, and troubleshoot digital circuits.

<b>ELN 231</b>	<b>Industrial Controls</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	A set of courses required: ELN 132 or ELN 132C and ELN 132L				
Corequisites:	None				

This course introduces the fundamental concepts of solid-state control of rotating machinery and associated peripheral devices. Topics include rotating machine theory, ladder logic, electromechanical and solid state relays, motor controls, pilot devices, three-phase power systems, and other related topics. Upon completion, students should be able to interpret ladder diagrams and demonstrate an understanding of electromechanical and electronic control of rotating machinery.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ELN 232</b>	<b>Introduction to Microprocessors</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
Prerequisites:	ELN 133				
Corequisites:	None				

This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include assembly language programming, bus architecture, bus cycle types, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment.

<b>ELN 233</b>	<b>Microprocessor Systems</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
Prerequisites:	ELN 232				
Corequisites:	None				

This course covers the application and design of microprocessor control systems. Topics include control and interfacing of systems using AD/DA, serial/parallel I/O, communication protocols, and other related applications. Upon completion, students should be able to design, construct, program, verify, analyze, and troubleshoot fundamental microprocessor interface and control circuits using related equipment.

<b>ELN 234</b>	<b>Communication Systems</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
Prerequisites:	ELN 132				
Corequisites:	None				

This course covers the application and design of microprocessor control systems. Topics include control and interfacing of systems using AD/DA, serial/parallel I/O, communication protocols, and other related applications. Upon completion, students should be able to design, construct, program, verify, analyze, and troubleshoot fundamental microprocessor interface and control circuits using related equipment.

<b>ELN 240</b>	<b>Microprocessor Fundamentals</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	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.

<b>ELN 243</b>	<b>Communication Electronics</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	A set of courses required: ELN 140 or ELN 140A and ELN 140B				
Corequisites:	None				

This course covers the installation, maintenance, troubleshooting, and repair of electronic communications equipment. Topics include the theory, operation, and maintenance of electronic communications equipment. Upon completion, students should be able to maintain, troubleshoot, and repair electronic communications equipment.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ELN 244</b>	<b>Computer Repair</b>	<b>03</b>	<b>06</b>	<b>00</b>	<b>05</b>
Prerequisites:	ELN 133 or ELN 141				
Corequisites:	None				

This course covers the assembly, upgrading, and repair of microcomputers. Topics include logic test equipment, computer motherboards, storage devices, I/O devices, power supplies, and other peripherals. Upon completion, students should be able to assemble, upgrade, maintain, troubleshoot, and repair microcomputers.

<b>ELN 249</b>	<b>Digital Communication</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	ELN 133				
Corequisites:	None				

This course covers the core processes and applications associated with digital communication techniques. Topics include the characteristics of RF circuits, modulation, transmitters and receivers, electromagnetic transmission, antennas, and related applications. Upon completion, students should be able to demonstrate knowledge of the concepts associated with digital communication systems.

<b>EMS 110</b>	<b>EMT-Basic</b>	<b>05</b>	<b>06</b>	<b>00</b>	<b>07</b>
Prerequisites:	Departmental Approval				
Corequisites:	None				

This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children, and operations. Upon completion, students should be able to demonstrate the knowledge and skills necessary to achieve North Carolina State or National Registry EMT-Basic certification.

<b>EMS 115</b>	<b>Defense Tactics for EMS</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites:	Department Approval				
Corequisites:	None				

This course is designed to provide tactics that can be used for self-protection in dangerous and violent situations. Emphasis is placed on prediction, recognition, and response to dangerous and violent situations. Upon completion, students should be able to recognize potentially hostile situations and protect themselves during a confrontation.

<b>EMS 120</b>	<b>Intermediate Interventions</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	EMS 110				
Corequisites:	EMS 121, EMS 130, and EMS 131				

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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>EMS 121</b>	<b>EMS Clinical Practicum I</b>	<b>00</b>	<b>00</b>	<b>06</b>	<b>02</b>
Prerequisites:	EMS 110				
Corequisites:	EMS 120, EMS 130. and EMS 131				

This course is the initial hospital and field internship and is required for intermediate and paramedic certification. Emphasis is placed on intermediate-level care. Upon completion, students should be able to demonstrate competence with intermediate-level skills.

<b>EMS 125</b>	<b>EMS Instructor Methodology</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the information needed to develop and instruct EMS courses. Topics include instructional methods, lesson plan development, time management skills, and theories of adult learning. Upon completion; students should be able to teach EMS courses and meet the North Carolina EMS requirements for instructor methodology.

<b>EMS 130</b>	<b>Pharmacology I for EMS</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites:	EMS 110				
Corequisites:	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.

<b>EMS 131</b>	<b>Advanced Airway Management</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	EMS 110				
Corequisites:	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.

<b>EMS 140</b>	<b>Rescue Scene Management</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites:	Departmental Approval				
Corequisites:	None				

This course introduces rescue scene management and is required for paramedic certification. Topics include response to hazardous material conditions, medical incident command, and extrication of patients from a variety of situations. Upon completion, students should be able to recognize and manage rescue operations based upon initial and follow-up scene assessment.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>EMS 150</b>	<b>Emergency Vehicles &amp; EMS Comm.</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course examines the principles governing emergency vehicles, maintenance of emergency vehicles, and EMS communication equipment and is required for paramedic certification. Topics include applicable motor vehicle laws affecting emergency vehicle operation, defensive driving, collision avoidance techniques, communication systems, and information management systems. Upon completion, students should have a basic knowledge of emergency vehicles, maintenance, and communication needs.

<b>EMS 210</b>	<b>Advanced Patient Assessment</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites:	EMS 120, EMS 121, EMS 130 and EMS 131				
Corequisites:	None				

This course covers advanced patient assessment techniques and is required for paramedic certification. Topics include initial assessment, medical-trauma history, field impression, complete physical exam process, on-going assessment, and documentation skills. Upon completion, students should be able to utilize basic communication skills and record and report collected patient data.

<b>EMS 220</b>	<b>Cardiology</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>
Prerequisites:	All courses required: EMS 120, EMS 121, EMS 130 and EMS 131				
Corequisites:	None				

This course provides an in-depth study of cardiovascular emergencies and is required for paramedic certification. Topics include anatomy and physiology, pathophysiology, rhythm interpretation, cardiac pharmacology, and patient treatment. Upon completion, students should be able to certify at the Advanced Cardiac Life Support Provider level utilizing American Heart Association guidelines.

<b>EMS 221</b>	<b>EMS Clinical Practicum II</b>	<b>00</b>	<b>00</b>	<b>09</b>	<b>03</b>
Prerequisites:	EMS 121 and EMS 122				
Corequisites:	None				

This course is a continuation of the hospital and field internship required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

<b>EMS 231</b>	<b>EMS Clinical Practicum III</b>	<b>00</b>	<b>00</b>	<b>09</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course is a continuation of the hospital and field internship required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>EMS 235</b>	<b>EMS Management</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	Departmental Approval				
Corequisites:	None				

This course stresses the principles of managing a modern emergency medical service system. Topics include structure and function of municipal governments, EMS grantsmanship, finance, regulatory agencies, system management, legal issues, and other topics relevant to the EMS manager. Upon completion, students should be able to understand the principles of managing emergency medical service delivery systems.

<b>EMS 240</b>	<b>Special Needs Patients</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	All courses required; EMS 120, EMS 121, EMS 130 and EMS 131				
Corequisites:	None				

This course includes concepts of crisis intervention and techniques of dealing with special needs patients and is required for paramedic certification. Topics include behavioral emergencies, abuse, assault, challenged patients, personal well-being, home care, and psychotherapeutic pharmacology. Upon completion, students should be able to recognize and manage frequently encountered special needs patients.

<b>EMS 241</b>	<b>EMS Clinical Practicum IV</b>	<b>00</b>	<b>00</b>	<b>09</b>	<b>03</b>
Prerequisites:	EMS 231				
Corequisites:	None				

This course is a continuation of the hospital and field internship required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to provide advanced-level patient care as an entry-level paramedic.

<b>EMS 250</b>	<b>Advanced Medical Emergency</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	All courses required; EMS 120, EMS 121, EMS 130 and EMS 131				
Corequisites:	None				

This course provides an in-depth study of medical conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include pulmonology, neurology, endocrinology, anaphylaxis, gastroenterology, toxicology, and environmental emergencies integrating case presentation and emphasizing pharmacotherapeutics. Upon completion, students should be able to recognize and manage frequently encountered medical conditions based upon initial patient impression.



CLASS HRS    LAB HRS    CLINIC HRS    CREDIT HRS

**EMS 260      Advanced Trauma Emergencies                      01            03            00            02**

Prerequisites: All courses required: EMS 120, EMS 130 and EMS 131

Corequisites: None

This course provides in-depth study of trauma including pharmacological interventions for conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include hemorrhage control, shock, burns, and trauma to head, spine, soft tissue, thoracic, abdominal, and musculoskeletal areas with case presentations utilized for special problems situations. Upon completion, students should be able to recognize and manage trauma situations based upon patient impressions and should meet requirements of BTLS or PHTLS courses.

**EMS 270      Life Span Emergencies                                      02            02            00            03**

Prerequisites: All courses required: EMS 120, EMS 121, EMS 130 and EMS 131

Corequisites: None

This course, required for paramedic certification, covers medical/ethical/legal issues and the spectrum of age-specific emergencies from conception through death. Topics include gynecological, obstetrical, neonatal, pediatric, and geriatric emergencies and pharmacological therapeutics. Upon completion, students should be able to recognize and treat age-specific emergencies and certify at the Pediatric Advanced Life Support Provider level.

**EMS 280      EMS Bridging Course                                      02            02            00            03**

Prerequisites: Departmental Approval

Corequisites: None

This course is designed to bridge the knowledge gained in a continuing education paramedic program with the knowledge gained in an EMS curriculum program. Topics include patient assessment, documentation, twelve-lead ECG analysis, thrombolytic agents, cardiac pacing, and advanced pharmacology. Upon completion, students should be able to perform advanced patient assessment documentation using the problem-oriented medical record format and manage complicated patients.

**EMS 285      EMS Capstone    01            03            00            02**

Prerequisites: All courses required: EMS 220, EMS 250 and EMS 260

Corequisites: None

This course provides an opportunity to demonstrate problem-solving skills as a team leader in simulated patient scenarios and is required for paramedic certification. Emphasis is placed on critical thinking, integration of didactic and psychomotor skills, and effective performance in simulated emergency situations. Upon completion, students should be able to recognize and appropriately respond to a variety of EMS-related events.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ENG 070</b>	<b>Basic Language Skills</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	Placement				
Corequisites:	No Corequisites				

This course introduces the fundamentals of standard written English. Emphasis is placed on effective word choice, recognition of sentences and sentence parts, and basic usage. Upon completion, students should be able to generate a variety of sentence types that clearly express ideas. This course does not satisfy the developmental reading and writing prerequisite for ENG 111 or ENG 111A.

<b>ENG 080</b>	<b>Writing Foundations</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	ENG 070 or COMPASS Writing Score of 36				
Corequisites:	RED 080 or COMPASS Reading Score of 51				

This course introduces the writing process and stresses effective sentences. Emphasis is placed on applying the conventions of written English, reflecting standard usage and mechanics in structuring a variety of sentences. Upon completion, students should be able to write correct sentences and a unified, coherent paragraph.

<b>ENG 090</b>	<b>Composition Strategies</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	ENG 080 or COMPASS Writing Score of 57				
Corequisites:	ENG 090A and RED 90 or COMPASS Reading Score of 68				

This course introduces the writing process and stresses effective sentences. Emphasis is placed on applying the conventions of written English, reflecting standard usage and mechanics in structuring a variety of sentences. Upon completion, students should be able to write correct sentences and a unified, coherent paragraph.

<b>ENG 090A</b>	<b>Composition Strategies Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	ENG 090				

This writing lab is designed to practice the skills introduced in ENG 090. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay.

<b>ENG 095</b>	<b>Reading &amp; Comp Strategies</b>	<b>05</b>	<b>00</b>	<b>00</b>	<b>05</b>
Prerequisites:	ENG 085 or ENG 080 and RED 080				
Corequisites:	ENG 095A				

This course uses whole language to strengthen proficiency in reading and writing for college. Emphasis is placed on applying critical reading skills to narrative and expository texts and on using the writing process. Upon completion, students should be able to comprehend, analyze, and evaluate college texts and to compose essays in preparation for college writing.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ENG 095A</b>	<b>Reading &amp; Comp Strat Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	ENG 085 or ENG 080 and RED 080				
Corequisites:	ENG 095				

This laboratory provides the opportunity to practice the skills introduced in ENG 095. Emphasis is placed on practical skills for applying critical reading skills to narrative and expository texts and on the writing process. Upon completion, students should be able to apply those skills in the production of effective essays in preparation for college writing.

<b>ENG 101</b>	<b>Applied Communications I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace.

<b>ENG 102</b>	<b>Applied Communications II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and reports and developing interpersonal communication skills with employees and the public. Upon completion, students should be able to prepare effective, short, and job-related written and oral communications.

<b>ENG 111</b>	<b>Expository Writing</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	ENG 090 or COMPASS Writing Score of 70; RED 090 or COMPASS Reading Score of 81				
Corequisites:	None				

This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ENG 112</b>	<b>Argument-Based Research</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	ENG 111				
Corequisites:	None				

This course, the second in a series of two, introduces research techniques, documentation styles, and argumentative strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented argumentative essays and research projects. Upon completion, students should be able to summarize, paraphrase, interpret, and synthesize information from primary and secondary sources using standard research format and style. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.

<b>ENG 113</b>	<b>Literature-Based Research</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	ENG 111				
Corequisites:	None				

This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically-sound, documented essays and research papers that analyze and respond to literary works. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.

<b>ENG 114</b>	<b>Professional Research &amp; Reporting</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	ENG 111				
Corequisites:	None				

This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.

<b>ENG 115</b>	<b>Oral Communication</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ENG 125</b>	<b>Creative Writing I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	ENG 111				
Corequisites:	None				

This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing, fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>ENG 126</b>	<b>Creative Writing II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	ENG 125				
Corequisites:	None				

This course is designed as a workshop approach for advancing imaginative and literary skills. Emphasis is placed on the discussion of style, techniques, and challenges for first publications. Upon completion, students should be able to submit a piece of their writing for publication. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>ENG 131</b>	<b>Introduction to Literature</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	ENG 111				
Corequisites:	None				

This course introduces the principal genres of literature. Emphasis is placed on literary terminology, devices, structure, and interpretation. Upon completion, students should be able to analyze and respond to literature. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>ENG 132</b>	<b>Introduction to Drama</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	ENG 111				
Corequisites:	None				

This course provides intensive study of drama as a literary form, based on close reading of representative texts. Emphasis is placed on the development and analysis of drama. Upon completion, students should be able to interpret, analyze, and discuss the distinguishing features of drama. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>ENG 133</b>	<b>Introduction to the Novel</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	ENG 111				
Corequisites:	None				

This course provides intensive study of the novel as a literary form, based on close reading of representative texts. Emphasis is placed on the development and analysis of the novel. Upon completion, students should be able to interpret, analyze, and discuss the distinguishing features of the novel. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ENG 134</b>	<b>Introduction to Poetry</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	ENG 111				
Corequisites:	None				

This course provides intensive study of the poem as a literary form, based on close reading of representative texts. Emphasis is placed on the development and analysis of poetry. Upon completion, students should be able to interpret, analyze, and discuss the distinguishing features of poetry. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>ENG 135</b>	<b>Introduction to Short Fiction</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	ENG 111				
Corequisites:	None				

This course provides intensive study of short fiction as a literary form, based on close reading of representative texts. Emphasis is placed on the development and analysis of short fiction. Upon completion, students should be able to interpret, analyze, and discuss the distinguishing features of short fiction. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>ENG 231</b>	<b>American Literature I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	One course required: ENG 112, ENG 113, ENG 114				
Corequisites:	None				

This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>ENG 232</b>	<b>American Literature II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	One course required: ENG 112, ENG 113 or ENG 114				
Corequisites:	None				

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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ENG 233</b>	<b>Major American Writers</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	One course required: ENG 112, ENG 113 or ENG 114				
Corequisites:	None				

This course provides an intensive study of the works of several major American authors. Emphasis is placed on American history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>ENG 234</b>	<b>Modern American Poets</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	One course required: ENG 112, ENG 113 or ENG 114				
Corequisites:	None				

This course covers the works of selected major modern American poets. Topics include each poet's theory and practice of poetry and the historical and literary traditions which influenced or were influenced by the poets. Upon completion, students should be able to read poetry with more comprehension and explicate selected poems in light of technique, theory, and poetic traditions. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>ENG 241</b>	<b>British Literature I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	One course required: ENG 112, ENG 113 or ENG 114				
Corequisites:	None				

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.

<b>ENG 242</b>	<b>British Literature II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	One course required: ENG 112, ENG 113 or ENG 114				
Corequisites:	None				

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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ENG 243</b>	<b>Major British Writers</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	One course required: ENG 112, ENG 113 or ENG 114				
Corequisites:	None				

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.

<b>ENG 251</b>	<b>Western World Literature I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	One course required: ENG 112, ENG 113 or ENG 114				
Corequisites:	None				

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.

<b>ENG 252</b>	<b>Western World Literature II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	One course required: ENG 112, ENG 113 or ENG 114				
Corequisites:	None				

This course provides a survey of selected European works from the Neoclassical period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>ENG 253</b>	<b>The Bible as Literature</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	One course required: ENG 112, ENG 113 or ENG 114				
Corequisites:	None				

This course introduces the Hebrew Old Testament and the Christian New Testament as works of literary art. Emphasis is placed on the Bible's literary aspects including history, composition, structure, and cultural contexts. Upon completion, students should be able to identify and analyze selected books and passages using appropriate literary conventions. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.



		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ENG 261</b>	<b>World Literature I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	One course required: ENG 112, ENG 113 or ENG 114				
Corequisites:	None				

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginnings through the seventeenth century. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>ENG 262</b>	<b>World Literature II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	One course required: ENG 112, ENG 113 or ENG 114				
Corequisites:	None				

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from the eighteenth century to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>ENG 271</b>	<b>Contemporary Literature</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	One course required: ENG 112, ENG 113 or ENG 114				
Corequisites:	None				

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.

<b>ENG 272</b>	<b>Southern Literature</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	One course required: ENG 112, ENG 113 or ENG 114				
Corequisites:	None				

This course provides an analytical study of the works of several Southern authors. Emphasis is placed on the historical and cultural contexts, themes, aesthetic features of individual works, and biographical backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and discuss selected works. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ENG 273</b>	<b>African-American Literature</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	One course required: ENG 112, ENG 113 or ENG 114				
Corequisites:	None				

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.

<b>ENG 274</b>	<b>Literature by Women</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	One course required: ENG 112, ENG 113 or ENG 114				
Corequisites:	None				

This course provides an analytical study of the works of several women authors. Emphasis is placed on the historical and cultural contexts, themes and aesthetic features of individual works, and biographical backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and discuss selected works. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>ENG 275</b>	<b>Science Fiction</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	One course required: ENG 112, ENG 113 or ENG 114				
Corequisites:	None				

This course covers the relationships between science and literature through analysis of short stories and novels. Emphasis is placed on scientific discoveries that shaped Western culture and our changing view of the universe as reflected in science fiction literature. Upon completion, students should be able to trace major themes and ideas and illustrate relationships between science, world view, and science fiction literature. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>FIP 152</b>	<b>Fire Protection Law</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course covers fire protection law. Topics include torts, legal terms, contracts, liability, review of case histories, and other related topics. Upon completion, students should be able to discuss laws, codes, and ordinances as they relate to fire protection. FIP courses are offered under a collaborative agreement with Wilson Technical Community College.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>FIP 156</b>	<b>Computers in Fire Service</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the use of computers by fire protection organizations. Topics include operating systems, networking concepts, fire incident reporting systems, and other software applications in fire protection. Upon completion, students should be able to demonstrate knowledge of computers and their applications to fire protection. FIP courses are offered under a collaborative agreement with Wilson Technical Community College.

<b>FIP 224</b>	<b>Instructional Methodology</b>	<b>04</b>	<b>00</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the knowledge, skills, and abilities needed to train others in fire service operations. Topics include planning, presenting, and evaluating lesson plans, learning styles, use of media, communication, and other related topics. Upon completion, students should be able to meet all requirements of NFPA 1041 Fire Service Instructor Level Two. FIP courses are offered under a collaborative agreement with Wilson Technical Community College.

<b>FIP 228</b>	<b>Local Governmental Finance</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces local governmental financial principles and practices. Topics include budget preparation and justification, revenue policies, statutory requirements, taxation, audits, and the economic climate. Upon completion, students should be able to comprehend the importance of finance as it applies to the operation of a department. FIP courses are offered under a collaborative agreement with Wilson Technical Community College.

<b>FIP 240</b>	<b>Fire Service Supervision</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course covers supervisory skills and practices in the fire protection field. Topics include the supervisor's job, supervision skills, the changing work environment, managing change, organizing for results, discipline and grievances, and loss control. Upon completion, students should be able to demonstrate an understanding of the roles and responsibilities of the effective fire service supervisor. FIP courses are offered under a collaborative agreement with Wilson Technical Community College.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>FLO 189</b>	<b>Basic Floral Design</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course provides general knowledge of floral design on a non-commercial level. Topics include simple corsage work, vase arrangements, and holiday novelty items. Upon completion, students should be able to tie a bow and construct simple corsages, bud vases, and holiday items.

<b>FRE 111</b>	<b>Elementary French I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>FRE 112</b>	<b>Elementary French II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	<b>FRE 111</b>				
Corequisites:	None				

This course is a continuation of FRE 111 focusing on the fundamental elements of the French language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>FRE 181</b>	<b>French Lab 1</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

This course provides an opportunity to enhance acquisition of the fundamental elements of the French language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>FRE 182</b>	<b>French Lab 2</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	FRE 181				
Corequisites:	None				

This course provides an opportunity to enhance acquisition of the fundamental elements of the French language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>FRE 211</b>	<b>Intermediate French I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	FRE 112				
Corequisites:	None				

This course provides a review and expansion of the essential skills of the French language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>FRE 212</b>	<b>Intermediate French II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	FRE 211				
Corequisites:	None				

This course is a continuation of FRE 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>FRE 221</b>	<b>French Conversation</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	FRE 212				
Corequisites:	None				

This course provides an opportunity for intensive communication in spoken French. Emphasis is placed on vocabulary acquisition and interactive communication through the discussion of media materials and authentic texts. Upon completion, students should be able to discuss selected topics, express ideas and opinions clearly, and engage in formal and informal conversations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>FRE 281</b>	<b>French Lab 3</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	FRE 182				
Corequisites:	None				

This course provides an opportunity to enhance the review and expansion of the essential skills of the French language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>FRE 282</b>	<b>French Lab 4</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	FRE 281				
Corequisites:	None				

This course provides an opportunity to enhance the review and expansion of the essential skills of the French language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>FSE 112</b>	<b>Principles of Funeral Service</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the principles of funeral service and various religious and cultural customs of funeral service in the US. Emphasis is placed on Protestant, Catholic, Jewish, and other religious groups and the professional and ethical obligations of the profession. Upon completion, students should be able to demonstrate an understanding of religious and cultural traditions and how various funeral services are conducted.

<b>FSE 114</b>	<b>Embalming Chemistry</b>	<b>04</b>	<b>00</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the fundamentals of organic chemistry and biochemistry as related to the funeral service profession. Emphasis is placed on chemical changes in the human body during life, after death, and during chemical preservation. Upon completion, students should be able to use various embalming chemicals and mix embalming solutions for laboratory use.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>FSE 116</b>	<b>Funeral Law and Ethics</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers fundamentals of mortuary law and ethical considerations relevant to the funeral profession. Emphasis is placed on North Carolina Mortuary Law, OSHA requirements, anatomical donations, vital statistics, and general law relative to mortuary law. Upon completion, students should be able to demonstrate an understanding of the legal and ethical aspects of funeral service.

<b>FSE 118</b>	<b>Embalming Anatomy</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the general anatomy needed in funeral service. Emphasis is placed on medical terminology and the normal structure and function of the human body with special consideration of the circulatory system. Upon completion, students should be able to understand the normal structure and function of the human body and how it relates to the embalming process.

<b>FSE 120</b>	<b>Embalming Microbiology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course is a survey of the basic principles of microbiology and related funeral service considerations. Emphasis is placed on sanitation, disinfection, public health, and embalming practices as it relates to various microorganisms. Upon completion, students should be able to characterize various microbial agents and discuss topical, chemical, and biological methods of control.

<b>FSE 210</b>	<b>Embalming Theory I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	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.

<b>FSE 211</b>	<b>Embalming Lab I</b>	<b>00</b>	<b>04</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>FSE 212</b>	<b>Embalming Theory II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	A course from each set: FSE 210 and FSE 211 or COE112F				
Corequisites:	FSE 213 or COE 122F				

This course is a continuation of FSE 210 and covers more detailed embalming procedures. Topics include anatomical consideration for embalming, case analysis, positioning features, arterial injection, cavity treatment, autopsies, and other post mortem conditions. Upon completion, students should be able to demonstrate knowledge of embalming theory and sanitation to protect the public health.

<b>FSE 213</b>	<b>Embalming Lab II</b>	<b>00</b>	<b>04</b>	<b>00</b>	<b>02</b>
Prerequisites:	FSE 210 and FSE 211				
Corequisites:	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.

<b>FSE 214</b>	<b>Pathology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course is a general survey of the disease process. Topics include pathological terminology, basic body functions, trauma, disease process, and etiology. Upon completion, students should be able to recognize medical terminology used in completing death certificates and understand the disease process.

<b>FSE 215</b>	<b>Funeral Home Operations</b>	<b>04</b>	<b>00</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	None				

This course covers funeral home operations, including business techniques and effective counseling skills. Topics include establishing a funeral home, choosing and financing a location, building, merchandising, caskets, vaults, planning, and counseling techniques and philosophies. Upon completion, students should be able to understand the proper procedures for operating a funeral home and relate more effectively to those experiencing grief.

<b>FSE 216</b>	<b>Restorative Arts</b>	<b>02</b>	<b>04</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the terminology used and pathological conditions observed during the restoration process. Topics include basic restoration, anatomical modeling, expression, use of photographs, legal aspects, pathological discoloration, cosmetics, and solvents. Upon completion, students should be able to utilize materials and techniques in the restoration of human remains.



		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>FSE 217</b>	<b>Funeral Service Projects</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course provides an overview of funeral service practices and procedures, including computer software used in the funeral service profession. Emphasis is placed on utilizing funeral service software and on topics required for licensure. Upon completion, students should be able to enter information, generate documents, and demonstrate knowledge of the topics covered on state or national licensure exams.

<b>GEL 111</b>	<b>Introductory Geology</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces basic landforms and geological processes. Topics include rocks, minerals, volcanoes, fluvial processes, geological history, plate tectonics, glaciers, and coastal dynamics. Upon completion, students should be able to describe basic geological processes that shape the earth. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

<b>GEL 113</b>	<b>Historical Geology</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	GEL 111				
Corequisites:	None				

This course covers the geological history of the earth and its life forms. Emphasis is placed on the study of rock strata, fossil groups, and geological time. Upon completion, students should be able to identify major fossil groups and associated rock strata and approximate ages of geological formations. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

<b>GEL 120</b>	<b>Physical Geology</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	None				

This course provides a study of the structure and composition of the earth's crust. Emphasis is placed on weathering, erosional and depositional processes, mountain building forces, rocks and minerals, and structural changes. Upon completion, students should be able to explain the structure, composition, and formation of the earth's crust. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>GEL 220</b>	<b>Marine Geology</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	GEL 120				
Corequisites:	None				

This course presents a detailed examination of coastal and sea floor geology. Emphasis is placed on coastal and sea floor landforms and processes that shape these features. Upon completion, students should be able to describe the origin and evolution of both coastal and sea floor landforms. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>GEL 230</b>	<b>Environmental Geology</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	GEL 120 or GEL 130				
Corequisites:	None				

This course provides insights into geologic forces that cause environmental changes influencing man's activities. Emphasis is placed on natural hazards and disasters caused by geologic forces. Upon completion, students should be able to relate major hazards and disasters to the geologic forces responsible for their occurrence. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

<b>GEO 110</b>	<b>Introduction to Geography</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces map reading skills and the physical and cultural features of different areas of the earth. Topics include spatial association, the importance of location, physical characteristics of the earth, and 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.

<b>GEO 111</b>	<b>World Regional Geography</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>GEO 112</b>	<b>Cultural Geography</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course is designed to explore the diversity of human cultures and to describe their shared characteristics. Emphasis is placed on the characteristics, distribution, and complexity of earth's cultural patterns. Upon completion, students should be able to demonstrate an understanding of the differences and similarities in human cultural groups. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

<b>GEO 113</b>	<b>Economic Geography</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the patterns and networks of economic interdependence and how they affect human populations. Emphasis is placed on the economic aspects of the production and distribution of goods and services and their impact on the quality of human life. Upon completion, students should be able to describe different economic systems and demonstrate an understanding of the variables that influence economic development. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

<b>GEO 121</b>	<b>North Carolina Geography</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course is a survey of the physical and cultural landscapes of North Carolina. Topics include physical characteristics of North Carolina, settlement patterns, resource use, and cultural variations. Upon completion, students should be able to demonstrate knowledge of the distinct physical and cultural features of North Carolina. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>GEO 130</b>	<b>General Physical Geography</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces both the basic physical components that help shape the earth and the study of minerals, rocks, and evolution of landforms. Emphasis is placed on the geographic grid, cartography, weather, climate, mineral composition, fluvial processes, and erosion and deposition. Upon completion, students should be able to identify these components and processes and explain how they interact. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>GEO 131</b>	<b>Physical Geography I</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the basic physical components that help shape the earth. Emphasis is placed on the geographic grid, cartography, weather, climate, biogeography, and soils. Upon completion, students should be able to identify these components and explain how they interact. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>GEO 132</b>	<b>Physical Geography II</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the study of minerals, rocks, evolution of landforms, and consequences of landscape change. Emphasis is placed on mineral composition, fluvial processes, erosion and deposition, glaciers, and coastal processes. Upon completion, students should be able to identify these components and processes and to explain how they interact. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>GER 111</b>	<b>Elementary German I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the fundamental elements of the German language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written German and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>GER 112</b>	<b>Elementary German II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	GER 111				
Corequisites:	None				

This course is a continuation of GER 111 focusing on the fundamental elements of the German language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written German and demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>GER 181</b>	<b>German Lab 1</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

This course provides an opportunity to enhance acquisition of the fundamental elements of the German language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written German and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>GER 182</b>	<b>German Lab 2</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	GER 181				
Corequisites:	None				

This course provides an opportunity to enhance acquisition of the fundamental elements of the German language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written German and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>GER 211</b>	<b>Intermediate German I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	GER 112				
Corequisites:	None				

This course provides a review and expansion of the essential skills of the German language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>GER 212</b>	<b>Intermediate German II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	GER 211				
Corequisites:	None				

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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>GER 221</b>	<b>German Conversation</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

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.

<b>GER 281</b>	<b>German Lab 3</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	GER 182				
Corequisites:	None				

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.

<b>GER 282</b>	<b>German Lab 4</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	GER 281				
Corequisites:	None				

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.

<b>GRA 121</b>	<b>Graphic Arts I</b>	<b>02</b>	<b>04</b>	<b>00</b>	<b>04</b>
Prerequisites:	GRD 151				
Corequisites:	None				

This course introduces terminology, tools and materials, procedures, and equipment used in graphic arts production. Topics include copy preparation and pre-press production relative to printing. Upon completion, students should be able to demonstrate an understanding of graphic arts production.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>GRA 140</b>	<b>Graphic Arts Imaging</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the use of photographic and electronic imaging techniques in the printing industry. Topics include exposure control and manipulation for a variety of process photography procedures and emerging electronic imaging techniques. Upon completion, students should be able to create line, special effect, and halftone images by both conventional and computer imaging methods.

<b>GRD 110</b>	<b>Typography I</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the history and mechanics of type and its application to layout and design. Topics include typographic fundamentals, anatomy, measurements, composition, identification, and terminology. Upon completion, students should be able to demonstrate proficiency in design application, analysis, specification, and creation of typographic elements.

<b>GRD 117</b>	<b>Design Career Exploration</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course covers opportunities in the graphic design field and employment requirements. Topics include evaluation of career choices, operations, structure of advertising and graphic design businesses, and related business issues. Upon completion, students should be able to demonstrate an understanding of the graphic design field and consider an appropriate personal direction of career specialization.

<b>GRD 121</b>	<b>Drawing Fundamentals I</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course increases observation skills using basic drawing techniques and media in graphic design. Emphasis is placed on developing the use of graphic design principles, media applications, spatial considerations, drawing styles, and approaches. Upon completion, students should be able to show competence and proficiency in finished works.

<b>GRD 131</b>	<b>Illustration I</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites:	GRD 121				
Corequisites:	None				

This course introduces the application of rendering techniques to create illustrations. Emphasis is placed on controlling various media, methods, surfaces, design problems, and the appropriate media selection process. Upon completion, students should be able to produce quality illustrations from conception through finished artwork.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>GRD 132</b>	<b>Illustration II</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites:	GRD 131				
Corequisites:	None				

This course is a continuation of GRD 131. Topics include editorial, product, fashion, and advertising illustrations. Upon completion, students should be able to demonstrate increased proficiency in creating quality illustrations from conceptualization through finished artwork.

<b>GRD 133</b>	<b>Illustration III</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites:	GRD 132				
Corequisites:	None				

This course is designed to strengthen visual techniques and conceptual approaches to illustration. Emphasis is placed on advanced rendering techniques, requirements, and limitations. Upon completion, students should be able to create comprehensive illustrations that meet client/printer requirements.

<b>GRD 141</b>	<b>Graphic Design I</b>	<b>02</b>	<b>04</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the conceptualization process used in visual problem solving. Emphasis is placed on learning the principles of design and on the manipulation and organization of elements. Upon completion, students should be able to apply design principles and visual elements to projects.

<b>GRD 142</b>	<b>Graphic Design II</b>	<b>02</b>	<b>04</b>	<b>00</b>	<b>04</b>
Prerequisites:	GRD 141 AND MKT 220				
Corequisites:	None				

This course covers the application of visual elements and design principles in advertising and graphic design. Topics include creation of various designs, such as logos, advertisements, posters, outdoor advertising, and publication design. Upon completion, students should be able to effectively apply design principles and visual elements to projects.

<b>GRD 151</b>	<b>Computer Design Basics</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers designing and drawing with various types of software applications for advertising and graphic design. Emphasis is placed on creative and imaginative use of space, shapes, value, texture, color, and typography to provide effective solutions to advertising and graphic design problems. Upon completion, students should be able to use the computer as a creative tool.



		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>GRD 152</b>	<b>Computer Design Tech I</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>
Prerequisites:	GRD 151				
Corequisites:	None				

This course covers complex design problems utilizing various design and drawing software applications. Topics include the expressive use of typography, image, and organization to communicate a message. Upon completion, students should be able to use appropriate computer software to professionally present their work.

<b>GRD 153</b>	<b>Computer Design Tech II</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>
Prerequisites:	GRD 152				
Corequisites:	None				

This course covers advanced theories and practices in the field of computer design. Emphasis is placed on advanced use of color palettes, layers, and paths. Upon completion, students should be able to creatively produce designs and articulate their rationale.

<b>GRD 160</b>	<b>Photo Fundamentals I</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces basic camera operations, roll film processing, and photographic print production. Topics include contrast, depth-of-field, subject composition, enlarger operation, and density control. Upon completion, students should be able to produce photographic prints with acceptable density values and quality.

<b>GRD 161</b>	<b>Photo Fundamentals II</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>
Prerequisites:	GRD 160				
Corequisites:	None				

This course is a continuation of GRD 160. Topics include conversions, toning, color, specialized equipment, lighting, processing, and other methods and materials. Upon completion, students should be able to demonstrate proficiency in producing photographic prints.

<b>GRD 192</b>	<b>Selected Topics in Design</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites:	GRD 141				
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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>GRD 220</b>	<b>Calligraphy</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

This course covers calligraphy as a design element. Emphasis is placed on the history, methods, materials, tools, and techniques of hand lettering. Upon completion, students should be able to use a variety of pens, brushes, inks, paint, and surfaces to produce several finished calligraphic works.

<b>GRD 230</b>	<b>Technical Illustration</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites:	GRD 121				
Corequisites:	None				

This course introduces technical and industrial illustration techniques. Topics include orthographic, isometric, linear perspective, and exploded views. Upon completion, students should be able to demonstrate competence in various technical rendering techniques.

<b>GRD 231</b>	<b>Marker Illustration</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites:	ART 131 or GRD 121				
Corequisites:	None				

This course covers marker illustration. Emphasis is placed on various marker types, techniques, and surfaces used in marker illustration. Upon completion, students should be able to demonstrate competence in the use of markers as a medium for commercial illustration.

<b>GRD 241</b>	<b>Graphic Design III</b>	<b>02</b>	<b>04</b>	<b>00</b>	<b>04</b>
Prerequisites:	GRD 142				
Corequisites:	None				

This course is an advanced exploration of various techniques and media for advertising and graphic design. Emphasis is placed on advanced concepts and solutions to complex and challenging graphic design problems. Upon completion, students should be able to demonstrate competence and professionalism in visual problem solving.

<b>GRD 271</b>	<b>Multimedia Design I</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites:	GRD 152				
Corequisites:	None				

This course introduces the fundamentals of multimedia design and production for computer-related presentations. Topics include interface design, typography, storyboarding, scripting, simple animation, graphics, digital audiovideo, and copyright issues. Upon completion, students should be able to design and produce multimedia presentations.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>GRD 272</b>	<b>Multimedia Design II</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites:	GRD 271				
Corequisites:	None				

This course is a continuation of GRD 271. Emphasis is placed on advanced animation, specialized software, quality control, and cross-platform delivery, as well as problems associated with delivery media and interactivity. Upon completion, students should be able to produce multimedia presentations and determine and adapt to technical specifications for delivery.

<b>GRD 280</b>	<b>Portfolio Design</b>	<b>02</b>	<b>04</b>	<b>00</b>	<b>04</b>
Prerequisites:	GRD 142 and GRD 152				
Corequisites:	None				

This course covers the organization and presentation of a design/advertising or graphic art portfolio and appropriate related materials. Emphasis is placed on development and evaluation of the portfolio, design and production of a resume and self-promotional materials, and interview techniques. Upon completion, students should be able to prepare and professionally present an effective portfolio and related self-promotional materials.

<b>GRD 281</b>	<b>Design of Advertising</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course explores the origins, roles, scope, forms, and development of advertising. Emphasis is placed on advertising development from idea through production and the interrelationship of marketing to types of advertising, media, and organizational structure. Upon completion, students should be able to demonstrate an understanding of the complexities and relationships involved in advertising design.

<b>GRD 282</b>	<b>Advertising Copywriting</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	ENG 111				
Corequisites:	None				

This course covers copywriting for print, electronic, and broadcast advertising and promotion. Topics include advertising strategies, proposals, headlines, slogans, and text copy for various types of advertising. Upon completion, students should be able to write and articulate advertising proposals and understand the ethical and regulatory environment for advertising.

<b>GRD 285</b>	<b>Client/Media Relations</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	GRD 121 and GRD 142				
Corequisites:	None				

This course introduces media pricing, scheduling, and business ethics. Emphasis is placed on communication with clients and determination of clients' advertising needs. Upon completion, students should be able to use professional communication skills to effectively orchestrate client/media relationships.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>HEA 110</b>	<b>Personal Health/Wellness</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

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.

<b>HEA 111</b>	<b>First Aid &amp; Safety</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

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.

<b>HEA 112</b>	<b>First Aid &amp; CPR</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>HEA 120</b>	<b>Community Health</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course provides information about contemporary community health and school hygiene issues. Topics include health education and current information about health trends. Upon completion, students should be able to recognize and devise strategies to prevent today's community health problems. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>HEA 130</b>	<b>Health-Adult Sexuality</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course provides information about health issues related to adult human sexuality. Topics include basic reproductive anatomy, contraceptive methods, STDs, and related information. Upon completion, students should be able to identify various related community agencies and available resources relating to sexual issues.

<b>HEA 140</b>	<b>Health-Child Sexuality</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course provides health-related information about the concept of human sexuality in children. Topics include typical and atypical sexual behaviors and health relating to children's sexuality and relationships. Upon completion, students should be able to identify health issues relating to children's sexual development and behavior.

<b>HEA 150</b>	<b>Drugs and Behavior</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	Nonw				

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.

<b>HIS 111</b>	<b>World Civilizations I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>HIS 112</b>	<b>World Civilizations II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

<b>HIS 114</b>	<b>Comparative World History</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course provides a comparison of western and non-western cultures. Emphasis is placed on historical developments and their impact on the modern world through religion, politics, economics, and social developments. Upon completion, students should be able to compare and contrast western and non-western cultures. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

<b>HIS 115</b>	<b>Introduction to Global History</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the study of global history. Emphasis is placed on topics such as colonialism, industrialism, and nationalism. Upon completion, students should be able to analyze significant global historical issues. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

<b>HIS 116</b>	<b>Current World Problems</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers current world events from an historical perspective. Topics include regional problems as well as international concerns. Upon completion, students should be able to analyze significant current world problems from an historical perspective. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>HIS 121</b>	<b>Western Civilization I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

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.

<b>HIS 122</b>	<b>Western Civilization II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces western civilization from the modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

<b>HIS 131</b>	<b>American History I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

<b>HIS 132</b>	<b>American History II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>HIS 162</b>	<b>Women and History</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course surveys the experience of women in historical perspective. Topics include the experiences and contributions of women in culture, politics, economics, science, and religion. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural contributions of women in history. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>HIS 167</b>	<b>The Vietnam War</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the American political and military involvement in Vietnam from 1944 to 1975. Topics include the French colonial policy, Vietnamese nationalism, the war with France, American involvement, and resolution of the conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments that influenced the Vietnam War. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>HIS 221</b>	<b>African-American History</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of African Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of African Americans. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>HIS 222</b>	<b>African-American History I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers African American history through the Civil War period. Topics include African origins, the nature of slavery, African-American participation in the American Revolution, abolitionism, and the emergence of a distinct African-American culture. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early African-American history. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.



		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>HIS 223</b>	<b>African-American History II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers African American history from the Civil War to the present. Topics include Reconstruction, the Jim Crow era, urbanization, the Harlem Renaissance, the Civil Rights movement, and the philosophies of major African-American leaders. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in African-American history since the Civil War. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>HIS 224</b>	<b>US Diplomatic History</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course examines American diplomacy from the Colonial period to the present. Topics include the Monroe Doctrine, expansionism and imperialism, the world wars, the Cold War, and America's role in a changing world. Upon completion, students should be able to analyze significant developments and trends in the diplomatic history of the United States. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>HIS 226</b>	<b>The Civil War</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course examines the social, political, economic, and ideological forces that led to the Civil War and Reconstruction. Topics include regional conflicts and sectionalism, dissolution of the Union, military campaigns, and the War's socioeconomic impact, aftermath, and consequences. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the United States during the era of the Civil War. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>HIS 236</b>	<b>North Carolina History</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course is a study of geographical, political, economic, and social conditions existing in North Carolina from America's discovery to the present. Topics include native and immigrant backgrounds; colonial, antebellum, and Reconstruction periods; party politics; race relations; and the transition from an agrarian to an industrial economy. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in North Carolina. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>HIS 271</b>	<b>The French Revolution Era</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course traces the causes and effects of the French Revolution. Topics include the Enlightenment; Jacobins; Reign of Terror; Napoleon's republic, empire, and wars; and the French Revolution's impact upon world history. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments during the French revolutionary era. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>HMT 110</b>	<b>Intro to Healthcare Mgt</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	BUS 137				
Corequisites:	None				

This course introduces the functions, practices, organizational structures, and professional issues in healthcare management. Emphasis is placed on planning, controlling, directing, and communicating within health and human services organizations. Upon completion, students should be able to apply the concepts of management within a healthcare service environment.

<b>HMT 210</b>	<b>Medical Insurance</b>	<b>00</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	MED 122 or OST 142				
Corequisites:	None				

This course introduces the concepts of medical insurance. Topics include types and characteristics of third-party payers, coding concepts, payment systems, and manual/electronic claims form preparation. Upon completion, students should be able to process third-party claims forms.

<b>HMT 211</b>	<b>Long-Term Care Admin</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	HMT 110				
Corequisites:	None				

This course introduces the administration of long-term care facilities and services. Emphasis is placed on nursing home care, home health care, hospice, skilled nursing facilities, and other long-term care services. Upon completion, students should be able to administer state and national standards and regulations as they apply to long-term care. None

<b>HMT 212</b>	<b>Mgt of Healthcare Org</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	HMT 110				
Corequisites:	None				

This course examines current issues affecting the management of healthcare delivery systems. Topics include current problems, changes, and challenges in the healthcare environment. Upon completion, students should be able to identify current health care issues and their impact on healthcare management.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>HMT 220</b>	<b>Healthcare Financial Mgmt</b>	<b>04</b>	<b>00</b>	<b>00</b>	<b>04</b>
Prerequisites:	HMT 110 and ACC 225				
Corequisites:	None				

This course covers the methods and techniques utilized in the financial management of healthcare programs. Topics include cost determination, pricing of services, financial statement analysis, forecasting/projections, third-party billing, reimbursement, Medicare, Medicaid, and budgeting. Upon completion, students should be able to interpret and apply the principles of financial management in a healthcare environment.

<b>HOR 110</b>	<b>Introduction to Landscaping</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the basic skills and concepts of drafting and surveying necessary to complete landscape site analysis and topographical drawings. Emphasis is placed on proper use of drafting and survey equipment. Upon completion, students should be able to draw a site analysis drawing with topographical lines.

<b>HOR 112</b>	<b>Landscape Design I</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	HOR 170				
Corequisites:	None				

This course covers landscape principles and practices for residential and commercial sites. Emphasis is placed on drafting, site analysis, and common elements of good design, plant material selection, and proper plant utilization. Upon completion, students should be able to read, plan, and draft a landscape design.

<b>HOR 114</b>	<b>Landscape Construction</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the design and fabrication of landscape structures/features. Emphasis is placed on safety, tool identification and use, material selection, construction techniques, and fabrication. Upon completion, students should be able to design and construct common landscape structures/features.

<b>HOR 116</b>	<b>Landscape Management I</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers information and skills necessary to analyze a property and develop a management schedule. Emphasis is placed on property measurement, plant condition, analysis of client needs, and plant culture needs. Upon completion, students should be able to analyze a property, develop management schedules, and implement practices based on client needs.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>HOR 118</b>	<b>Equipment Operation &amp; Maintenance</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the proper operation and maintenance of selected equipment used in horticulture. Emphasis is placed on the maintenance, minor repairs, safety devices, and actual operation of selected equipment. Upon completion, students should be able to design a maintenance schedule, service equipment, and demonstrate safe operation of selected equipment.

<b>HOR 134</b>	<b>Greenhouse Operations</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the principles and procedures involved in the operation and maintenance of greenhouse facilities. Emphasis is placed on the operation of greenhouse systems, including the environmental control, record keeping, scheduling, and production practices. Upon completion, students should be able to demonstrate the ability to operate greenhouse systems and facilities to produce greenhouse crops.

<b>HOR 142</b>	<b>Fruit &amp; Vegetable Production</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the principles and techniques of growing fruits and field-grown vegetables. Topics include site selection, proper varietal selection, nutritional values, cultural techniques, harvesting and marketing, and insect and disease control. Upon completion, students should be able to demonstrate an understanding of the principles related to the production of selected fruits and vegetables.

<b>HOR 150</b>	<b>Introduction to Horticulture</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the history, development, and basic techniques of horticulture. Topics include propagation techniques, planting procedures, watering and fertility, plant growth, pest and disease control, and garden design and history. Upon completion, students should be able to demonstrate an understanding of the basic principles of horticulture.

<b>HOR 152</b>	<b>Horticultural Practices</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the maintenance of ornamental plantings and production areas. Topics include maintenance of flower beds, vegetable gardens, greenhouses, and container and field nursery stock using sound horticultural practices. Upon completion, students should be able to apply the principles and practices of maintaining ornamental landscape plantings.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>HOR 160</b>	<b>Plant Materials I</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers identification, culture, characteristics, and use of plants. Emphasis is placed on nomenclature, identification, growth requirements, cultural requirements, soil preferences, and landscape applications. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials.

<b>HOR 162</b>	<b>Applied Plant Science</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the basic concepts of botany as they apply to horticulture. Topics include nomenclature, physiology, morphology, and anatomy as they apply to plant culture. Upon completion, students should be able to apply the basic principles of botany to horticulture.

<b>HOR 164</b>	<b>Horticultural Pest Management</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the identification and control of plant pests including insects, diseases, and weeds. Topics include pest identification and chemical regulations, safety, and pesticide application. Upon completion, students should be able to meet the requirements for North Carolina Commercial Pesticide Ground Applicators license.

<b>HOR 166</b>	<b>Soils &amp; Fertilizers</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the physical and chemical properties of soils and soil fertility and management. Topics include soil formation, classification, physical and chemical properties, testing, fertilizer application, and other amendments. Upon completion, students should be able to analyze, evaluate, and properly amend soils/media.

<b>HOR 168</b>	<b>Plant Propagation</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course is a study of sexual and asexual reproduction of plants. Emphasis is placed on seed propagation, grafting, stem and root propagation, micro-propagation, and other propagation techniques. Upon completion, students should be able to successfully propagate ornamental plants.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>HOR 170</b>	<b>Horticultural Computer Apps</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				
<p>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.</p>					
<b>HOR 215</b>	<b>Landscape Irrigation</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				
<p>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.</p>					
<b>HOR 251</b>	<b>Insects &amp; Diseases</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				
<p>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.</p>					
<b>HOR 253</b>	<b>Horticulture Turfgrass</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	HOR 162 or HOR 166				
Corequisites:	None				
<p>This course covers information and skill development necessary to establish and manage landscape turf-grasses. 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.</p>					
<b>HOR 257</b>	<b>Arboriculture Practices</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites:	HOR 160				
Corequisites:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>HOR 260</b>	<b>Plant Materials II</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	HOR 160				
Corequisites:	None				

This course is a continuation of HOR 160 and covers additional plants. Emphasis is placed on reinforcement of skills and the introduction of additional plants. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials.

<b>HOR 275</b>	<b>Horticulture Production Management</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces starting and/or managing a horticulture production operation. Emphasis is placed on types of horticulture production businesses, production management practices and skills, and appropriate safety measures for equipment, personnel, and facilities. Upon completion, students should be able to identify various types of production businesses, prepare appropriate schedules and inventories, and manage personnel/facilities for safe crop production.

<b>HOR 277</b>	<b>Horticulture Sales &amp; Services</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces various strategies for marketing horticulture products and services. Topics include wholesale, retail, and consignment sales; advertising media; costing products and services; preparing estimates, bids, and proposals; and consumer relations. Upon completion, students should be able to develop a marketing strategy for various horticulture products and services.

<b>HOR 278</b>	<b>Horticulture Business Entrepreneurship</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces starting and/or managing a horticulture business operation. Emphasis is placed on types of business ownership, legal aspects of licenses, worker safety and facility criteria, and creating inventories, schedules, and financial statements. Upon completion, students should be able to prepare appropriate schedules and financial statements and demonstrate knowledge of legal standards for equipment and personnel.

<b>HRM 110</b>	<b>Introduction to Hospitality</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>HRM 210</b>	<b>Meetings and Conventions</b>	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
<p>This course introduces organization, arrangement, and operation of conventions, trade shows, professional meetings, and food functions. Emphasis is placed on the methods of marketing, selling, and servicing conventions and trade shows and the division of administrative responsibilities in their operation. Upon completion, students should be able to describe and apply the principles of management of multi-function, multi-day conference and events.</p>					
<b>HRM 215</b>	<b>Restaurant Management</b>	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
<p>This course provides an overview of the various challenges and responsibilities encountered in managing a food and beverage operation. Topics include planning, administration, organization, accounting, marketing, and human resources from an integrated managerial viewpoint. Upon completion, students should be able to demonstrate an understanding of the operation of a restaurant.</p>					
<b>HRM 215A</b>	<b>Restaurant Management Lab</b>	00	02	00	01
Prerequisites:	None				
Corequisites:	HRM 215				
<p>This course is a laboratory to accompany HRM 215. Emphasis is placed on practical applications of restaurant management principles. Upon completion, students should be able to demonstrate a basic proficiency in restaurant management applications.</p>					
<b>HRM 220</b>	<b>Food &amp; Beverage Controls</b>	03	00	00	03
Prerequisites:	MAT 110				
Corequisites:	None				
<p>This course introduces controls and accounting procedures used in the hospitality industry. Topics include analysis of financial statements, reports, and costs. Upon completion, students should be able to understand and apply food, beverage, and labor cost control systems.</p>					
<b>HRM 220A</b>	<b>Food &amp; Beverage Controls Lab</b>	00	02	00	01
Prerequisites:	None				
Corequisites:	HRM 220				
<p>This course is a laboratory to accompany HRM 220. Emphasis is placed on practical computer applications of food and beverage control procedures. Upon completion, students should be able to demonstrate proficiency in computer-based control applications.</p>					



		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>HRM 225</b>	<b>Beverage Management</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the management of beverage operations in a hospitality operation. Topics include history, service, procurement, storage, and control of wines, fermented and distilled beverages, sparkling waters, coffees, and teas. Upon completion, students should be able to demonstrate knowledge of the beverages consumed in a hospitality operation.

<b>HRM 230</b>	<b>Club &amp; Resort Management</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This courses 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.

<b>HRM 235</b>	<b>Hospitality Quality Management</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the various schools of though 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.

<b>HRM 240</b>	<b>Hospitality Marketing</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

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.

<b>HRM 245</b>	<b>Hospitality Human Resource Management</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>HRM 280</b>	<b>Hospitality Management Problems</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	HRM 220				
Corequisites:	None				

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.

<b>HUM 110</b>	<b>Technology and Society</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>HUM 115</b>	<b>Critical Thinking</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	ENG 101 or ENG 111				
Corequisites:	None				

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.

<b>HUM 120</b>	<b>Cultural Studies</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>HUM 121</b>	<b>The Nature of America</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course provides an interdisciplinary survey of the American cultural, social, and political experience. Emphasis is placed on the multicultural character of American society, distinctive qualities of various regions, and the American political system. Upon completion, students should be able to analyze significant cultural, social, and political aspects of American life. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>HUM 122</b>	<b>Southern Culture</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course explores the major qualities that make the South a distinct region. Topics include music, politics, literature, art, religion, race relations, and the role of social class in historical and contemporary contexts. Upon completion, students should be able to identify the characteristics that distinguish Southern culture. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>HUM 130</b>	<b>Myth in Human Culture</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course provides an in-depth study of myths and legends. Topics include the varied sources of myths and their influence on the individual and society within diverse cultural contexts. Upon completion, students should be able to demonstrate a general familiarity with myths and a broad-based understanding of the influence of myths and legends on modern culture. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>HUM 150</b>	<b>American Women's Studies</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course provides an inter-disciplinary study of the history, literature, and social roles of American women from Colonial times to the present. Emphasis is placed on women's roles as reflected in American language usage, education, law, the workplace, and mainstream culture. Upon completion, students should be able to identify and analyze the roles of women as reflected in various cultural forms. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>HUM 160</b>	<b>Introduction to Film</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>HUM 170</b>	<b>The Holocaust</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course provides a survey of the destruction of European Jewry by the Nazis during World War II. Topics include the anti-Semitic ideology, bureaucratic structures, and varying conditions of European occupation and domination under the Third Reich. Upon completion, students should be able to demonstrate an understanding of the historical, social, religious, political, and economic factors which cumulatively resulted in the Holocaust. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>HUM 211</b>	<b>Humanities I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	ENG 111				
Corequisites:	None				

This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from ancient through early modern times. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>HUM 212</b>	<b>Humanities II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	ENG 111				
Corequisites:	None				

This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from early modern times to the present. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>HUM 220</b>	<b>Human Values and Meaning</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	ENG 111				
Corequisites:	None				

This course presents some major dimensions of human experience as reflected in art, music, literature, philosophy, and history. Topics include the search for identity, the quest for knowledge, the need for love, the individual and society, and the meaning of life. Upon completion, students should be able to recognize interdisciplinary connections and distinguish between open and closed questions and between narrative and scientific models of understanding. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>HUM 230</b>	<b>Leadership Development</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	ENG 111				
Corequisites:	None				

This course explores the theories and techniques of leadership and group process. Emphasis is placed on leadership styles, theories of group dynamics, and the moral and ethical responsibilities of leadership. Upon completion, students should be able to identify and analyze a personal philosophy and style of leadership and integrate these concepts in various practical situations.

<b>HYD 110</b>	<b>Hydraulics/Pneumatics I</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.

<b>INS 101</b>	<b>Life/Accident/Health Insurance</b>	<b>04</b>	<b>00</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	None				

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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>INS 102</b>	<b>Medicare Supplement/Long-Term Care</b>	<b>01</b>	<b>00</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

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.

<b>INS 103</b>	<b>Property &amp; Casualty Insurance</b>	<b>04</b>	<b>00</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	None				

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.

<b>INS 105</b>	<b>Risk Management</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

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.

<b>INS 107</b>	<b>Claims Adjusting</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>INS 108</b>	<b>Income Taxation of Insurance</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

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.

<b>INS 109</b>	<b>Employee Benefits</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

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.

<b>INT 110</b>	<b>International Business</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course provides an overview of the environment, concepts, and basic differences involved in international business. Topics include forms of foreign involvement, international trade theory, governmental influences on trade and strategies, international organizations, multinational corporations, personnel management, and international marketing. Upon completion, students should be able to describe the foundation of international business.

<b>ISC 112</b>	<b>Industrial Safety</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

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.

<b>ISC 113</b>	<b>Industrial Specifications</b>	<b>01</b>	<b>00</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ISC 115</b>	<b>Construction Safety</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the basic concepts of construction site safety. Topics include ladders, lifting, lock-out/tag-out, personal protective devices, scaffolds, and above/below ground work based on OSHA regulations. Upon completion, students should be able to demonstrate knowledge of applicable safety regulations and safely participate in construction projects.

<b>ISC 121</b>	<b>Envir Health &amp; Safety</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers workplace environmental, health, and safety issues. Emphasis is placed on managing the implementation and enforcement of environmental health and safety regulations and on preventing accidents, injuries, and illnesses. Upon completion, students should be able to demonstrate an understanding of basic concepts of environmental, health, and safety issues.

<b>ISC 131</b>	<b>Quality Management</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course provides a study and analysis of the aspects and implications of quality management that lead to customer satisfaction through continuous quality improvement. Topics include Total Quality Management, ISO 9000, organizing for quality, supplier/vendor relationships, and the role of leadership in quality management. Upon completion, students should be able to demonstrate an understanding of quality management concepts and techniques.

<b>ISC 132</b>	<b>Manufacturing Quality Control</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

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.

<b>ISC 133</b>	<b>Manufacturing Management Practices</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

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.



		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ISC 135</b>	<b>Principles of Industrial Management</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

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.

<b>ISC 136</b>	<b>Productivity Analysis I</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

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.

<b>ISC 140</b>	<b>Material &amp; Capacity Planning</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

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.

<b>ISC 141</b>	<b>Production Activity Control</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ISC 151</b>	<b>Plant Layout</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

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.

<b>ISC 170</b>	<b>Problem-Solving Skills</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

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.

<b>ISC 210</b>	<b>Oper &amp; Prod Planning</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course includes the fundamentals of operations and production planning, forecasting, and scheduling. Topics include demand management, production planning and control, scheduling, and budgeting. Upon completion, students should be able to demonstrate an understanding of the concepts and techniques involved in operations and production planning.

<b>ISC 214</b>	<b>Job Analysis/Wages &amp; Salary</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

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.

<b>ISC 216</b>	<b>Work Measurement</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ISC 225</b>	<b>Facility Layout</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	None				

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.

<b>ISC 230</b>	<b>Simulation Production Processes</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites:	MAT 115 or MAT 161				
Corequisites:	None				

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.

<b>ISC 233</b>	<b>Industrial Organization &amp; Management</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	ISC 133				
Corequisites:	None				

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.

<b>ISC 235</b>	<b>Management Problems</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	ISC 135				
Corequisites:	None				

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.

<b>ISC 255</b>	<b>Engineering Economy</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ISC 261</b>	<b>Methods Improvement</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

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.

<b>ITA 111</b>	<b>Elementary Italian I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the fundamental elements of the Italian language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Italian and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>ITA 112</b>	<b>Elementary Italian II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	ITA 111				
Corequisites:	None				

This course is a continuation of ITA 111 focusing on the fundamental elements of the Italian language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Italian and demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>ITA 181</b>	<b>Italian Lab 1</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ITA 182</b>	<b>Italian Lab 2</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	ITA 181				
Corequisites:	None				

This course provides an opportunity to enhance acquisition of the fundamental elements of the Italian language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Italian and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>ITA 211</b>	<b>Intermediate Italian I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	ITA 112				
Corequisites:	None				

This course provides a review and expansion of the essential skills of the Italian language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>ITA 212</b>	<b>Intermediate Italian II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	ITA 211				
Corequisites:	None				

This course provides a continuation of ITA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>ITA 221</b>	<b>Italian Conversation</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	ITA 212				
Corequisites:	None				

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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ITA 281</b>	<b>Italian Lab 3</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	ITA 182				
Corequisites:	None				

This course provides an opportunity to enhance the review and expansion of the essential skills of the Italian language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>ITA 282</b>	<b>Italian Lab 4</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	ITA 281				
Corequisites:	None				

This course provides an opportunity to enhance the review and expansion of the essential skills of the Italian language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>ITN 110</b>	<b>Introduction to Web Graphics</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course is the first of two courses covering the creation of web graphics, addressing problems peculiar to WWW display using appropriate software. Topics include web graphics file types, type conversion, RGB color, the browser-safe palette, elementary special effects, image maps, and other related topics. Upon completion, students should be able to create graphics such as banners, buttons, backgrounds, and other graphics for Web pages.

<b>ITN 120</b>	<b>Introduction to Internet Multimedia</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This is the first of two courses covering the creation of Internet Multimedia. Topics include Internet multimedia file types, file type conversion, acquisition of digital audio/video, streaming audio/video and graphics animation plug-in programs and other related topics. Upon completion, students should be able to create Internet multimedia presentations utilizing a variety of methods and applications.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ITN 130</b>	<b>Web Site Management</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the issues involved in web site architecture. Topics include operating system directory structures, web site structural design, web site navigation, web site maintenance, backup and security. Upon completion, students should be able to design a web site directory plan optimized for navigation and ease of maintenance.

<b>ITN 140</b>	<b>Web Development Tools</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course provides an introduction to web development software suites. Topics include the creation of web sites and applets using web development software. Upon completion, students should be able to create entire web sites and supporting applets.

<b>ITN 150</b>	<b>Internet Protocols</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the student to the application protocols used on the Internet. Topics include HTTP, Secure HTTP, TCP/IP, and related applications such as FTP, TELNET, and PING. Upon completion, students should be able to use the protocols as they pertain to the Internet, as well as, setup and maintain these protocols.

<b>ITN 160</b>	<b>Principals of Web Design</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

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.

<b>ITN 170</b>	<b>Introduction to Internet Databases</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>ITN 180</b>	<b>Active Server Programming</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces Active Server Programming. Topics include Jscript, VBScript, HTML forms processing, and the Active Server Object Model. Upon completion, students should be able to create and maintain Active Server applications.

<b>ITN 240</b>	<b>Internet Security</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers security issues related to Internet services. Topics include the operating system and Internet service security mechanisms. Upon completion, students should be able to implement security procedures for operating system level and server level alerts.

<b>ITN 250</b>	<b>Implement Internet Services</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the setup and configuration of news, mail, ftp, and WWW services. Topics include selection and installation of software to support common Internet services and related topics. Upon completion, students should be able to install and configure the most commonly used Internet service software.

<b>ITN 270</b>	<b>Adv Internet Databases</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
Prerequisites:	ITN 170				
Corequisites:	None				

This is the second of two courses on internet databases. Topics include database distribution and replication, data warehousing, integration of desktop and Internet database structures. Upon completion, students should be able to design and implement an Internet database.

<b>LEX 110</b>	<b>Introduction to Paralegal Study</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the paralegal profession and the legal system. Topics include regulations and concepts, ethics, case analysis, legal reasoning, career opportunities, certification, professional organizations, and other related topics. Upon completion, students should be able to understand the role of a paralegal and identify the skills, knowledge, and ethics required of paralegals.



		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>LEX 120</b>	<b>Legal Research/Writing I</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and updating sources of law; effective legal writing, including proper citation; and the use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.

<b>LEX 121</b>	<b>Legal Research/Writing II</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	LEX 120				
Corequisites:	None				

This course covers advanced topics in legal research and writing. Topics include more complex legal issues and assignments involving preparation of legal memos, briefs, and other documents and the advanced use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.

<b>LEX 130</b>	<b>Civil Injuries</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers traditional tort concepts and the evolving body of individual rights created by statute. Topics include intentional and non-intentional torts with emphasis on negligence, strict liability, civil rights, workplace and environmental liability, remedies, and damages. Upon completion, students should be able to recognize, explain, and evaluate elements of civil injuries and related defenses.

<b>LEX 140</b>	<b>Civil Litigation I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the structure of the legal system and the rules governing civil litigation. Topics include jurisdiction and the state and federal rules of civil procedure and evidence. Upon completion, students should be able to assist an attorney in pre-litigation matters and preparation of pleadings and motions.

<b>LEX 141</b>	<b>Civil Litigation II</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	LEX 140				
Corequisites:	None				

This course covers advanced topics in the civil litigation process. Topics include motions, discovery, and trial and appellate procedures. Upon completion, students should be able to assist an attorney in preparing and organizing documents for trial, settlement and post-trial practice.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>LEX 150</b>	<b>Commercial Law I</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	LEX 140				
Corequisites:	None				

This course covers legally enforceable agreements, forms of organization, and selected portions of the Uniform Commercial Code. Topics include drafting and enforcement of contracts, leases, and related documents and selection and implementation of business organization forms, sales, and commercial papers. Upon completion, students should be able to apply the elements of a contract, prepare various business documents, and understand the role of commercial paper.

<b>LEX 160</b>	<b>Criminal Law &amp; Procedure</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces substantive criminal law and procedural rights of the accused. Topics include elements of state/federal crimes, defenses, constitutional issues, pre-trial and trial process, and other related topics. Upon completion, students should be able to explain elements of specific crimes and assist an attorney in preparing a criminal case.

<b>LEX 180</b>	<b>Case Analysis &amp; Reasoning</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	LEX 140				
Corequisites:	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.

<b>LEX 210</b>	<b>Real Property I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the study of real property law. Topics include the distinction between real and personal property, various estates, mechanics of conveyance and encumbrance, recordation, special proceedings, and other related topics. Upon completion, students should be able to identify estates, forms of deeds, requirements for recording, and procedures to enforce rights to real property.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>LEX 211</b>	<b>Real Property II</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>
Prerequisites:	LEX 210				
Corequisites:	None				

This course continues the study of real property law relating to title examination and preparation of closing documents. Topics include use of courthouse and other public records in title examination and preparation of documents required in real estate transactions and closings. Upon completion, students should be able to plot/draft a description, perform complete title examination, draft closing documents including title insurance forms, and prepare disbursement reconciliation.

<b>LEX 240</b>	<b>Family Law</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	LEX 140				
Corequisites:	None				

This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics. Upon completion, students should be able to interview clients, gather information, and draft documents related to family law.

<b>LEX 250</b>	<b>Wills, Estates, &amp; Trusts</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers various types of wills, trusts, probate, estate administration, and intestacy. Topics include types of wills and execution requirements, caveats and dissents, intestate succession, inventories and accountings, distribution and settlement, and other related topics. Upon completion, students should be able to draft simple wills, prepare estate forms, understand administration of estates including taxation, and explain terms regarding trusts.

<b>LEX 260</b>	<b>Bankruptcy &amp; Collections</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	LEX 210				
Corequisites:	None				

This course provides an overview of the laws of bankruptcy and the rights of creditors and debtors. Topics include bankruptcy procedures and estate management, attachment, claim and delivery, repossession, foreclosure, collection, garnishment, and post-judgment collection procedure. Upon completion, students should be able to prepare and file bankruptcy forms, collection letters, statutory liens, and collection of judgments.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>LEX 270</b>	<b>Law Office Management/Technology</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	LEX 140				
Corequisites:	None				

This course provides an overview of law office management and organization. Topics include office forms, filing systems, billing/time keeping, computer systems, calendar systems, library administration, case management, office/personnel procedures, ethics, and technology. Upon completion, students should be able to establish and maintain various law office systems, monitor case progress, and supervise non-lawyer personnel.

<b>LEX 283</b>	<b>Investigation</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course covers various aspects of civil and criminal investigation. Topics include locating witnesses, interviewing techniques, obtaining records, sketching and photographing accident scenes, collecting and preserving evidence, and preparation of exhibits for trial. Upon completion, students should be able to locate witnesses, prepare questionnaires, interview witnesses, obtain criminal/motor vehicle/medical/accident records, sketch scenes, and prepare exhibits.

<b>LEX 285</b>	<b>Workers' Comp Law</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	LEX 130				
Corequisites:	None				

This course covers the process of initiating and handling workers' compensation claims. Emphasis is placed on reviewing and drafting relevant Industrial Commission forms. Upon completion, students should be able to interview clients, gather information, and draft documents related to workers' compensation claims.

<b>LSG 111</b>	<b>Basic Landscape Technology</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces basic principles essential to landscape gardening. Topics include soils, propagation, watering, fertilizing, pruning, pest control, and planting. Upon completion, students should be able to perform basic gardening techniques essential to maintaining a landscape.

<b>LSG 121</b>	<b>Fall Gardening Lab</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course provides basic hands-on experience in fall gardening techniques. Emphasis is placed on pruning, irrigation, planting, fertilizing, pest control, equipment operation, and turf maintenance. Upon completion, students should be able to perform various techniques essential to maintaining the fall landscape.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>LSG 122</b>	<b>Spring Gardening Lab</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>02</b>
Prerequisites:	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.

<b>LSG 123</b>	<b>Summer Gardening Lab</b>	<b>00</b>	<b>06</b>	<b>00</b>	<b>02</b>
Prerequisites:	LSG 122				
Corequisites:	LSG 111				

This course provides basic hands-on experience in summer gardening techniques. Emphasis is placed on pruning, irrigation, planting, fertilizing, pest control, equipment operation, turf maintenance, landscape construction, and maintaining fruits and vegetables. Upon completion, students should be able to perform various techniques essential to maintaining the summer landscape.

<b>LSG 231</b>	<b>Landscape Supervision</b>	<b>00</b>	<b>09</b>	<b>00</b>	<b>03</b>
Prerequisites:	LSG 123 and HOR 260				
Corequisites:	None				

This course provides experience in planning, implementing, and supervising various landscape management projects. Emphasis is placed on supervisory skills, organizing, and scheduling. Upon completion, students should be able to supervise employees in various landscape management jobs.

<b>LSG 232</b>	<b>Garden Management</b>	<b>00</b>	<b>09</b>	<b>00</b>	<b>03</b>
Prerequisites:	LSG 123 and HOR 260				
Corequisites:	None				

This course covers the implementation of knowledge gained in previous landscape gardening courses. Emphasis is placed on scheduling, designing, renovation, and plant management. Upon completion, students should be able to collate the material learned in the Landscape Gardening curriculum and apply it to various landscape gardening situations.

<b>MAC 111</b>	<b>Machining Technology I</b>	<b>02</b>	<b>12</b>	<b>00</b>	<b>06</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>MAC 112</b>	<b>Machining Technology II</b>	<b>02</b>	<b>12</b>	<b>00</b>	<b>06</b>
Prerequisites:	MAC 111				
Corequisites:	None				

This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling.

<b>MAC 113</b>	<b>Machining Technology III</b>	<b>02</b>	<b>12</b>	<b>00</b>	<b>06</b>
Prerequisites:	MAC 112				
Corequisites:	None				

This course provides an introduction to advanced and special machining operations. Emphasis is placed on working to specified tolerances with special and advanced setups. Upon completion, students should be able to produce a part to specifications.

<b>MAC 114</b>	<b>Introduction to Metrology</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the care and use of precision measuring instruments. Emphasis is placed on the inspection of machine parts and use of a wide variety of measuring instruments. Upon completion, students should be able to demonstrate the correct use of measuring instruments.

<b>MAC 121</b>	<b>Introduction to CNC</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the concepts and capabilities of computer numerical control machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to explain operator safety, machine protection, data input, program preparation, and program storage.

<b>MAC 122</b>	<b>CNC Turning</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>MAC 124</b>	<b>CNC Milling</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.

<b>MAC 151</b>	<b>Machining Calculations</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine shop. Upon completion, students should be able to perform basic shop calculations.

<b>MAC 226</b>	<b>CNC EDM Machining</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the programming, setup, and operation of CNC electrical discharge machines. Topics include programming formats, control functions, program editing, production of parts, and inspection. Upon completion, students should be able to manufacture simple parts using CNC electrical discharge machines.

<b>MAC 241</b>	<b>Jigs &amp; Fixtures I</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>
Prerequisites:	MAC 112				
Corequisites:	None				

This course introduces the application and use of jigs and fixtures. Emphasis is placed on design and manufacture of simple jigs and fixtures. Upon completion, students should be able to design and build simple jigs and fixtures.

<b>MAC 243</b>	<b>Die Making I</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>
Prerequisites:	MAC 112				
Corequisites:	None				

This course introduces the principles and applications of die making. Topics include types, construction, and application of dies. Upon completion, students should be able to design and build simple dies.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>MAC 245</b>	<b>Mold Construction I</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>
Prerequisites:	MAC 112				
Corequisites:	None				

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.

<b>MAS 110</b>	<b>Masonry I</b>	<b>05</b>	<b>15</b>	<b>00</b>	<b>10</b>
Prerequisites:	None				
Corequisites:	None				

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.

<b>MAS 120</b>	<b>Masonry II</b>	<b>05</b>	<b>15</b>	<b>00</b>	<b>10</b>
Prerequisites:	None				
Corequisites:	None				

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.

<b>MAS 130</b>	<b>Masonry III</b>	<b>06</b>	<b>06</b>	<b>00</b>	<b>08</b>
Prerequisites:	None				
Corequisites:	None				

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.

<b>MAT 050</b>	<b>Basic Math Skills</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	Placement				
Corequisites:	None				

This course is designed to strengthen basic math skills. Topics include properties, rounding, estimating, comparing, converting, and computing whole numbers, fractions, and decimals. Upon completion, students should be able to perform basic computations and solve relevant mathematical problems.



		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>3MAT 060</b>	<b>Essential Mathematics</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	MAT 050 or COMPASS Pre-Algebra Score of 25				
Corequisites:	None				

This course is a comprehensive study of mathematical skills which should provide a strong mathematical foundation to pursue further study. Topics include principles and applications of decimals, fractions, percents, ratio and proportion, order of operations, geometry, measurement, and elements of algebra and statistics. Upon completion, students should be able to perform basic computations and solve relevant, multi-step mathematical problems using technology where appropriate.

<b>MAT 070</b>	<b>Introductory Algebra</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	MAT 060 or COMPASS Pre-Algebra Score of 45				
Corequisites:	None				

This course establishes a foundation in algebraic concepts and problem solving. Topics include signed numbers, exponents, order of operations, simplifying expressions, solving linear equations and inequalities, graphing, formulas, polynomials, factoring, and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.

<b>MAT 080</b>	<b>Intermediate Algebra</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	MAT 070				
Corequisites:	None				

This course continues the study of algebraic concepts with emphasis on applications. Topics include factoring; rational expressions; rational exponents; rational, radical, and quadratic equations; systems of equations; inequalities; graphing; functions; variations; complex numbers; and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.

<b>MAT 090</b>	<b>Accelerated Algebra</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	HS Alg I and Alg II				
Corequisites:	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.

<b>MAT 095</b>	<b>Algebraic Concepts</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers algebraic concepts with an emphasis on applications. Topics include linear, quadratic, absolute value, rational and radical equations, sets, real and complex numbers, exponents, graphing, formulas, polynomials, systems of equations, inequalities, and functions. Upon completion, students should be able to apply the above topics in problem solving using appropriate technology.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>MAT 101</b>	<b>Applied Mathematics I</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	MAT 060 or COMPASS Algebra Score of 47				
Corequisites:	None				

This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific areas of study.

<b>MAT 110</b>	<b>Mathematical Measurement</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	MAT 070				
Corequisites:	None				

This course provides an activity-based approach to utilizing, interpreting, and communicating data in a variety of measurement systems. Topics include accuracy, precision, conversion, and estimation within metric, apothecary, and avoirdupois systems; ratio and proportion; measures of central tendency and dispersion; and charting of data. Upon completion, students should be able to apply proper techniques to gathering, recording, manipulating, analyzing, and communicating data.

<b>MAT 115</b>	<b>Mathematical Models</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	MAT 070 or COMPASS Algebra Score of 46				
Corequisites:	None				

This course develops the ability to utilize mathematical skills and technology to solve problems at a level found in non-mathematics-intensive programs. Topics include application to percent, ratio and proportion, formulas, statistics, functional notation, linear functions and their groups, probability, sampling techniques, scatter plots, and modeling. Upon completion, students should be able to solve practical problems, reason and communicate with mathematics, and work confidently, collaboratively, and independently.

<b>MAT 120</b>	<b>Geometry and Trigonometry</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	Mat 070 or COMPASS Algebra Score of 46				
Corequisites:	None				

This course introduces the concepts of plane trigonometry and geometry with emphasis on applications to problem solving. Topics include the basic definitions and properties of plane and solid geometry, area and volume, right triangle trigonometry, and oblique triangles. Upon completion, students should be able to solve applied problems both independently and collaboratively using technology.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>MAT 121</b>	<b>Algebra/Trigonometry I</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	One course required: MAT 080, MAT 090 or COMPASS Algebra Score of 58				
Corequisites:	None				

This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include simplification, evaluation, and solving of algebraic and radical functions; complex numbers; right triangle trigonometry; systems of equations; and the use of technology. Upon completion, students should be able to demonstrate an understanding of the use of mathematics and technology to solve problems and analyze and communicate results.

<b>MAT 122</b>	<b>Algebra/Trigonometry II</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	MAT 121				
Corequisites:	None				

This course extends the concepts covered in MAT 121 to include additional topics in algebra, function analysis, and trigonometry. Topics include exponential and logarithmic functions, translation and scaling of functions, Sine Law, Cosine Law, vectors and statistics. Upon completion, students should be able to demonstrate an understanding of the use of technology to solve problems and to analyze and communicate results.

<b>MAT 140</b>	<b>Survey of Mathematics</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	MAT 070 or COMPASS Algebra Score of 46				
Corequisites:	None				

This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics may include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

<b>MAT 140A</b>	<b>Survey of Mathematics Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>MAT 145</b>	<b>Analytical Math</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	One course required: MAT 080, MAT 090 or COMPASS Algebra Score of 58				
Corequisites:	None				
<p>This course is designed to develop problem-solving and reasoning skills by the study of selected areas of mathematics. Topics include elementary and Boolean algebra, sets, logic, number theory, numeration systems, probability, statistics, and linear programming. Upon completion, students should be able to apply logic and other mathematical concepts. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</p>					
<b>MAT 151</b>	<b>Statistics I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	One course required: MAT 080, MAT 090 or COMPASS Algebra Score of 58				
Corequisites:	None				
<p>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.</p>					
<b>MAT 151A</b>	<b>Statistics I Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	MAT 151				
<p>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.</p>					
<b>MAT 155</b>	<b>Statistical Analysis</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	One course required: MAT 080, MAT 090 or COMPASS Algebra Score of 58				
Corequisites:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>MAT 155A</b>	<b>Statistics Analysis Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	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.

<b>MAT 161</b>	<b>College Algebra</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	One course required: MAT 080, MAT 090 or COMPASS Algebra Score of 58				
Corequisites:	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.

<b>MAT 161A</b>	<b>College Algebra Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	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.

<b>MAT 162</b>	<b>College Trigonometry</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	MAT 161				
Corequisites:	None				

This course provides an integrated technological approach to trigonometry applications used in problem solving. Emphasis is placed on applications involving trigonometric ratios, right triangles, oblique triangles, trigonometric functions, graphing, vectors, and complex numbers. Upon completion, students should be able to apply the above principles of trigonometry to problem solving and communication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>MAT 162A</b>	<b>College Trigonometry Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	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.

<b>MAT 165</b>	<b>Finite Mathematics</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	MAT 161				
Corequisites:	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.

<b>MAT 165A</b>	<b>Finite Mathematics Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	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.

<b>MAT 167</b>	<b>Discrete Mathematics</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	MAT 121				
Corequisites:	None				

This course is a study of discrete mathematics with emphasis on applications. Topics include number systems, combinations/permutations, mathematical logic/proofs, sets/counting, Boolean algebra, mathematical induction, trees/graphs, and algorithms. Upon completion, students should be able to demonstrate competence in the topics covered. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>MAT 167A</b>	<b>Discrete Mathematics Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	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.

<b>MAT 171</b>	<b>Precalculus Algebra</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	One course required: MAT 080, MAT 090 or COMPASS Algebra Score of 58				
Corequisites:	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.

<b>MAT 171A</b>	<b>Precalculus Algebra Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	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.

<b>MAT 172</b>	<b>Precalculus Trigonometry</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	MAT 171				
Corequisites:	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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>MAT 172A</b>	<b>Precalculus Trigonometry Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	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.

<b>MAT 175</b>	<b>Precalculus</b>	<b>04</b>	<b>00</b>	<b>00</b>	<b>04</b>
Prerequisites:	One course required: MAT 080, MAT 090 or COMPASS Trig Score of 23				
Corequisites:	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.

<b>MAT 175A</b>	<b>Precalculus Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	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.

<b>MAT 210</b>	<b>Logic</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	MAT 161				
Corequisites:	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.



		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>MAT 210A</b>	<b>Logic Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	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.

<b>MAT 223</b>	<b>Applied Calculus</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	MAT 122				
Corequisites:	None				

This course provides an introduction to the calculus concepts of differentiation and integration by way of application and is designed for engineering technology students. Topics include limits, slope, derivatives, related rates, areas, integrals, and applications. Upon completion, students should be able to demonstrate an understanding of the use of calculus and technology to solve problems and to analyze and communicate results.

<b>MAT 252</b>	<b>Statistics II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	A set of courses required: MAT 151 and MAT 121 or MAT 161				
Corequisites:	None				

This course provides a technology-based treatment of multiple sample inferential statistics. Emphasis is placed on two sample hypothesis tests and confidence intervals, linear and multiple regression, analysis of variance, experimental design, and non-parametric techniques. Upon completion, students should be able to draw statistical inferences on multiple sample data taken from business and health, social, natural, and applied sciences. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>MAT 252A</b>	<b>Statistics II Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	A set of courses required: MAT 151 and MAT 121 or MAT 161				
Corequisites:	MAT 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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>MAT 263</b>	<b>Brief Calculus</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	MAT 161				
Corequisites:	None				

This course introduces concepts of differentiation and integration and their applications to solving problems; the course is designed for students needing one semester of calculus. Topics include functions, graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. This course has been approved to satisfy the comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

<b>MAT 271</b>	<b>Calculus I</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	One course required: MAT 172, MAT 175 or COMPASS Trig Score of 50				
Corequisites:	None				

This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

<b>MAT 272</b>	<b>Calculus II</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	MAT 271				
Corequisites:	None				

This course provides a rigorous treatment of integration and is the second calculus course in a three-course sequence. Topics include applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to use integration and approximation techniques to solve application problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

<b>MAT 273</b>	<b>Calculus III</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	MAT 272				
Corequisites:	None				

This course covers the calculus of several variables and is the third calculus course in a three-course sequence. Topics include functions of several variables, partial derivatives, multiple integrals, solid analytical geometry, vector-valued functions, and line and surface integrals. Upon completion, students should be able to solve problems involving vectors and functions of several variables. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>MAT 280</b>	<b>Linear Algebra</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	MAT 271				
Corequisites:	None				

This course provides a study of linear algebra topics with emphasis on the development of both abstract concepts and applications. Topics include vectors, systems of equations, matrices, determinants, vector spaces, linear transformations in two or three dimensions, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate both an understanding of the theoretical concepts and appropriate use of linear algebra models to solve application problems. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>MAT 285</b>	<b>Differential Equations</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	MAT 272				
Corequisites:	None				

This course provides an introduction to ordinary differential equations with an emphasis on applications. Topics include first-order, linear higher-order, and systems of differential equations; numerical methods; series solutions; eigenvalues and eigenvectors; Laplace transforms; and Fourier series. Upon completion, students should be able to use differential equations to model physical phenomena, solve the equations, and use the solutions to analyze the phenomena. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>MEC 110</b>	<b>Introduction to CAD/CAM</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces CAD/CAM. Emphasis is placed on transferring part geometry from CAD to CAM for the development of a CNC-ready program. Upon completion, students should be able to use CAD/CAM software to produce a CNC program.

<b>MEC 111</b>	<b>Machine Processes I</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include safety, measuring tools, and the basic setup and operation of lathes, milling machines, drill presses, and saws. Upon completion, students should be able to manufacture a simple part to a specified tolerance.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>MEC 131</b>	<b>Metalworking Processes</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the standard practices that are found in a metal workshop. Topics include the proper care/use of basic hand tools and precision measuring instruments and layout procedures/operation of lathes, drill presses, grinders, milling machines, and power saws. Upon completion, students should be able to work safely in the metal workshop and use basic metalworking equipment.

<b>MEC 142</b>	<b>Physical Metallurgy</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the heat treating of metals. Emphasis is placed on the effects of hardening, tempering, and annealing on the structure and physical properties of metals. Upon completion, students should be able to heat treat materials.

<b>MEC 145</b>	<b>Manufacturing Materials I</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces a variety of manufacturing materials and common processing techniques. Emphasis is placed on the processing, testing, and application of materials such as wood, metals, plastics, ceramics, and composites. Upon completion, students should be able to demonstrate an understanding of fundamental engineering applications for a variety of materials, including their process capabilities and limitations.

<b>MEC 172</b>	<b>Introduction to Metallurgy</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the production, properties, testing, classification, microstructure, and heat-treating effects of ferrous and non-ferrous metals. Topics include the iron-carbon phase diagram, ITT diagram, ANSI code, quenching, senescing, and other processes concerning metallurgical transformations. Upon completion, students should be able to understand the iron-carbon phase diagram, ITT diagram, microstructure images, and other phenomena concerning the behavior of metals.

<b>MEC 180</b>	<b>Engineering Materials</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the physical and mechanical properties of materials. Topics include testing, heat treating, ferrous and non-ferrous metals, plastics, composites, and material selection. Upon completion, students should be able to specify basic tests and properties and select appropriate materials on the basis of specific properties.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>MEC 181</b>	<b>Introduction to CIM</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the elements of computer-integrated manufacturing(CIM). Topics include statistical process control, computer-aided design and manufacturing, numeric control, and flexible systems. Upon completion, students should be able to explain the major components of computer-integrated manufacturing.

<b>MEC 263</b>	<b>Electro-Pneumatic Components</b>	<b>02</b>	<b>04</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces principles and practical applications of electrical/pneumatic control systems, and primary control devices incorporated in those systems. Emphasis is placed on reading and interpreting ladder diagrams, building control circuits, and troubleshooting valves, switches, and sensors. Upon completion, students should be able to design, build, and troubleshoot basic electro-pneumatic control systems.

<b>MED 121</b>	<b>Medical Terminology I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

<b>MED 122</b>	<b>Medical Terminology II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	MED 121				
Corequisites:	None				

This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>MIT 110</b>	<b>Introduction to Distance Learning</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the principles of distance learning, including an introduction to using an interactive distance learning classroom. Emphasis is placed on the different technologies utilized to provide distance learning events (NCIH, telecourses, Internet, etc.). Upon completion, students should be able to demonstrate an understanding of distance learning principles and the technologies that are used to implement distance learning events.

<b>MIT 115</b>	<b>Introduction to Video Concepts</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course provides an opportunity to gain a basic level of competence in integration of digital and analog video. Emphasis is placed on understanding integration of basic video resources such as AVI, FLI, MPEG, M-JPEG, and digital/analog video. Upon completion, students should be able to use basic video integration techniques and applications for stand-alone personal computers, networks, and integrated room systems.

<b>MIT 120</b>	<b>Introduction to Audio Concepts</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course provides an opportunity to gain a basic level of competence in the integration of digital and analog audio. Emphasis is placed on understanding integration of audio resources such as MIDI, WAV, Real-audio, and Redbook Resources. Upon completion, students should be able to demonstrate familiarity with basic audio integration techniques and applications for stand-alone personal computers, networks, and integrated room systems.

<b>MIT 215</b>	<b>Video Integration</b>	<b>02</b>	<b>04</b>	<b>00</b>	<b>04</b>
Prerequisites:	MIT 115				
Corequisites:	None				

This course provides an opportunity to gain competence in the integration of digital and analog video resources. Emphasis is placed on configuration, troubleshooting, and management of analog/digital video resources. Upon completion, students should be able to demonstrate familiarity with video setup and configurations and be able to integrate video resources.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>MIT 220</b>	<b>Audio Integration</b>	<b>02</b>	<b>04</b>	<b>00</b>	<b>04</b>
Prerequisites:	MIT 120				
Corequisites:	None				

This course provides an opportunity to gain a basic level of competence in integration of digital/analog audio resources. Emphasis is placed on configuration, troubleshooting, and management of analog/digital audio resources. Upon completion, students should be able to integrate audio resources into various multimedia systems to meet user requirements.

<b>MIT 230</b>	<b>Media System Design/Implementation</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>
Prerequisites:	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.

<b>MIT 250</b>	<b>Technical Implementation Project</b>	<b>02</b>	<b>04</b>	<b>00</b>	<b>04</b>
Prerequisites:	MIT 230				
Corequisites:	None				

This course provides experience in the implementation of an entire multimedia integration project. Emphasis is placed on designing an appropriate media integration project, scheduling the project for completion within sixteen weeks, and implementing a functioning media project. Upon completion, students should be able to function as a media integration technician in a multimedia environment.

<b>MKT 120</b>	<b>Principles of Marketing</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

<b>MKT 121</b>	<b>Retailing</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course examines the role of retailing in the economy. Topics include the development of present retail structure, functions performed, effective operations, and managerial problems resulting from current economic and social trends. Upon completion, students should be able to demonstrate an understanding of the basic principles of retailing.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>MKT 122</b>	<b>Visual Merchandising</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces basic layout design and commercial display in retail and service organizations. Topics include an analysis of display as a visual merchandising medium and an examination of the principles and applications of display and design. Upon completion, students should be able to plan, build, and evaluate designs and displays. This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program.

<b>MKT 123</b>	<b>Fundamentals of Selling</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course is designed to emphasize the necessity of selling skills in a modern business environment. Emphasis is placed on sales techniques involved in various types of selling situations. Upon completion, students should be able to demonstrate an understanding of the techniques covered.

<b>MKT 220</b>	<b>Advertising and Sales Promotion</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application.

<b>MKT 221</b>	<b>Consumer Behavior</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course is designed to describe consumer behavior as applied to the exchange processes involved in acquiring, consuming, and disposing of goods and services. Topics include an analysis of basic and environmental determinants of consumer behavior with emphasis on the decision-making process. Upon completion, students should be able to analyze concepts related to the study of the individual consumer.

<b>MKT 222</b>	<b>Credit Procedures</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers areas of collection that provide an understanding of the expertise needed to manage collection operations. Topics include principles and practices in the extension of credit, collection procedures, and laws pertaining to credit extension and collection. Upon completion, students should be able to demonstrate an understanding of the concepts covered.



		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>MKT 224</b>	<b>International Marketing</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the basic concepts of international marketing activity and theory. Topics include product promotion, placement, and pricing strategies in the international marketing environment. Upon completion, students should be able to demonstrate a basic understanding of the concepts covered.

<b>MKT 225</b>	<b>Marketing Research</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	MKT 120				
Corequisites:	None				

This course provides information for decision making by providing guidance in developing, analyzing, and using data. Emphasis is placed on marketing research as a tool in decision making. Upon completion, students should be able to design and conduct a marketing research project and interpret the results. This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program.

<b>MKT 227</b>	<b>Marketing Applications</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course extends the study of diverse marketing strategies. Emphasis is placed on case studies and small-group projects involving research or planning. Upon completion, students should be able to effectively participate in the formulation of a marketing study. This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program.

<b>MKT 228</b>	<b>Service Marketing</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course is designed to define service marketing, demonstrate its importance, and note its special characteristics. Topics include basic building blocks of service marketing, distinctive aspects of services, and applications of service marketing mix. Upon completion, students should be able to demonstrate a basic understanding of the marketing mix as it applies to the service industry.

<b>MKT 230</b>	<b>Public Relations</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces public relations as it affects communications, strategic planning, and management of the organization. Topics include basic principles and functions of management that guide public relations activities as applied to businesses, services, institutions, and associations. Upon completion, students should be able to perform the communications, evaluation, planning, and research activities of the public relations professional.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>MNT 110</b>	<b>Introduction to Maintenance Procedures</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course covers basic maintenance fundamentals for power transmission equipment. Topics include equipment inspection, lubrication, alignment, and other scheduled maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current industry standards.

<b>MUS 110</b>	<b>Music Appreciation</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>MUS 112</b>	<b>Introduction to Jazz</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>MUS 113</b>	<b>American Music</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces various musical styles, influences, and composers of the United States from pre-Colonial times to the present. Emphasis is placed on the broad variety of music particular to American culture. Upon completion, students should be able to demonstrate skills in basic listening and understanding of American music. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>MUS 114</b>	<b>Non-Western Music</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course provides a basic survey of the music of the non-Western world. Emphasis is placed on non-traditional instruments, sources, and performing practices. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of non-Western music. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>MUS 213</b>	<b>Opera and Musical Theatre</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the origins and development of opera and musical theater from the works of Claudio Monteverdi to the present. Emphasis is placed on how the structure and components of opera and musicals effect dramaturgy through listening examples and analysis. Upon completion, students should be able to demonstrate analytical and listening skills in understanding both opera and the musical. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>NET 110</b>	<b>Data Communication/Networking</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

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.

<b>NET 120</b>	<b>Network Installation/Administration I</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	NET 110				
Corequisites:	None				

This course covers the installation and administration of network hardware and system software. Topics include network topologies, various network operating systems, server and workstation installation and configuration, printer services, and connectivity options. Upon completion, students should be able to perform basic installation and administration of departmental networks.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>NET 125</b>	<b>Routing and Switching I</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the OSI model, network topologies, IP addressing and subnet masks, simple routing techniques, and basic switching terminology. Topics include the basic functions of the seven layers of the OSI model, different classes of IP addressing and subnetting, router login scripts. Upon completion, students should be able to list the key Internet working functions of the OSI Networking Layer and how they are performed in a variety of router types.

<b>NET 126</b>	<b>Routing and Switching II</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>
Prerequisites:	NET 125				
Corequisites:	None				

This course introduces router configurations, router protocols, switching methods, and hub terminology. Topics include the basic flow control methods, router startup commands, manipulation of router configuration files, IP and data link addressing. Upon completion, students should be able to prepare the initial router configuration files, as well as enable, verify, and configure IP addresses.

<b>NET 225</b>	<b>Advanced Router and Switching I</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>
Prerequisites:	NET 126				
Corequisites:	None				

This course introduces advanced router configurations, advanced LAN switching theory, and design, VLANs, Novell IPX, and threaded case studies. Topics include router elements and operations, adding router protocols to a configuration, monitoring IPX operations on the router, LAN segmentation, and advanced switching methods. Upon completion, students should be able to describe LAN and network segmentation with bridges, routers and switches and describe a virtual LAN.

<b>NET 226</b>	<b>Advanced Router and Switching II</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>
Prerequisites:	NET 225				
Corequisites:	None				

This course introduces WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, and additional case studies. Topics include network congestion problems, TCP/IP transport and network layer protocols, advanced routing and switching configuration, ISDN protocols, PPP encapsulation operations on a router. Upon completion, students should be able to provide solutions for network routing problems, identify ISDN protocols, channels, and function groups, and describe the Spanning Tree protocol.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>NET 270</b>	<b>Scalable Networks Design</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers principles and techniques of scalable networks. Topics include building multi-layer networks, controlling overhead traffic in growing routed networks, and router capabilities used to control traffic over LANs and WANs. Upon completion, students should be able to design; implement; and improve traffic flow, reliability, redundancy, and performance in enterprise networks.

<b>NET 271</b>	<b>Multi-Layer Networks</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>
Prerequisites:	NET 270				
Corequisites:	None				

This course covers building campus networks using multi-layer switching technologies over a high-speed Ethernet. Topics include improving IP routing performance with multi-layer switching, implementing fault tolerance routing, and managing high bandwidth broadcast while controlling IP multi-cast access to networks. Upon completion, students should be able to install and configure multi-layer enterprise networks and determine the required router configurations to support new services and applications.

<b>NET 272</b>	<b>Remote Access Networks</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>
Prerequisites:	NET 271				
Corequisites:	None				

This course covers how to build a remote access network to interconnect central sites to branch offices, home offices, and telecommuters. Topics include enabling on-demand/ permanent connections to the central site, scaling and troubleshooting remote access networks, and maximizing bandwidth utilization over remote links. Upon completion, students should be able to assemble and configure equipment, establish WAN connections, enable protocols/technologies, allow traffic between sites, and implement accessible access control.

<b>NET 273</b>	<b>Internetworking Support</b>	<b>01</b>	<b>04</b>	<b>00</b>	<b>03</b>
Prerequisites:	NET 272				
Corequisites:	None				

This course covers how to baseline and troubleshoot and internetworking environment using routers and switches for multi-protocol client, host and servers. Topics include troubleshooting processes, routing and routed protocols, campus switching; and WAN troubleshooting. Upon completion, students should be able to troubleshoot Ethernet, Fast Ethernet, and Token Ring LANs; and Serial, Frame Relay, and ISDN connections.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>NUR 101</b>	<b>Practical Nursing I</b>	<b>07</b>	<b>06</b>	<b>06</b>	<b>11</b>
Prerequisites:	Departmental Approval				
Corequisites:	BIO 163C, BIO 163L and NUR 102A				

This course introduces concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, legal/ethical/professional issues, wellness/illness patterns, and basic nursing skills. Upon completion, students should be able to demonstrate beginning understanding of nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. This course must be completed satisfactorily to progress to Nursing 102B and Nursing 103A.

<b>NUR 102A</b>	<b>Practical Nursing II</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	Departmental Approval				
Corequisites:	BIO 163C, BIO 163L and NUR 101				

This course includes more advanced concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, delegation, cost effectiveness, legal/ethical/professional issues, and wellness/illness patterns. Upon completion, students should be able to begin participating in the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. The focus will be on vocational and personal adjustments inherent in the development of practical nurses which must be completed satisfactorily to progress to Nursing 102B and Nursing 103A.

<b>NUR 102B</b>	<b>Practical Nursing II</b>	<b>06</b>	<b>00</b>	<b>12</b>	<b>10</b>
Prerequisites:	NUR 101 and NUR 102A				
Corequisites:	CIS 113, NUR 103A and PSY 110				

This course includes more advanced concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, delegation, cost effectiveness, legal/ethical/professional issues, and wellness/illness patterns. Upon completion, students should be able to begin participating in the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. The focus will be on nursing care of patients with illnesses and disorders of various body systems, child-bearing family and the pediatric patient which must be completed satisfactorily to progress to Nursing 103B.

<b>NUR 103A</b>	<b>Practical Nursing III</b>	<b>02</b>	<b>00</b>	<b>03</b>	<b>03</b>
Prerequisites:	NUR 101 and NUR 102A				
Corequisites:	CIS 113, NUR 102B and PSY 110				

This course focuses on use of nursing/related concepts by practical nurses as providers of care/members of discipline in collaboration with health 505team members. Emphasis is placed on the nursing process, wellness/illness patterns, entry-level issues, accountability, advocacy, professional development, evolving technology, and changing health care delivery systems. Upon completion, students should be able to use the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. The focus will be on reproductive diseases, mental health disorders and parenteral medication administration which must be completed satisfactorily to progress to Nursing 103B.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>NUR 103B</b>	<b>Practical Nursing III</b>	<b>04</b>	<b>00</b>	<b>09</b>	<b>07</b>
Prerequisites:	NUR 102B and NUR 103A				
Corequisites:	ENG 111				

This course focuses on use of nursing/related concepts by practical nurses as providers of care/members of discipline in collaboration with health team members. Emphasis is placed on the nursing process, wellness/illness patterns, entry-level issues, accountability, advocacy, professional development, evolving technology, and changing health care delivery systems. Upon completion, students should be able to use the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. The focus will be on nursing care of patients with disorders involving various body systems which must be completed satisfactorily to successfully complete the program.

<b>NUR 110</b>	<b>Nursing I</b>	<b>05</b>	<b>03</b>	<b>06</b>	<b>08</b>
Prerequisites:	Departmental Approval				
Corequisites:	BIO 168C, BIO 168L, PSY 150 and ACA 115				

This course introduces concepts basic to beginning nursing practice. Emphasis is placed on introducing the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to demonstrate beginning competence in caring for individuals with common alterations in health.

<b>NUR 120</b>	<b>Nursing II</b>	<b>05</b>	<b>03</b>	<b>06</b>	<b>08</b>
Prerequisites:	NUR 110				
Corequisites:	BIO 169C, BIO 169L and PSY 241				

This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on developing the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to participate in the delivery of nursing care for individuals with common alterations in health. The focus will be on integumentary, immune, musculoskeletal, gastrointestinal and endocrine functioning.

<b>NUR 130</b>	<b>Nursing III</b>	<b>04</b>	<b>03</b>	<b>06</b>	<b>07</b>
Prerequisites:	NUR 120				
Corequisites:	CIS 113				

This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on expanding the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to deliver nursing care to individuals with common alterations in health. The focus will be on reproductive health, intrapartal, newborn, and postpartal nursing.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>NUR 189</b>	<b>Nursing Transition</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites:	Departmental Approval				
Corequisites:	None				

This course is designed to assist the licensed practical nurse in transition to the role of the associate degree nurse. Topics include the role of the registered nurse, nursing process, homeostasis, and validation of selected nursing skills and physical assessment. Upon completion, students should be able to articulate into the ADN program at the level of the generic student.

<b>NUR 210</b>	<b>Nursing IV</b>	<b>05</b>	<b>03</b>	<b>12</b>	<b>10</b>
Prerequisites:	NUR 130				
Corequisites:	BIO 275C, BIO 275L and ENG 111				

This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on using collaboration as a provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to modify nursing care for individuals with common alterations in health. The focus will be on psychiatric concepts, community based approaches, renal, cardiovascular, and respiratory functioning.

<b>NUR 220</b>	<b>Nursing V</b>	<b>04</b>	<b>03</b>	<b>15</b>	<b>10</b>
Prerequisites:	NUR 210				
Corequisites:	ENG 115 and Humanities/Fine Arts Elective				

This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on the nurse's role as an independent provider and manager of care for a group of individuals and member of a multi-disciplinary team. Upon completion, students should be able to provide comprehensive nursing care to a group of individuals with common complex health alterations. The focus will be on neurologic and neurosensory functioning, mental health, multisystem trauma and leadership skills.

<b>NUT 110</b>	<b>Nutrition</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers basic principals of nutrition and their relationship to human health. Topics include meeting nutritional needs of healthy people, menu modification based on special dietary needs, food habits, and contemporary problems associated with nutrition. Upon completion, students should be able to apply basic nutritional concepts as they relate to health and well being. ,



		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>OMT 110</b>	<b>Introduction to Operations Management</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course provides an overview of the operations management field. Topics include production and operations planning, materials management, environmental health and safety, and quality management. Upon completion, students should be able to demonstrate an understanding of the operations management functions.

<b>OMT 112</b>	<b>Materials Management</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the basic principles of materials management. Emphasis is placed on the planning, procurement, movement, and storage of materials. Upon completion, students should be able to demonstrate an understanding of the concepts and techniques related to materials management.

<b>OMT 153</b>	<b>Motivation and Evaluation</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course provides skills for motivation and evaluation of individuals in a workplace setting. Topics include establishing performance expectations, developing techniques for the development of job skills, coaching for optimal performance, and taking corrective actions. Upon completion, students should be able to demonstrate the skills necessary for successful job performance.

<b>OMT 155</b>	<b>Meeting &amp; Present Skills</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course is designed to develop skills for facilitating successful meetings by enhancing employee involvement and initiative. Topics include planning meetings that promote results, encouraging diverse points of view, handling disruptive behavior, encouraging participation, and taking action when required. Upon completion, students should be able to plan and participate in meetings that accomplish positive results.

<b>OMT 156</b>	<b>Problem-Solving Skills</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course provides a foundation for creating constructive relationships and presents the processes behind problem solving for groups and individuals. Emphasis is placed on building constructive relationships, confronting issues, winning support, and the basic processes of problem solving. Upon completion, students should be able to enhance relationships with others and apply a systematic approach to problem solving.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>OMT 210</b>	<b>Oper &amp; Prod Planning</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				
<p>This course includes the fundamentals of operations and production planning, forecasting, and scheduling. Topics include demand management, production planning and control, scheduling, and budgeting. Upon completion, students should be able to demonstrate an understanding of the concepts and techniques involved in operations and production planning.</p>					
<b>OMT 227</b>	<b>Maintenance Practices</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				
<p>This course introduces the methods of planning, organizing, and controlling maintenance. Topics include scheduling and supervision, development and use of reports, entrance and retrieval of data, and maintenance of inventory control systems. Upon completion, students should be able to demonstrate an understanding of maintenance practices and procedures.</p>					
<b>OMT 246</b>	<b>Strategic Mgt. of Resourc</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				
<p>This course includes the planning and design of production systems and the selection of appropriate technology. Emphasis is placed on investigation into computerized production technology and appropriate systems to implement the technology. Upon completion, students should be able to demonstrate an understanding of production systems and technology and be prepared for the APICS CPIM examination.</p>					
<b>OMT 260</b>	<b>Issues in Operations Mgt.</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	ISC 121, ISC 210, OMT 112 and ISC 130, ISC 131, ISC 132 or ISC 221				
Corequisites:	None				
<p>This course presents a variety of topics that highlight contemporary problems and issues related to operations management. Emphasis is placed on production and operations planning, environmental health and safety, materials management, and quality systems. Upon completion, students should be able to demonstrate the ability to make decisions and resolve problems in an operations management environment.</p>					
<b>OST 080</b>	<b>Keyboarding Literacy</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				
<p>This course is designed to develop elementary keyboarding skills. Emphasis is placed on mastery of the keyboard. Upon completion, students should be able to demonstrate basic proficiency in keyboarding.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>OST 122</b>	<b>Office Computations</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the keypad and the touch method using the electronic calculator. Topics include mathematical functions in business applications. Upon completion, students should be able to use the electronic calculator to solve a wide variety of problems commonly encountered in business.

<b>OST 131</b>	<b>Keyboarding</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system.

<b>OST 132</b>	<b>Keyboard Skill Building</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course provides accuracy- and speed-building drills. Emphasis is placed on diagnostic tests to identify accuracy and speed deficiencies followed by corrective drills. Upon completion, students should be able to keyboard rhythmically with greater accuracy and speed.

<b>OST 133</b>	<b>Advanced Keyboard Skill Building</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	OST 132				
Corequisites:	None				

This course is designed to increase speed and improve accuracy to meet employment tests and job requirements. Emphasis is placed on individualized diagnostic and prescriptive drills. Upon completion, students should be able to keyboard with greater speed and accuracy as measured by five-minute timed writings and skill-development paragraphs.

<b>OST 134</b>	<b>Text Entry &amp; Formatting</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	OST 132 and OST 136				
Corequisites:	None				

This course is designed to provide the skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce mailable documents.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>OST 135</b>	<b>Advanced Text Entry &amp; Formatting</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	All courses required: OST 134, OST 236 and OST 233				
Corequisites:	None				

This course is designed to incorporate computer application skills in the generation of office documents. Emphasis is placed on the production of letters, manuscripts, business forms, tabulation, legal documents, and newsletters. Upon completion, students should be able to make independent decisions regarding planning, style, and method of presentation.

<b>OST 136</b>	<b>Word Processing</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.

<b>OST 137</b>	<b>Office Software Applications</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands on approach. Upon completion, students should be able to use software in a business environment.

<b>OST 141</b>	<b>Medical Terms I-Medical Office</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course uses a language-structure approach to present the terminology and vocabulary that will be encountered in medical office settings. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in approximately one-half of the systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.

<b>OST 142</b>	<b>Medical Terms II-Medical Office</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	OST 141				
Corequisites:	None				

This course is a continuation of OST 141 and continues the study, using a language-structure approach, of medical office terminology and vocabulary. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in the remaining systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>OST 148</b>	<b>Medical Coding Billing &amp; Insurance</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces CPT and ICD coding as they apply to medical insurance and billing. Emphasis is placed on accuracy in coding, forms preparation, and posting. Upon completion, students should be able to describe the steps of the total billing cycle and explain the importance of accuracy.

<b>OST 149</b>	<b>Medical Legal Issues</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior.

<b>OST 162</b>	<b>Executive Terminology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course is designed to increase and improve proficiency in word usage. Topics include root words, prefixes, suffixes, homonyms, synonyms, and specialized vocabularies. Upon completion, students should be able to use acquired vocabulary skills in the global workplace.

<b>OST 164</b>	<b>Text Editing Applications</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

<b>OST 181</b>	<b>Introduction to Office Systems</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	OST 131 or equivalent				
Corequisites:	None				

This course introduces the skills and abilities needed in today's office. Topics include effectively interacting with co-workers and the public, processing simple financial and informational documents, and performing functions typical of today's offices. Upon completion, students should be able to display skills and decision-making abilities essential for functioning in the total office context.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>OST 184</b>	<b>Records Management</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	OST 131 or equivalent				
Corequisites:	None				

This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

<b>OST 192</b>	<b>Selected Topics in OST</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	ENG 111, OST 134 and OST 164				
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. This course will concentrate on developing skills in writing business communications that will enable students to communicate effectively in an office environment.

<b>OST 223</b>	<b>Machine Transcription I</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	All courses required: ENG 111, OST 134 and OST 136				
Corequisites:	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.

<b>OST 224</b>	<b>Machine Transcription II</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	OST 223				
Corequisites:	None				

This course provides advanced transcription skills. Emphasis is placed on specialized transcription features. Upon completion, students should be able to transcribe complex business documents into mailable copy with minimal assistance.

<b>OST 233</b>	<b>Office Publications Design</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	OST 136				
Corequisites:	None				

This course provides entry-level skills in using software with desktop publishing capabilities. Topics include principles of page layout, desktop publishing terminology and applications, and legal and ethical considerations of software use. Upon completion, students should be able to design and produce professional business documents and publications.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>OST 236</b>	<b>Advanced Word/Information Processing</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	OST 135 or OST 136				
Corequisites:	None				

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.

<b>OST 241</b>	<b>Medical Office Transcription I</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	One course required: MED 121, OST 141 or OST 223				
Corequisites:	None				

This course introduces machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable transcripts of voice recordings in the covered specialties.

<b>OST 242</b>	<b>Medical Office Transcription II</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	OST 241				
Corequisites:	None				

This course continues building machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as continued proofreading/editing skills and vocabulary building. Upon completion, students should be able to perform competently in preparing accurate and usable transcripts of voice recordings in the covered specialties.

<b>OST 243</b>	<b>Medical Office Simulation</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	All courses required: OST 134, OST 142, OST 148 and OST 241				
Corequisites:	None				

This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections. This course is a unique concentration requirement in the Medical Office Systems Technology concentration in the Office Systems Technology program.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>OST 244</b>	<b>Medical Document Production</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	OST 134				
Corequisites:	None				

This course provides production-level skill development in processing medical documents. Emphasis is placed on producing mailable documents through the use of medical-related materials. Upon completion, students should be able to perform competently in preparing accurate, correctly formatted, and usable documents.

<b>OST 247</b>	<b>CPT Coding in the Med Off</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	OST 142				
Corequisites:	None				

This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS rules for Medicare billing. Upon completion, students should be able to properly code procedures and services performed by physicians in ambulatory settings.

<b>OST 248</b>	<b>Diagnostic Coding</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	OST 142				
Corequisites:	None				

This courses provides an in-depth study of diagnostic coding for the medical office. Emphasis is placed on ICD-9-CM codes used on superbills and other encounter forms. Upon completion, students should be able to apply the principles of diagnostic coding in the physician's office.

<b>OST 284</b>	<b>Emerging Technologies</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	ENG 111, OST 134 and OST 164				
Corequisites:	None				

This course provides opportunities to explore emerging technologies. Emphasis is placed on identifying, researching, and presenting current technological topics for class consideration and discussion. Upon completion, students should be able to understand the importance of keeping abreast of technological changes that affect the office professional.

<b>OST 286</b>	<b>Professional Development</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	OST 236				
Corequisites:	None				

This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multi-cultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society.



		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>OST 289</b>	<b>Office Systems Management</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	All courses required: OST 164 and OST 134 or OST 136				
Corequisites:	None				

This course provides a capstone course for the office professional. Topics include administrative office procedures, imaging, communication techniques, ergonomics, and equipment utilization. Upon completion, students should be able to function proficiently in a changing office environment.

<b>PAD 151</b>	<b>Introduction to Public Administration</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course includes an overview of the role of the public administrator in government and an examination of the development and implementation of public policy. Topics include public personnel administration and management, decision making, public affairs, ethics, organizational theories, budgetary functions within governmental agencies, and other governmental issues. Upon completion, students should be able to explain the functions of government in society and in the lives of people composing that society. This course is a unique concentration requirement of the Public Administration concentration in the Business Administration program.

<b>PAD 152</b>	<b>Ethics in Government</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the ethical issues and problems within the public administration field. Emphasis is placed on building analytical skills, stimulating moral imagination, and recognizing the discretionary power of the administrator's role. Upon completion, students should be able to understand the moral dimensions of public administrative decision making. This course is a unique concentration requirement of the Public Administration concentration in the Business Administration program.

<b>PAD 251</b>	<b>Public Finance &amp; Budgeting</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course provides an overview of the public finance and budgeting processes used in the allocation of public resources to meet differing public interests. Topics include the political environment, government expenditures, revenues, taxation, budgetary process theories and techniques, and the relation of government finance to the economy. Upon completion, students should be able to recognize impacts of government revenue and expenditure policies and understand the role of budgeting in executing governmental policy. This course is a unique concentration requirement of the Public Administration concentration in the Business Administration program.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>PAD 252</b>	<b>Public Policy Analysis</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				
<p>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.</p>					
<b>PAD 253</b>	<b>Introduction to Urban Planning</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				
<p>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.</p>					
<b>PAD 254</b>	<b>Grant Writing</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				
<p>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.</p>					
<b>PAD 255</b>	<b>Government Contracting</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				
<p>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.</p>					
<b>PBT 100</b>	<b>Phlebotomy Technology</b>	<b>05</b>	<b>02</b>	<b>00</b>	<b>06</b>
Prerequisites:	None				
Corequisites:	PBT 101				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>PBT 101</b>	<b>Phlebotomy Practicum</b>	<b>00</b>	<b>00</b>	<b>09</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	PBT 100				

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.

<b>PED 110</b>	<b>Fit and Well for Life</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 111</b>	<b>Physical Fitness I</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

This course provides an individualized approach to physical fitness utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 112</b>	<b>Physical Fitness II</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>
Prerequisites:	PED 111				
Corequisites:	None				

This course is an intermediate-level fitness class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems. Upon completion, students should be able to implement and evaluate an individualized physical fitness program. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>PED 113</b>	<b>Aerobics I</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 114</b>	<b>Aerobics II</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>
Prerequisites:	PED 113				
Corequisites:	None				

This course provides a continuation of a program of cardiovascular fitness involving rhythmic exercise. Emphasis is placed on a wide variety of aerobic activities which include cardiovascular efficiency, strength, and flexibility. Upon completion, students should be able to participate in and design a rhythmic aerobic exercise routine. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 115</b>	<b>Step Aerobics I</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the fundamentals of step aerobics. Emphasis is placed on basic stepping up and down on an adjustable platform; cardiovascular fitness; and upper body, floor, and abdominal exercises. Upon completion, students should be able to participate in basic step aerobics. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 116</b>	<b>Step Aerobics II</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>
Prerequisites:	PED 115				
Corequisites:	None				

This course provides a continuation of step aerobics. Emphasis is placed on a wide variety of choreographed step patterns; cardiovascular fitness; and upper body, abdominal, and floor exercises. Upon completion, students should be able to participate in and design a step aerobics routine. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>PED 117</b>	<b>Weight Training I</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 118</b>	<b>Weight Training II</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>
Prerequisites:	PED 117				
Corequisites:	None				

This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight training program. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 119</b>	<b>Circuit Training</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the skills necessary to participate in a developmental fitness program. Emphasis is placed on the circuit training method which involves a series of conditioning timed stations arranged for maximum benefit and variety. Upon completion, students should be able to understand and appreciate the role of circuit training as a means to develop fitness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 120</b>	<b>Walking for Fitness</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces fitness through walking. Emphasis is placed on stretching, conditioning exercises, proper clothing, fluid needs, and injury prevention. Upon completion, students should be able to participate in a recreational walking program. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>PED 121</b>	<b>Walk, Jog, Run</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 122</b>	<b>Yoga I</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the basic discipline of yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of yoga. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 123</b>	<b>Yoga II</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	PED 122				
Corequisites:	None				

This course introduces more detailed aspects of the discipline of yoga. Topics include breathing and physical postures, relaxation, and mental concentration. Upon completion, students should be able to demonstrate advanced procedures of yoga. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 124</b>	<b>Run, Swim, Cycle</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the sport of the triathlon. Topics include the rules, equipment, and skills necessary for the triathlon. Upon completion, students should be able to participate in a triathlon competition. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>PED 125</b>	<b>Self-Defense-Beginning</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 126</b>	<b>Self-Defense-Intermediate</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	PED 125				
Corequisites:	None				

This course is designed to aid students in building on the techniques and skills developed in PED 125. Emphasis is placed on the appropriate psychological and physiological responses to various encounters. Upon completion, students should be able to demonstrate intermediate skills in self-defense stances, blocks, punches, and kick combinations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 127</b>	<b>Karate</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the martial arts using the Japanese Shotokan form. Topics include proper conditioning exercise, book control, proper terminology, historical foundations, and etiquette relating to karate. Upon completion, students should be able to perform line drill techniques and Kata for various ranks. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 128</b>	<b>Golf-Beginning</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>PED 129</b>	<b>Golf-Intermediate</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	PED 128				
Corequisites:	None				

This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and course management. Upon completion, students should be able demonstrate the knowledge and ability to play a recreational round of golf. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 130</b>	<b>Tennis-Beginning</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 131</b>	<b>Tennis-Intermediate</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	PED 130				
Corequisites:	None				

This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 132</b>	<b>Racquetball-Beginning</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the fundamentals of racquetball. Emphasis is placed on rules, fundamentals, and strategies of beginning racquetball. Upon completion, students should be able to play recreational racquetball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 133</b>	<b>Racquetball-Intermediate</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	PED 132				
Corequisites:	None				

This course covers more advanced racquetball techniques. Emphasis is placed on refining basic skills, performing advanced shots, and playing strategies for singles and doubles. Upon completion, students should be able to play competitive racquetball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.



		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>3PED 135</b>	<b>Fencing-Beginning</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				
<p>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.</p>					
<b>PED 136</b>	<b>Fencing-Intermediate</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	PED 135				
Corequisites:	None				
<p>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.</p>					
<b>PED 137</b>	<b>Badminton</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				
<p>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.</p>					
<b>PED 138</b>	<b>Archery</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				
<p>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.</p>					
<b>PED 139</b>	<b>Bowling-Beginning</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>PED 140</b>	<b>Bowling-Intermediate</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	PED 139				
Corequisites:	None				

This course covers more advanced bowling techniques. Emphasis is placed on refining basic skills and performing advanced shots, spins, pace, and strategy. Upon completion, students should be able to participate in competitive bowling. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 141</b>	<b>Tumbling and Gymnastics</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces basic tumbling and gymnastic techniques. Topics include the safe use of gymnastic apparatus such as uneven bars, parallel bars, pommel horse, and balance beam. Upon completion, students should be able to demonstrate skills on selected pieces of apparatus. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 142</b>	<b>Lifetime Sports</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

This course is designed to give an overview of a variety of sports activities. Emphasis is placed on the skills and rules necessary to participate in a variety of lifetime sports. Upon completion, students should be able to demonstrate an awareness of the importance of participating in lifetime sports activities. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 143</b>	<b>Volleyball-Beginning</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 144</b>	<b>Volleyball-Intermediate</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	PED 143				
Corequisites:	None				

This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>PED 145</b>	<b>Basketball-Beginning</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 146</b>	<b>Basketball-Intermediate</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	PED 145				
Corequisites:	None				

This course covers more advanced basketball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play basketball at a competitive level. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 147</b>	<b>Soccer</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the basics of soccer. Emphasis is placed on rules, strategies, and fundamental skills. Upon completion, students should be able to participate in recreational soccer. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 148</b>	<b>Softball</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to participate in recreational softball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 149</b>	<b>Flag Football</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>PED 150</b>	<b>Baseball/Beginning</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the fundamentals of baseball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational baseball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 151</b>	<b>Baseball/Intermediate</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>
Prerequisites:	PED 150				
Corequisites:	None				

This course covers more advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 152</b>	<b>Swimming-Beginning</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

This course is designed for non-swimmers and beginners. Emphasis is placed on developing confidence in the water, learning water safety, acquiring skills in floating, and learning elementary strokes. Upon completion, students should be able to demonstrate safety skills and be able to tread water, back float, and use the crawl stroke for 20 yards. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 153</b>	<b>Swimming-Intermediate</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	PED 152				
Corequisites:	None				

This course is designed for those who have mastered basic swimming skills. Emphasis is placed on refining basic skills and learning new swim strokes. Upon completion, students should be able to demonstrate the four basic strokes, the scissors kick, the underwater swim, and other related skills. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>PED 154</b>	<b>Swimming for Fitness</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>
Prerequisites:	PED 152				
Corequisites:	None				

This course introduces lap swimming, aquacises, water activities, and games. Emphasis is placed on increasing cardiovascular efficiency through aquatic exercise. Upon completion, students should be able to develop an individualized aquatic fitness program. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 155</b>	<b>Water Aerobics</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces rhythmic aerobic activities performed in water. Emphasis is placed on increasing cardiovascular fitness levels, muscular strength, muscular endurance, and flexibility. Upon completion, students should be able to participate in an individually-paced exercise program. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 156</b>	<b>Scuba Diving</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	PED 153 or proficiency at the intermediate level				
Corequisites:	None				

This course provides basic instruction in fundamental skills and safety procedures for scuba diving. Emphasis is placed on the history, theory, and principles of diving; development of diving skills; safety; and care and maintenance of equipment. Upon completion, students should be able to demonstrate skills, knowledge, and techniques of scuba diving in preparation for diver certification. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 158</b>	<b>Whitewater Rafting</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	PED 152				
Corequisites:	None				

This course covers the skills necessary to safely participate in whitewater rafting. Topics include raft guiding, paddling skills, scouting rapids, and rigging boats. Upon completion, students should be able to successfully complete a whitewater rafting experience. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>PED 160</b>	<b>Canoeing-Basic</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	PED 152				
Corequisites:	None				

This course provides basic instruction for the beginning canoeist. Emphasis is placed on safe and correct handling of the canoe and rescue skills. Upon completion, students should be able to demonstrate basic canoeing, safe-handling, and self-rescue skills. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 161</b>	<b>Canoeing-Rivers</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	PED 160				
Corequisites:	None				

This course provides practice in the basic skills of river and whitewater canoeing. Emphasis is placed on river running, safety, and care of equipment. Upon completion, students should be able to demonstrate navigation in a moving current, canoe safety, and self-rescue skills. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 163</b>	<b>Kayaking-Basic</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	PED 152				
Corequisites:	None				

This course is designed to teach the basic skills of kayaking. Topics include forward and reverse strokes, sweeps, Eskimo roll, and self-rescue skills. Upon completion, students should be able to maneuver and demonstrate safe kayaking practices. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 164</b>	<b>Kayaking-Whitewater</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	PED 163				
Corequisites:	None				

This course covers the skills necessary to safely negotiate Class II and some Class III rapids. Topics include execution of a river roll, maneuvering, rescuing and retrieving kayaker and equipment. Upon completion, students should be able to safely negotiate Class II and some Class III rapids and perform all rescue skills. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>PED 169</b>	<b>Orienteering</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the various types of orienteering and proper orienteering techniques. Emphasis is placed on defining various types of orienteering and recognizing and drawing topographic map symbols. Upon completion, students should be able to draw topographic map symbols and negotiate a 3-5 km cross-country orienteering course in a specified time period. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 170</b>	<b>Backpacking</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

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.

<b>PED 171</b>	<b>PED 171</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

This course provides instruction on how to equip and care for oneself on the trail. Topics include clothing, hygiene, trail ethics, and necessary equipment. Upon completion, students should be able to successfully participate in nature trail hikes. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 172</b>	<b>Outdoor Living</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course is designed to acquaint the beginning camper with outdoor skills. Topics include camping techniques such as cooking and preserving food, safety, and setting up camp. Upon completion, students should be able to set up camp sites in field experiences using proper procedures. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>PED 173</b>	<b>Rock Climbing</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

This course teaches the fundamental skills and safety of rock climbing. Topics include rock climbing, bouldering, rappelling, the correct method of belaying for climbing and rappelling, and knowledge of equipment. Upon completion, students should be able to demonstrate strong and skillful techniques in climbing and rappelling. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 175</b>	<b>Horseback Riding I</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces beginning and non-riders to recreational horseback riding. Topics include riding skills, equipment, handling of horses, mounting, care of the horse, and coordinated horse-rider balance. Upon completion, students should be able to demonstrate riding, safety, and horse management skills. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 176</b>	<b>Horseback Riding II</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	PED 175				
Corequisites:	None				

This course is designed to give advanced riding experiences in a variety of specialized situations. Emphasis is placed on the development of skills such as jumping, rodeo games, and trail riding. Upon completion, students should be able to demonstrate control and management of the horse and perform various riding techniques. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 181</b>	<b>Snow Skiing-Beginning</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the fundamentals of snow skiing. Topics include basic techniques, safety, and equipment involved in snow skiing. Upon completion, students should be able to ski a down slope, enter and exit a ski lift, and perform basic maneuvers on skis. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.



		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>PED 182</b>	<b>Snow Skiing Intermediate</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	PED 181				
Corequisites:	None				

This course is designed to further develop snow skiing skills. Topics include selection and care of equipment, parallel skiing and turns, christies, advanced jumps, trail skiing, and slalom racing. Upon completion, students should be able to ski on varying terrains and snow conditions with control and safety. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 183</b>	<b>Folk Dancing</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

This course teaches the fundamental folk dance movements along with cultural traditions from various countries. Emphasis is placed on the history and traditions of the folk dance as well as the movements and the dances themselves. Upon completion, students should be able to demonstrate folk dances as well as knowledge of their origins and cultural traditions. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 184</b>	<b>Square Dancing I</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the terminology and skills necessary to perform square dancing. Topics include working from squared sets-squared circles to squared throughs, right and left throughs, and Dixie Chains. Upon completion, students should be able to perform square dance routines and recognize the calls made for all formations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 185</b>	<b>Square Dancing II</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	PED 184				
Corequisites:	None				

This course includes additional variations and forms of square dancing. Topics include such routines as turns, grand swing, triple trades, wheel and deal, T-cup chain, and arky change. Upon completion, students should be able to demonstrate and perform country and western square dance routines. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>PED 186</b>	<b>Dancing for Fitness</b>	00	02	00	01
Prerequisites:	None				
Corequisites:	None				

This course is designed to develop movement and recreational dance skills, safety, fitness, coordination, and techniques used to teach various groups. Emphasis is placed on participation and practice with adapting dances for ages and ability levels. Upon completion, students should be able to demonstrate knowledge of fitness through social, folk, and square dance participation and instruction. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 187</b>	<b>Social Dance-Beginning</b>	00	02	00	01
Prerequisites:	None				
Corequisites:	None				

This course introduces the fundamentals of popular social dances. Emphasis is placed on basic social dance techniques, dances, and a brief history of social dance. Upon completion, students should be able to demonstrate specific dance skills and perform some dances. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 188</b>	<b>Social Dance-Intermediate</b>	00	02	00	01
Prerequisites:	PED 187				
Corequisites:	None				

This course covers advanced fundamentals of social dancing. Topics include rhythm, appearance, and routine sequence. Upon completion, students should be able to perform more difficult steps and types of dances. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 210</b>	<b>Team Sports</b>	00	03	00	01
Prerequisites:	None				
Corequisites:	None				

This course introduces the fundamentals of popular American team sports. Emphasis is placed on rules, equipment, and motor skills used in various sports. Upon completion, students should be able to demonstrate knowledge of the sports covered. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>PED 211</b>	<b>New Games</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

This course includes explanation, demonstration, and participation in games that provide an alternative to traditional sports. Emphasis is placed on playing for pleasure rather than for competitive purposes. Upon completion, students should be able to participate and lead others in participating in non-competitive games. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 220</b>	<b>Exercise for Physically Challenged</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

This course is designed to improve physical strength, endurance, and range of motion while focusing on individual needs. Emphasis is placed on exercises which are designed and adapted to serve those with special needs. Upon completion, students should be able to show improved physical fitness, body awareness, and an appreciation for their physical well-being. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 240</b>	<b>Advanced PE Skills</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

This course provides those who have mastered skills in a particular physical education area the opportunity to assist with instruction. Emphasis is placed on methods of instruction, class organization, and progressive skill development. Upon completion, students should be able to design, develop, and implement a unit lesson plan for a skill they have mastered. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 250</b>	<b>Officiating/Basketball/Volleyball</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the rules and techniques for sports officiating in basketball and volleyball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in basketball and volleyball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>PED 251</b>	<b>Officiating/Football/Soccer</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the rules and techniques for sports officiating in football and soccer. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in football and soccer. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 252</b>	<b>Officiating/Baseball/Softball</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the rules and techniques for sports officiating in baseball and softball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in baseball and softball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 254</b>	<b>Coaching Basketball</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the theory and methods of coaching basketball. Emphasis is placed on rules, game strategies, and selected techniques of coaching basketball. Upon completion, students should be able to demonstrate competent coaching skills in basketball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 255</b>	<b>Coaching Football</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the theory and methods of coaching football. Emphasis is placed on rules, game strategies, and selected techniques of coaching football. Upon completion, students should be able to demonstrate competent coaching skills in football. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>PED 256</b>	<b>Coaching Baseball</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the theory and methods of coaching baseball. Emphasis is placed on rules, game strategies, and selected techniques of coaching baseball. Upon completion, students should be able to demonstrate competent coaching skills in baseball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 257</b>	<b>Coaching Soccer</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the theory and methods of coaching soccer. Emphasis is placed on rules, game strategies, and selected techniques of coaching soccer. Upon completion, students should be able to demonstrate competent coaching skills in soccer. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PED 259</b>	<b>Prevention &amp; Care of Athletic Injuries</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course provides information on the prevention and care of athletic injuries. Topics include safety devices, taping, therapeutic techniques, and conditioning exercises. Upon completion, students should be able to demonstrate proper preventive measures and skills in caring for athletic injuries. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PHI 210</b>	<b>History of Philosophy</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	ENG 111				
Corequisites:	None				

This course introduces fundamental philosophical issues through an historical perspective. Emphasis is placed on such figures as Plato, Aristotle, Lao-Tzu, Confucius, Augustine, Aquinas, Descartes, Locke, Kant, Wollstonecraft, Nietzsche, and Sartre. Upon completion, students should be able to identify and distinguish among the key positions of the philosophers studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>PHI 215</b>	<b>Philosophical Issues</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	ENG 111				
Corequisites:	None				

This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critique the philosophical components of an issue. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>PHI 220</b>	<b>Western Philosophy I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	ENG 111				
Corequisites:	None				

This course covers Western intellectual and philosophic thought from the early Greeks through the medievalists. Emphasis is placed on such figures as the pre-Socratics, Plato, Aristotle, Epicurus, Epictetus, Augustine, Suarez, Anselm, and Aquinas. Upon completion, students should be able to trace the development of leading ideas regarding reality, knowledge, reason, and faith. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>PHI 221</b>	<b>Western Philosophy II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	ENG 111				
Corequisites:	None				

This course covers Western intellectual and philosophic thought from post-medievalists through recent thinkers. Emphasis is placed on such figures as Descartes, Spinoza, Leibnitz, Locke, Berkeley, Hume, Kant, Hegel, Marx, Mill, and representatives of pragmatism, logical positivism, and existentialism. Upon completion, students should be able to trace the development of leading ideas concerning knowledge, reality, science, society, and the limits of reason. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>PHI 230</b>	<b>Introduction to Logic</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	ENG 111				
Corequisites:	None				

This course introduces basic concepts and techniques for distinguishing between good and bad reasoning. Emphasis is placed on deduction, induction, validity, soundness, syllogisms, truth functions, predicate logic, analogical inference, common fallacies, and scientific methods. Upon completion, students should be able to analyze arguments, distinguish between deductive and inductive arguments, test validity, and appraise inductive reasoning. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>PHI 240</b>	<b>Introduction to Ethics</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	ENG 111				
Corequisites:	None				

This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>PHM 110</b>	<b>Introduction to Pharmacy</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	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.

<b>PHM 111</b>	<b>Pharmacy Practice I</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
Prerequisites:	Departmental Approval				
Corequisites:	PHM 110 and PHM 115				

This course provides instruction in the technical procedures for preparing and dispensing drugs in the hospital and retail settings under supervision of a registered pharmacist. Topics include drug packaging and labeling, out-patient dispensing, hospital dispensing procedures, controlled substance procedures, inventory control, and non-sterile compounding. Upon completion, students should be able to perform basic supervised dispensing techniques in a variety of pharmacy settings.

<b>PHM 115</b>	<b>Pharmacy Calculations</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>PHM 115A</b>	<b>Pharmacy Calculations Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	PHM 115				
Corequisites:	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.

<b>PHM 118</b>	<b>Sterile Products</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
Prerequisites:	All courses required: PHM 110, PHM 111 and PHM 115				
Corequisites:	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.

<b>PHM 120</b>	<b>Pharmacology I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	Departmental Approval				
Corequisites:	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.

<b>PHM 125</b>	<b>Pharmacology II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	PHM 120				
Corequisites:	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.



		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>PHM 132</b>	<b>Pharmacy Clinical</b>	<b>00</b>	<b>00</b>	<b>06</b>	<b>02</b>
Prerequisites:	PHM 138				
Corequisites:	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.

<b>PHM 136</b>	<b>Pharmacy Clinical</b>	<b>00</b>	<b>00</b>	<b>18</b>	<b>06</b>
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.

<b>PHM 140</b>	<b>Trends in Pharmacy</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	PHM 138				
Corequisites:	PHM 125 and PHM 132				

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.

<b>PHM 155</b>	<b>Community Pharmacy</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>PHS 110</b>	<b>Basic Physical Science</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the physical environment with emphasis on the laws and physical concepts that impact the world and universe. Topics include astronomy, geology, meteorology, general chemistry, and general physics. Upon completion, students should be able to describe the forces and composition of the earth and universe. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PHS 111</b>	<b>Physical Science I</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the general principles of chemistry and geology. Topics include measurement, matter, chemical reactions, and geological concepts. Upon completion, students should be able to perform metric measurements, describe chemical composition and reactions, and explain these in relation to the earth's composition.

<b>PHS 112</b>	<b>Physical Science II</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the general principles of physics, astronomy, and meteorology. Topics include measurement, mechanics, forces, heat, light, sound, electricity, descriptive astronomy, and weather. Upon completion, students should be able to measure and analyze the forces and energy, describe the composition of the universe, and explain basic meteorology.

<b>PHS 121</b>	<b>Applied Physical Science I</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the general principles of physics and chemistry. Topics include measurement, motion, Newton's laws of motion, momentum, energy, work, power, heat, thermodynamics, waves, sound, light, electricity, magnetism, and chemical principles. Upon completion, students should be able to demonstrate an understanding of the physical environment and be able to apply the scientific principles to observations experienced. approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>PHS 122</b>	<b>Applied Physical Science II</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the principles of nuclear energy, modern physics, geology, oceanography, meteorology, and astronomy. Topics include nuclear chemistry, relativity, composition of the earth, geologic processes and time, ocean currents and tides, eroding beaches, climate, weather, atmospheric influences, and the solar system. Upon completion, students should be able to demonstrate an understanding of the physical environment and be able to apply the scientific principles to observations experienced. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PHS 130</b>	<b>Earth Science</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	None				

This course is a survey of the forces that impact the earth. Topics include geology, oceanography, and meteorology. Upon completion, students should be able to explain and identify the forces within, on, and around the earth as they influence the earth's dynamics.

<b>PHS 140</b>	<b>Weather and Climate</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the nature, origin, processes, and dynamics of the earth's atmospheric environment. Topics include general weather patterns, climate, and ecological influences on the atmosphere. Upon completion, students should be able to demonstrate an understanding of weather formation, precipitation, storm patterns, and processes of atmospheric pollution. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PHY 110</b>	<b>Conceptual Physics</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>PHY 110A</b>	<b>Conceptual Physics Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	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.

<b>PHY 121</b>	<b>Applied Physics I</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	None				

This algebra-based course introduces fundamental physical concepts as applied to industrial and service technology fields. Topics include systems of units, problem-solving methods, graphical analyses, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to demonstrate an understanding of the principles studied as applied in industrial and service fields.

<b>PHY 122</b>	<b>Applied Physics II</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	None				

This algebra-based course introduces fundamental physical concepts as applied to industrial and service technology fields. Emphasis is placed on systems of units, problem-solving methods, graphical analysis, static electricity, AC and DC circuits, magnetism, transformers, AC and DC motors, and generators. Upon completion, students should be able to demonstrate an understanding of the principles studied as applied in industrial and service fields.

<b>PHY 125</b>	<b>Health Sciences Physics</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces fundamental physical principles as they apply to health technologies. Topics include motion, force, work, power, simple machines, and other topics as required by the students' area of study. Upon completion, students should be able to demonstrate an understanding of the fundamental principles covered as they relate to practical applications in the health sciences.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>PHY 131</b>	<b>Physics-Mechanics</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	MAT 121				
Corequisites:	None				

This algebra/trigonometry-based course introduces fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.

<b>PHY 132</b>	<b>Physics-Electricity &amp; Magnetism</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	PHY 131				
Corequisites:	None				

This algebra/trigonometry-based course is a study of fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, waves, electricity, magnetism, circuits, transformers, motors, and generators. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.

<b>PHY 133</b>	<b>Physics-Sound &amp; Light</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	PHY 131				
Corequisites:	None				

This algebra/trigonometry-based course is a study of fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, wave motion, sound, light, and modern physics. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.

<b>PHY 151</b>	<b>College Physics I</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	MAT 161 or MAT 171				
Corequisites:	None				

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>PHY 152</b>	<b>College Physics II</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	PHY 151				
Corequisites:	None				

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

<b>PHY 153</b>	<b>Modern Topics in Physics</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	PHY 151				
Corequisites:	None				

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include atomic structure, nuclear processes, natural and artificial radioactivity, basic quantum theory, and special relativity. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PHY 251</b>	<b>General Physics I</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
Prerequisites:	MAT 271				
Corequisites:	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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>PHY 252</b>	<b>General Physics II</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
Prerequisites:	MAT 272 and PHY 251				
Corequisites:	None				

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

<b>PHY 253</b>	<b>Modern Physics</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
Prerequisites:	PSY 150				
Corequisites:	None				

This course introduces the study of the adjustment process focusing on contemporary challenges individuals must deal with in everyday life. Topics include theories of behavior, career choices, self-understanding, coping mechanisms, human relationships, intimacy, sociocultural factors influencing healthy personal adjustment, and other related topics. Upon completion, students should be able to demonstrate an awareness of the processes of adjustment. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PLU 110</b>	<b>Modern Plumbing</b>	<b>04</b>	<b>15</b>	<b>00</b>	<b>09</b>
Prerequisites:	None				
Corequisites:	None				

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. requirements.

<b>PLU 120</b>	<b>Plumbing Applications</b>	<b>04</b>	<b>15</b>	<b>00</b>	<b>09</b>
Prerequisites:	None				
Corequisites:	None				

This course covers general plumbing layout, fixtures, and water heaters. Topics include drainage, waste and vent pipes, water service and distribution, fixture installation, water heaters, and other related topics. Upon completion, students should be able to safely install common fixtures and systems in compliance with state and local building codes.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>PLU 130</b>	<b>Plumbing Systems</b>	<b>03</b>	<b>09</b>	<b>00</b>	<b>06</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the maintenance and repair of plumbing lines and fixtures. Emphasis is placed on identifying and diagnosing problems related to water, drain and vent lines, water heaters, and plumbing fixtures. Upon completion, students should be able to identify and diagnose needed repairs to the plumbing system.

<b>PLU 140</b>	<b>Introduction to Plumbing Codes</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course covers plumbing industry codes and regulations. Emphasis is placed on North Carolina regulations and the minimum requirements for plumbing materials and design. Upon completion, students should be able to research and interpret North Carolina plumbing codes.

<b>PLU 150</b>	<b>Plumbing Diagrams</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	PLU 110				
Corequisites:	None				

This course introduces sketching diagrams and interpretation of blueprints applicable to the plumbing trades. Emphasis is placed on plumbing plans for domestic and/or commercial buildings. Upon completion, students should be able to sketch plumbing diagrams applicable to the plumbing trades.

<b>POL 110</b>	<b>Introduction to Political Science</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces basic political concepts used by governments and addresses a wide range of political issues. Topics include political theory, ideologies, legitimacy, and sovereignty in democratic and non-democratic systems. Upon completion, students should be able to discuss a variety of issues inherent in all political systems and draw logical conclusions in evaluating these systems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

<b>POL 120</b>	<b>American Government</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.



		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>POL 130</b>	<b>State &amp; Local Government</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional, and local governments of North Carolina. Upon completion, students should be able to identify and discuss various problems associated with intergovernmental politics and their effect on the community and the individual. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>POL 210</b>	<b>Comparative Government</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course provides a cross-national perspective on the government and politics of contemporary nations such as Great Britain, France, Germany, and Russia. Topics include each country's historical uniqueness, key institutions, attitudes and ideologies, patterns of interaction, and current political problems. Upon completion, students should be able to identify and compare various nations' governmental structures, processes, ideologies, and capacity to resolve major problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

<b>POL 220</b>	<b>International Relations</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course provides a study of the effects of ideologies, trade, armaments, and alliances on relations among nation-states. Emphasis is placed on regional and global cooperation and conflict, economic development, trade, non-governmental organizations, and international institutions such as the World Court and UN. Upon completion, students should be able to identify and discuss major international relationships, institutions, and problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

<b>POS 110</b>	<b>POS History &amp; Organization</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the history and organization of the US Postal Service. Topics include postal service history, policies, philosophies, regulations, rules, and organization. Upon completion, students should be able to explain the history and organization of the US Postal Service.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>POS 115</b>	<b>Processing and Distribution</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the steps involved in reviewing, processing, and dispatching all classes and types of mail. Topics include quality control, platform operation, dispatch discipline, automation and mechanization, mail flow, manual operations, mail preparation, and premium service. Upon completion, students should be able to explain the flow of mail from sender to receiver and the importance of service standards.

<b>POS 120</b>	<b>Postal Operations Support</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers in-plant support and customer services operations programs support. Topics include quality improvement, address management systems, transportation and networks, delivery services, mail processing, bar coding, and automation sort plans. Upon completion, students should be able to explain postal mechanization, machine distribution, operational planning, budgeting, and functional coordination with customer services.

<b>POS 125</b>	<b>Postal Delivery/Collection</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course is an in-depth study of delivery, collection, and Function-Four review. Topics include carrier responsibilities, delivery and collection rules, time keeping, equipment and supplies, mail count and route inspection, parcel post, and Function-Four review. Upon completion, students should be able to explain the duties and skills required in the carrier crafts, the management of delivery services, and staffing and scheduling audits.

<b>POS 130</b>	<b>POS Support &amp; Finance</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers information and procedures necessary to administer financial control of post offices. Topics include protecting funds and accountable paper, recording receipts and disbursements, verifying accountability, postal service reports, and controlling receipts and receipt forms. Upon completion, students should be able to explain postal revenue receipt and control, budgeting, financial accounting/reporting, time keeping, travel regulations, and administrative services.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>POS 135</b>	<b>Officer-in-Charge Training</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

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.

<b>PSY 101</b>	<b>Applied Psychology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the basic principles of psychology as they apply to daily life. Topics include perception, emotions, motivation, adjustment, behavior management, communication, and related topics that promote growth and development on the job and in one's personal life. Upon completion, students should be able to apply the principles learned in this class to everyday living. This course is intended for certificate and diploma programs.

<b>PSY 110</b>	<b>Life Span Development</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course provides an introduction to the study of human growth and development. Emphasis is placed on the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span and apply this knowledge to their specific field of study.

<b>PSY 118</b>	<b>Interpersonal Psychology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>PSY 141</b>	<b>Psychology of Death and Dying</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course presents psychological perspectives on death and dying. Topics include the culturally diverse aspects of death and the grieving process, adjustment mechanisms, interventions, and the psychological and ethical dimensions of death and dying. Upon completion, students should be able to demonstrate an understanding of the psychosocial aspects of death and dying.

<b>PSY 150</b>	<b>General Psychology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

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.

<b>PSY 237</b>	<b>Social Psychology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	PSY 150 or SOC 210				
Corequisites:	None				

This course introduces the study of individual behavior within social contexts. Topics include affiliation, attitude formation and change, conformity, altruism, aggression, attribution, interpersonal attraction, and group behavior. Upon completion, students should be able to demonstrate an understanding of the basic principles of social influences on behavior. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

<b>PSY 239</b>	<b>Psychology of Personality</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	PSY 150				
Corequisites:	None				

This course covers major personality theories and personality research methods. Topics include psychoanalytic, behavioristic, social learning, cognitive, humanistic, and trait theories including supporting research. Upon completion, students should be able to compare and contrast traditional and contemporary approaches to the understanding of individual differences in human behavior. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>PSY 241</b>	<b>Developmental Psychology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	PSY 150				
Corequisites:	None				

This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

<b>PSY 243</b>	<b>Child Psychology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	PSY 150				
Corequisites:	None				

This course provides an overview of physical, cognitive, and psychosocial development from conception through adolescence. Topics include theories and research, interaction of biological and environmental factors, language development, learning and cognitive processes, social relations, and moral development. Upon completion, students should be able to identify typical and atypical childhood behavior patterns as well as appropriate strategies for interacting with children. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PSY 246</b>	<b>Adolescent Psychology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	PHY 150				
Corequisites:	None				

This course provides an overview of the behavior patterns, life changes, and social issues that accompany the developmental stage of adolescence. Topics include developmental theories; physical, cognitive and psychosocial growth; transitions to young adulthood; and sociocultural factors that influence adolescent roles in home, school and community. Upon completion, students should be able to identify typical and atypical adolescent behavior patterns as well as appropriate strategies for interacting with adolescents. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PSY 247</b>	<b>Psychology of Adulthood</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	PSY 150				
Corequisites:	None				

This course examines the major theories and patterns of adult development from young adulthood to late adulthood. Topics include physical, cognitive, and psychosocial changes with an emphasis on relationships, family patterns, work roles, community interactions, and the challenges of each stage of adulthood. Upon completion, students should be able to demonstrate a knowledge of adult development and an ability to apply this knowledge to their own lives. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>PSY 249</b>	<b>Psychology of Aging</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	PSY 150				
Corequisites:	None				

This course covers the particular needs and behaviors of the maturing adult. Emphasis is placed on psychosocial processes; biological and intellectual aspects of aging; adjustments to retirement, dying, bereavement; and the stereotypes and misconceptions concerning the elderly. Upon completion, students should be able to show an understanding of the psychological factors related to the aging process. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PSY 255</b>	<b>Introduction to Exceptionality</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	PSY 150				
Corequisites:	None				

This course introduces the psychology of the exceptional person. Topics include theoretical perspectives, terminology, and interventions pertaining to various handicapping conditions as well as the resulting psychosocial adjustments. Upon completion, students should be able to demonstrate a basic understanding of the potentials and limitations of the exceptional person.

<b>PSY 259</b>	<b>Human Sexuality</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	PSY 150				
Corequisites:	None				

This course provides the biological, psychological, and sociocultural aspects of human sexuality and related research. Topics include reproductive biology, sexual and psychosexual development, sexual orientation, contraception, sexually transmitted diseases, sexual disorders, theories of sexuality, and related issues. Upon completion, students should be able to demonstrate an overall knowledge and understanding of human sexuality. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PSY 263</b>	<b>Educational Psychology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	PSY 150				
Corequisites:	None				

This course examines the application of psychological theories and principles to the educational process and setting. Topics include learning and cognitive theories, achievement motivation, teaching and learning styles, teacher and learner roles, assessment, and developmental issues. Upon completion, students should be able to demonstrate an understanding of the application of psychological theory to educational practice. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>PSY 265</b>	<b>Behavioral Modification</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	PSY 150				
Corequisites:	None				

This course is an applied study of factors influencing human behavior and strategies for behavioral change. Emphasis is placed on cognitive-behavioral theory, behavioral assessment, practical applications of conditioning techniques, and maintenance of adaptive behavior patterns. Upon completion, students should be able to implement basic learning principles to effect behavioral changes in self and others.

<b>PSY 271</b>	<b>Sports Psychology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	PSY 150				
Corequisites:	None				

This course provides an overview of the field of sports and exercise psychology. Topics include concentration, goal setting, arousal level, exercise psychology, mental imagery, confidence, and other issues related to sport and exercise performance. Upon completion, students should be able to demonstrate a knowledge of psychological factors involved in sport and exercise. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PSY 275</b>	<b>Health Psychology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	PSY 150				
Corequisites:	None				

This course covers the biopsychosocial dynamics of stress and the maintenance of good health. Topics include enhancing health and well-being, stress management, lifestyle choices and attitudes, the mind-body relationship, nutrition, exercise, and fitness. Upon completion, students should be able to demonstrate an understanding of the psychological factors related to health and well-being. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>PSY 281</b>	<b>Abnormal Psychology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	PSY 150				
Corequisites:	None				

This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>PTA 110</b>	<b>Introduction to Physical Therapy</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	Departmental Approval				
Corequisites:	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.

<b>PTA 120</b>	<b>Functional Anatomy</b>	<b>01</b>	<b>06</b>	<b>00</b>	<b>03</b>
Prerequisites:	PTA 110				
Corequisites:	PTA 140 and PTA 150				

This course provides an organized study of anatomy and kinesiology. Emphasis is placed on the integration of structure and function of the skeletal, articular, muscular, nervous, and circulatory systems to include gait analysis. Upon completion, students should be able to describe the components and demonstrate function of these systems as applied to physical therapy.

<b>PTA 130</b>	<b>Physical Therapy Procedures I</b>	<b>01</b>	<b>06</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	PHY 125 and PTA 110				

This course covers superficial thermal agents, massage, ultrasound, and documentation methods. Emphasis is placed on physiological effects, indications, contraindications, and skilled applications of heat, cold, ultrasound, massage, and documentation. Upon completion, students should be able to safely, correctly, and effectively apply these techniques and procedures.

<b>PTA 140</b>	<b>Therapeutic Exercise</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>
Prerequisites:	PTA 110				
Corequisites:	PTA 120 and PTA 150				

This course covers muscle physiology, exercise concepts, testing, and applications to the spine and extremities. Topics include strength, endurance, flexibility, and exercise protocols and progressions. Upon completion, students should be able to demonstrate skill in applying therapeutic exercise principles for non-neurological conditions in a safe and appropriate manner.



		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>PTA 150</b>	<b>Physical Therapy Procedures II</b>	<b>01</b>	<b>06</b>	<b>00</b>	<b>03</b>
Prerequisites:	PTA 130 and SOC 210				
Corequisites:	PTA 120 and PTA 140				

This course, a continuation of PTA 130, emphasizes the theory and practice of electrotherapy, ultraviolet, hydrotherapy, wound and burn care, and deep heating modalities. Topics include application of deep heating modalities, aquatic therapy, edema reduction, high and low frequency currents, and biofeedback. Upon completion, students should be able to apply these modalities and treatment techniques effectively and safely and demonstrate knowledge of hysiological principles involved.

<b>PTA 160</b>	<b>Physical Therapy Procedures III</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	PTA 150				
Corequisites:	PTA 170 and PTA 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.

<b>PTA 170</b>	<b>Pathophysiology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	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.

<b>PTA 180</b>	<b>PTA Clinical Education Introduction</b>	<b>00</b>	<b>00</b>	<b>09</b>	<b>03</b>
Prerequisites:	Departmental Approval				
Corequisites:	None				

This course introduces the physical therapy clinic in planned learning experiences and practice under supervision. Emphasis is placed on reinforcement of learned skills in direct patient care and communication. Upon completion, students should be able to demonstrate satisfactory performance in learned patient care skills, communication activities, and professional behaviors. PTA 180A must be completed satisfactorily before registering for PTA 180B.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>PTA 212</b>	<b>Health Care/Resources</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	PTA 222				
Corequisites:	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.

<b>PTA 222</b>	<b>Professional Interactions</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	PTA 160				
Corequisites:	None				

This course is designed to assist in the development of effective interpersonal skills in the physical therapist assistant setting. Topics include reactions to disability, the grieving process, methods of communication, motivation, health promotion, disease prevention, and aging. Upon completion, students should be able to discuss and demonstrate methods for achieving effective interaction with patients, families, the public, and other health care providers.

<b>PTA 240</b>	<b>Physical Therapy Procedures IV</b>	<b>03</b>	<b>06</b>	<b>00</b>	<b>05</b>
Prerequisites:	PTA 160				
Corequisites:	None				

This course covers normal development, adult and pediatric/CNS dysfunction, spinal cord injuries, amputee rehabilitation techniques, and cardiopulmonary rehabilitation. Topics include neurology review, selected rehabilitation techniques, ADL and functional training, prosthetic and orthotic training, and environmental access. Upon completion, students should be able to demonstrate safe and correct application of selected rehabilitation techniques for neurological dysfunction, cardiopulmonary conditions, and amputations.

<b>PTA 260</b>	<b>Advanced PTA Clinical Education</b>	<b>00</b>	<b>00</b>	<b>30</b>	<b>10</b>
Prerequisites:	PTA 180A and PTA 180B				
Corequisites:	PTA 212				

This course provides full-time clinical affiliations for planned learning experiences and practice under supervision. Emphasis is placed on reinforcement of learned skills in direct patient care, communications, and professional behaviors. Upon completion, students should be able to demonstrate satisfactory performance as an entry-level physical therapist assistant and as a member of the physical therapy team.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>RAD 110</b>	<b>RAD Introduction &amp; Patient Care</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	Departmental Approval				
Corequisites:	None				

This course provides an overview of the radiography profession and student responsibilities. Emphasis is placed on basic principles of patient care, radiation protection, technical factors, and medical terminology. Upon completion, students should be able to demonstrate basic skills in these areas.

<b>RAD 111</b>	<b>RAD Procedures I</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
Prerequisites:	Departmental Approval				
Corequisites:	All courses required: RAD 110, RAD 151 and RAD 183				

This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the chest, abdomen, extremities, spine, and pelvis. Upon completion, students should be able to demonstrate competence in these areas.

<b>RAD 112</b>	<b>RAD Procedures II</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
Prerequisites:	ll courses required: RAD 110, RAD 111 and RAD 151				
Corequisites:	RAD 121 and RAD 161				

This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the skull, bony thorax, and gastrointestinal, biliary, and urinary systems. Upon completion, students should be able to demonstrate competence in these areas.

<b>RAD 121</b>	<b>Radiographic Imaging I</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	All courses required: RAD 110, RAD 111 and RAD 151				
Corequisites:	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.

<b>RAD 122</b>	<b>Radiographic Imaging II</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites:	All courses required: RAD 112, RAD 121 and RAD 161				
Corequisites:	RAD 131 and RAD 171				

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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>RAD 131</b>	<b>Radiographic Physics I</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites:	All courses required: RAD 112, RAD 121 and RAD 161				
Corequisites:	RAD 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.

<b>RAD 151</b>	<b>RAD Clinical Ed I</b>	<b>00</b>	<b>00</b>	<b>06</b>	<b>02</b>
Prerequisites:	Departmental Approval				
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.

<b>RAD 161</b>	<b>RAD Clinical Ed II</b>	<b>00</b>	<b>00</b>	<b>15</b>	<b>05</b>
Prerequisites:	All courses required: RAD 110, RAD 111 and RAD 151				
Corequisites:	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 adapting procedures to meet patient variations. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

<b>RAD 171</b>	<b>RAD Clinical Ed III</b>	<b>00</b>	<b>00</b>	<b>12</b>	<b>04</b>
Prerequisites:	All courses required: RAD 112, RAD 121 and RAD 161				
Corequisites:	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.

<b>RAD 183</b>	<b>RAD Clinical Elective</b>	<b>00</b>	<b>00</b>	<b>09</b>	<b>03</b>
Prerequisites:	None				
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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>RAD 211</b>	<b>RAD Procedures III</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	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.

<b>RAD 231</b>	<b>Radiographic Physics II</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites:	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.

<b>RAD 241</b>	<b>Radiation Protection</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	All courses required: RAD 122, RAD 131 and RAD 171				
Corequisites:	All courses required: RAD 211, RAD 231 and RAD 251				

This course covers the principles of radiation protection and radiobiology. Topics include the effects of ionizing radiation on body tissues, protective measures for limiting exposure to the patient and personnel, and radiation monitoring devices. Upon completion, students should be able to demonstrate an understanding of the effects and uses of radiation in diagnostic radiology.

<b>RAD 245</b>	<b>Radiographic Analysis</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	RAD 251				
Corequisites:	RAD 261 and RAD 281				

This course provides an overview of imaging concepts and introduces methods of quality assurance. Topics include a systematic approach for image evaluation and analysis of imaging service and quality assurance. Upon completion, students should be able to establish and administer a quality assurance program and conduct a critical review of images.

<b>RAD 251</b>	<b>RAD Clinical Ed IV</b>	<b>00</b>	<b>00</b>	<b>21</b>	<b>07</b>
Prerequisites:	All courses required: AD 122, RAD 131, RAD 171				
Corequisites:	All courses required: RAD 211, RAD 231, RAD 241				

This course provides the opportunity to continue mastering all basic radiographic procedures and to attain experience in advanced areas. Emphasis is placed on equipment operation, pathological recognition, pediatric and geriatric variations, and a further awareness of radiation protection requirements. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>RAD 261</b>	<b>RAD Clinical Ed V</b>	<b>00</b>	<b>00</b>	<b>21</b>	<b>07</b>
Prerequisites:	RAD 251				
Corequisites:	All courses required:RAD 245, RAD 281				

This course is designed to enhance expertise in all radiographic procedures, patient management, radiation protection, and image production and evaluation. Emphasis is placed on developing an autonomous approach to the diversity of clinical situations and successfully adapting to those procedures. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

<b>RAD 281</b>	<b>RAD Clinical Elective</b>	<b>00</b>	<b>00</b>	<b>03</b>	<b>01</b>
Prerequisites:	Department Approval				
Corequisites:	All courses required: AD 245, RAD 261				

This course provides advanced knowledge of clinical applications. Emphasis is placed on enhancing clinical skills. Upon completion, students should be able to successfully complete the clinical course objectives.

<b>RCP 110</b>	<b>Introduction to Respiratory Care</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
Prerequisites:	Departmental Approval				
Corequisites:	None				

This course introduces the respiratory care profession. Topics include the role of the respiratory care practitioner, medical gas administration, basic patient assessment, infection control, and medical terminology. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.

<b>RCP 111</b>	<b>Therapeutics/Diagnostics</b>	<b>04</b>	<b>03</b>	<b>00</b>	<b>05</b>
Prerequisites:	RCP 110				
Corequisites:	None				

This course is a continuation of RCP 110. Emphasis is placed on entry-level therapeutic and diagnostic procedures used in respiratory care. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.

<b>RCP 114</b>	<b>C-P Anatomy &amp; Physiology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	A set of courses is required: BIO 168 or BIO 168C and BIO 168L				
Corequisites:	A set of courses is required: BIO 169 or BIO 169C and BIO 169L				

This course provides a concentrated study of cardiopulmonary anatomy and physiology essential to the practice of respiratory care. Emphasis is placed on cardiovascular and pulmonary physiology, acid/base balance, and blood gas interpretation. Upon completion, students should be able to demonstrate competence in these concepts through written evaluation.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>RCP 115</b>	<b>C-P Pathophysiology</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	A set of courses is required: BIO 168 or BIO 168C and BIO 168L				
Corequisites:	A set of courses is required: BIO 169 or BIO 169C and BIO 169L				

This course introduces the etiology, pathogenesis, and physiology of cardiopulmonary diseases and disorders. Emphasis is placed on clinical signs and symptoms along with diagnoses, complications, prognoses, and management. Upon completion, students should be able to demonstrate competence in these concepts through written evaluations.

<b>RCP 133</b>	<b>RCP Clinical Practice I</b>	<b>00</b>	<b>00</b>	<b>09</b>	<b>03</b>
Prerequisites:	Department Approval				
Corequisites:	RCP 111 and RCP 115				

This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.

<b>RCP 142</b>	<b>RCP Clinical Practice II</b>	<b>00</b>	<b>00</b>	<b>06</b>	<b>02</b>
Prerequisites:	RCP 110				
Corequisites:	RCP 210				

This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.

<b>RCP 156</b>	<b>RCP Clinical Practice III</b>	<b>00</b>	<b>00</b>	<b>18</b>	<b>06</b>
Prerequisites:	RCP 111 and RCP 142				
Corequisites:	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.

<b>RCP 210</b>	<b>Critical Care Concepts</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
Prerequisites:	RCP 111				
Corequisites:	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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>RCP 211</b>	<b>Advanced Monitoring/Procedures</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
Prerequisites:	RCP 210				
Corequisites:	None				
<p>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.</p>					
<b>RCP 214</b>	<b>Neonatal/Pediatric RC</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites:	RCP 111 and RCP 210				
Corequisites:	RCP 156 and RCP 211				
<p>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.</p>					
<b>RCP 223</b>	<b>Special Practice Lab</b>	<b>00</b>	<b>03</b>	<b>00</b>	<b>01</b>
Prerequisites:	Departmental Approval				
Corequisites:	None				
<p>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.</p>					
<b>RCP 237</b>	<b>RCP Clinical Practice IV</b>	<b>00</b>	<b>00</b>	<b>21</b>	<b>07</b>
Prerequisites:	RCP 111 and RCP 156				
Corequisites:	RCP 223				
<p>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.</p>					
<b>REA 101</b>	<b>Introduction Real Estate Appraisal R-1</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				
<p>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.</p>					



		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>REA 102</b>	<b>Valuation Principles &amp; Practice R-2</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	REA 101				
Corequisites:	None				

This course introduces procedures used to develop an estimate of value and how the various principles of value relate to the application of such procedures. Topics include the sales comparison approach, site valuation, sales comparison, the cost approach, the income approach, and reconciliation. Upon completion, students should be able to complete the Uniform Residential Appraisal Report (URAR). This course is required for the Real Estate Appraisal certificate program.

<b>REA 103</b>	<b>Applied Residential Property Values R-3</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	REA 102				
Corequisites:	None				

This course covers the laws and standards practiced by appraisers in the appraisal of residential 1-4 unit properties and small farms. Topics include Financial Institutions Reform and Recovery Enforcement 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.

<b>REA 201</b>	<b>Introduction Income Prop Appraisal G-1</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	REA 103				
Corequisites:	None				

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.

<b>REA 202</b>	<b>Advanced Income Capital Proc G-2</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>REA 203</b>	<b>Applied Income Property Value G-3</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	REA 202				
Corequisites:	None				

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.

<b>REC 110</b>	<b>Introduction to Leisure Services</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

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.

<b>REC 112</b>	<b>Outdoor Recreation Admin &amp; Mgmt</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

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.

<b>REC 113</b>	<b>Programming &amp; Special Populations</b>	<b>03</b>	<b>03</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	None				

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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>REC 114</b>	<b>Wilderness Survival</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

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.

<b>REC 119</b>	<b>Environmental Awareness</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

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.

<b>REC 120</b>	<b>Introduction Special Populations</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces a variety of special populations and conditions that may be encountered in therapeutic recreation environments. Topics include mental retardation, mental illness, communication disorders, as well as many specific physical and muscular conditions. Upon completion, students should be able to define and identify characteristics of special conditions and locate corresponding treatment locations within the community.

<b>REC 122</b>	<b>Program Administration</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	REC 110				
Corequisites:	None				

This course covers the organization and implementation of recreational programs. Topics include schedules and budgets, group dynamics, problem-solving techniques, and leadership roles. Upon completion, students should be able to construct schedules for facilities and personnel, prepare budgets and cost analysis, and demonstrate leadership characteristics and problem-solving techniques.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>REC 124</b>	<b>Social Recreational Activities</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				
<p>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.</p>					
<b>REC 125</b>	<b>Public Relations</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites:	One course required: CIS 110, CIS 111 or CIS 113				
Corequisites:	None				
<p>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.</p>					
<b>REC 126</b>	<b>Outdoor Recreation</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				
<p>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.</p>					
<b>REC 127</b>	<b>Team Sports &amp; Games</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				
<p>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.</p>					
<b>REC 128</b>	<b>Individual Sports &amp; Games</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>REC 129</b>	<b>Fitness Management</b>	<b>02</b>	<b>03</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces basic fitness principles and evaluation techniques for progressive maintenance programming. Emphasis is placed on testing for physical fitness, cardiovascular conditioning, evaluation of isometric and isotonic strength, and assessing exercise programs for lifetime value. Upon completion, students should be able to assess fitness programs for their personal use and plan programs for public use in various recreational settings.

<b>REC 131</b>	<b>Principles of Motor Development</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers principles of motor development. Topics include prenatal development; reflexive, rudimentary, and fundamental motor development; and basic motor skills patterns. Upon completion, students should be able to identify the sequential development of fundamental movements, motor patterns, and sports skills.

<b>REC 192</b>	<b>Selected Topics in Recreation</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	Departmental Approval				
Corequisites:	None				

This course provides an opportunity to explore areas of current interest in recreation. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.

<b>REC 214</b>	<b>Camp Administration</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the skills and knowledge necessary to work effectively in outdoor camping environments. Emphasis is placed on layout and design of a camp setting and programming outdoor activities and nature skills. Upon completion, students should be able to plan and conduct recreational activities for day and residential camping environments.

<b>REC 216</b>	<b>Recreational Arts &amp; Crafts</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the various art media with particular emphasis on their use in recreational settings. Emphasis is placed on practical hands-on experience in age-related multimedia art activities. Upon completion, students should be able to demonstrate teaching techniques and acquired hands-on skills.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>REC 217</b>	<b>Maintenance/Facility Management</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course provides hands-on experience in maintaining equipment and managing a recreational facility. Emphasis is placed on the use of indoor and outdoor recreational facilities and equipment. Upon completion, students should be able to lay out a recreational environment, including equipment that meets safety standards.

<b>REC 218</b>	<b>Cultural Programs</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course provides a general knowledge of music, dance, and drama required for cultural programming. Emphasis is placed on activity planning and practical skills in cultural arts. Upon completion, students should be able to discuss values, scope, and organizational patterns for cultural programming.

<b>REC 222</b>	<b>Commercial Recreation &amp; Tourism</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

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.

<b>REC 224</b>	<b>Leisure &amp; the Aging</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

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.

<b>REC 226</b>	<b>Pathways to Wellness</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>REC 228</b>	<b>Volunteer Services</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

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.

<b>RED 070</b>	<b>Essential Reading Skills</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	Placement				
Corequisites:	None				

This course is designed for those with limited reading skills. Emphasis is placed on basic word attack skills, vocabulary, transitional words, paragraph organization, basic comprehension skills, and learning strategies. Upon completion, students should be able to demonstrate competence in the skills required for RED 080. This course does not satisfy the developmental reading and writing prerequisite for ENG 111 or ENG 111A.

<b>RED 080</b>	<b>Introduction to College Reading</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	RED 070 or COMPASS Reading Score of 57				
Corequisites:	None				

This course introduces effective reading and inferential thinking skills in preparation for RED 090. Emphasis is placed on vocabulary, comprehension, and reading strategies. Upon completion, students should be able to determine main ideas and supporting details, recognize basic patterns of organization, draw conclusions, and understand vocabulary in context.

<b>RED 090</b>	<b>Improved College Reading</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	RED 080 or COMPASS Reading Score of 68				
Corequisites:	None				

This course is designed to improve reading and critical thinking skills. Topics include vocabulary enhancement; extracting implied meaning; analyzing author's purpose, tone, and style; and drawing conclusions and responding to written material. Upon completion, students should be able to comprehend and analyze college-level reading material.

<b>REL 110</b>	<b>World Religions</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>REL 111</b>	<b>Eastern Religions</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the major Asian religious traditions. Topics include Hinduism, Buddhism, Taoism, Confucianism, and Shinto. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>REL 112</b>	<b>Western Religions</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the major western religious traditions. Topics include Zoroastrianism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>REL 211</b>	<b>Introduction to Old Testament</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>REL 212</b>	<b>Introduction to New Testament</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.



		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>REL 221</b>	<b>Religion in America</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course is an examination of religious beliefs and practice in the United States. Emphasis is placed on mainstream religious traditions and non-traditional religious movements from the Colonial period to the present. Upon completion, students should be able to recognize and appreciate the diversity of religious traditions in America. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>RLS 112</b>	<b>Real Estate Fundamentals</b>	<b>05</b>	<b>00</b>	<b>00</b>	<b>05</b>
Prerequisites:	None				
Corequisites:	None				

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.

<b>RLS 113</b>	<b>Real Estate Mathematics</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course provides basic instruction in business mathematics applicable to real estate situations. Topics include area computations, percentage of profit/loss, bookkeeping and accounting methods, appreciation and depreciation, financial calculations and interest yields, property valuation, insurance, taxes, and commissions. Upon completion, students should be able to demonstrate proficiency in applied real estate mathematics.

<b>RLS 114</b>	<b>Real Estate Brokerage</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	RLS 112 or current Real Estate license				
Corequisites:	None				

This course provides basic instruction in the various real estate brokerage operations, including trust account records and procedures. Topics include establishing a brokerage firm, management concepts and practices, personnel and training, property management, advertising and publicity, records and bookkeeping systems, and financial operations. Upon completion, students should be able to establish, operate, and manage a realty brokerage practice in a manner which protects and serves the public interest.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>RLS 115</b>	<b>Real Estate Finance</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	RLS 112 or current Real Estate License				
Corequisites:	None				

This course provides advanced instruction in financing real estate transactions and real property valuation. Topics include sources of mortgage funds, financing instruments, mortgage types, loan underwriting, essential mathematics, and property valuation. Upon completion, students should be able to demonstrate knowledge of real estate finance necessary to act as real estate brokers.

<b>RLS 116</b>	<b>Real Estate Law</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	RLS 112 or current Real Estate License				
Corequisites:	None				

This course provides advanced instruction in legal aspects of real estate brokerage. Topics include property ownership and interests, brokerage relationships, agency law, contracts, settlement statements, and NC License Law and Commission Rules. Upon completion, students should be able to demonstrate knowledge of laws relating to real estate brokerage necessary to act as real estate brokers.

<b>RLS 117</b>	<b>Real Estate Broker</b>	<b>04</b>	<b>00</b>	<b>00</b>	<b>04</b>
Prerequisites:	RLS 112				
Corequisites:	None				

This course consists of advanced-level instruction on a variety of topics related to Real Estate law and brokerage practices. Topics include: real estate brokerage, finance and sales, RESPA, fair housing issues, selected NC Real Estate License Law and NC Real Estate Commission Rule issues. Upon completion, students should be able to demonstrate knowledge of real estate brokerage, law and finance.

<b>RLS 212</b>	<b>Real Property Management</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	RLS 112				
Corequisites:	None				

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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>RLS 214</b>	<b>Construction Methods/Materials</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

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.

<b>RLS 216</b>	<b>Land Use Controls</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	RLS 112				
Corequisites:	None				

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.

<b>RLS 218</b>	<b>Introduction Real Property Valuation</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

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.

<b>RUS 111</b>	<b>Elementary Russian I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the fundamental elements of the Russian language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Russian and to demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>RUS 112</b>	<b>Elementary Russian II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	RUS 111				
Corequisites:	None				

This course is a continuation of RUS 111 focusing on the fundamental elements of the Russian language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Russian and to demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>RUS 181</b>	<b>Russian Lab 1</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

This course is a continuation of RUS 111 focusing on the fundamental elements of the Russian language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Russian and to demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>RUS 182</b>	<b>Russian Lab 2</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	RUS 181				
Corequisites:	None				

This course provides an opportunity to enhance acquisition of the fundamental elements of the Russian language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Russian and to demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>RUS 211</b>	<b>Intermediate Russian I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	RUS 112				
Corequisites:	None				

This course provides a review and expansion of the essential skills of the Russian language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>RUS 212</b>	<b>Intermediate Russian II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	RUS 211				
Corequisites:	None				

This course provides a continuation of RUS 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>RUS 221</b>	<b>Russian Conversation</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	RUS 212				
Corequisites:	None				

This course provides an opportunity for intensive communication in spoken Russian. Emphasis is placed on vocabulary acquisition and interactive communication through the discussion of media materials and authentic texts. Upon completion, students should be able to discuss selected topics, to express ideas and opinions clearly, and to engage in formal and informal conversations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>RUS 281</b>	<b>Russian Lab 3</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	RUS 182				
Corequisites:	None				

This course provides an opportunity to enhance the review and expansion of the essential skills of the Russian language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>RUS 282</b>	<b>Russian Lab 4</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	RUS 281				
Corequisites:	None				

This course provides an opportunity to enhance the review and expansion of the essential skills of the Russian language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>SLP 111</b>	<b>Ethics and Standards for SLPA's</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course provides an overview of the theory, practice, and philosophy of speech-language pathology assisting. Topics include legal and ethical issues, scope of practice, multiculturalism, and diversity. Upon completion, students should be able to describe characteristics of the profession and identify components of safe and ethical practice.

<b>SLP 112</b>	<b>SLP Anatomy &amp; Physiology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	A set of courses is required: BIO 163 or BIO 163C and BIO 163L or BIO 169 or BIO 169C and BIO 169L				
Corequisites:	SLP 130 and SLP 140				

This course introduces the basic pathophysiology of the orofacial and thoracic structures of the human body. Emphasis is placed on the most commonly treated speech, language, and hearing disorders. Upon completion, students should be able to identify and describe basic pathophysiology related to the production of speech and hearing.

<b>SLP 120</b>	<b>SLPA Adm. Procedures and Mgmt</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course covers organizational and functional skills appropriate to the speech-language pathology workplace. Emphasis is placed on scheduling, office etiquette, operation of office equipment, time management, and quality issues. Upon completion, students should be able to demonstrate correct operation of office equipment and work cooperatively and effectively within the speech-language pathology professional environment.

<b>SLP 130</b>	<b>Phonetics/Speech Patterns</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	Department Approval				
Corequisites:	SLP 112 and SLP 140				

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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>SLP 140</b>	<b>Normal Communication</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	Departmental Approval				
Corequisites:	None				

This course introduces normal verbal and non-verbal communications across the life span, including appropriate social interaction with diverse populations. Topics include normal speech, language, and hearing in a multicultural society and an introduction to screening for normality and abnormality. Upon completion, students should be able to identify normal speech, language, and hearing patterns.

<b>SLP 191</b>	<b>Special Topics in SLP</b>	<b>01</b>	<b>00</b>	<b>00</b>	<b>01</b>
Prerequisites:	Departmental Approval				
Corequisites:	None				

This course provides an opportunity to explore areas of interest in SLPA. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.

<b>SLP 211</b>	<b>Developmental Disorders</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	ll 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.

<b>SLP 212</b>	<b>Acquired Disorders</b>	<b>03</b>	<b>02</b>	<b>03</b>	<b>05</b>
Prerequisites:	SLP 111, SLP 112 and SLP 140				
Corequisites:	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.

<b>SLP 220</b>	<b>Assistive Technology</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	All courses required: SLP 111, SLP 130 and SLP 140				
Corequisites:	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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>SLP 230</b>	<b>SLP Fieldwork</b>	<b>00</b>	<b>00</b>	<b>12</b>	<b>04</b>
Prerequisites:	SLP 211 and SLP 212				
Corequisites:	SLP 221				

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.

<b>SLP 231</b>	<b>SLP Fieldwork Seminar</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	SLP 211 and SLP 212				
Corequisites:	SLP 230				

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.

<b>SOC 210</b>	<b>Introduction to Sociology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

<b>SOC 213</b>	<b>Sociology of the Family</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.



		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>SOC 220</b>	<b>Social Problems</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

<b>SOC 225</b>	<b>Social Diversity</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

<b>SOC 230</b>	<b>Race and Ethnic Relations</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course includes an examination of the various aspects of race and ethnicity and how these lead to different experiences, opportunities, problems, and contributions. Topics include prejudice, discrimination, perceptions, myths, stereotypes, and intergroup relationships. Upon completion, students should be able to identify and analyze relationships among racial and ethnic groups within the larger society. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>SOC 232</b>	<b>Social Context of Aging</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course provides an overview of the social implications of the aging process. Emphasis is placed on the roles of older adults within families, work and economics, politics, religion, education, and health care. Upon completion, students should be able to identify and analyze changing perceptions, diverse lifestyles, and social and cultural realities of older adults. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>SOC 240</b>	<b>Social Psychology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course examines the influence of culture and social groups on individual behavior and personality. Emphasis is placed on the process of socialization, communication, conformity, deviance, interpersonal attraction, intimacy, race and ethnicity, small group experiences, and social movements. Upon completion, students should be able to identify and analyze cultural and social forces that influence the individual in a society. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

<b>SOC 244</b>	<b>Sociology of Death &amp; Dying</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course presents sociological perspectives on death and dying. Emphasis is placed on analyzing the different death rates among various groups, races, and societies, as well as various types of death. Upon completion, students should be able to discuss the rituals of death, both cultural and religious, and examine current issues relating to death and dying. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>SOC 250</b>	<b>Sociology of Religion</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course examines religion from a sociological perspective as part and product of human society. Topics include the origins, development, and functions of belief systems; religious organizations; conversion; and interactions with politics, the economy, science, and the class system. Upon completion, students should be able to describe and analyze religious systems. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>SOC 252</b>	<b>Sociology of Work</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>SPA 111</b>	<b>Elementary Spanish I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>SPA 112</b>	<b>Elementary Spanish II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	SPA 111				
Corequisites:	None				

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>SPA 141</b>	<b>Culture and Civilization</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course provides an opportunity to explore issues related to the Hispanic world. Topics include historical and current events, geography, and customs. Upon completion, students should be able to identify and discuss selected topics and cultural differences related to the Hispanic world. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>SPA 181</b>	<b>Spanish Lab 1</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>SPA 182</b>	<b>Spanish Lab 2</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	SPA 181				
Corequisites:	None				

This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

<b>SPA 211</b>	<b>Intermediate Spanish I</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	SPA 112				
Corequisites:	None				

This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>SPA 212</b>	<b>Intermediate Spanish II</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	SPA 211				
Corequisites:	None				

This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

<b>SPA 221</b>	<b>Spanish Conversation</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	SPA 212				
Corequisites:	None				

This course provides an opportunity for intensive communication in spoken Spanish. Emphasis is placed on vocabulary acquisition and interactive communication through the discussion of media materials and authentic texts. Upon completion, students should be able to discuss selected topics, express ideas and opinions clearly, and engage in formal and informal conversations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.



		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>SRV 210</b>	<b>Surveying III</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>
Prerequisites:	SRV 110				
Corequisites:	None				

This course introduces boundary surveying, land partitioning, and calculations of areas. Topics include advanced traverses and adjustments, preparation of survey documents, and other related topics. Upon completion, students should be able to research, survey, and map a boundary.

<b>SRV 220</b>	<b>Surveying Law</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	SRV 110				
Corequisites:	None				

This course introduces the law as related to the practice of surveying. Topics include surveyors' responsibilities, deed descriptions, title searches, eminent domain, easements, weight of evidence, riparian rights, and other related topics. Upon completion, students should be able to identify and apply the basic legal aspects associated with the practice of land surveying.

<b>SRV 230</b>	<b>Subdivision Planning</b>	<b>01</b>	<b>06</b>	<b>00</b>	<b>03</b>
Prerequisites:	All courses required: CIV 211, SRV 111 and SRV 210				
Corequisites:	None				

This course covers the planning aspects of residential subdivisions from analysis of owner and municipal requirements to plat layout and design. Topics include municipal codes, lot sizing, roads, incidental drainage, esthetic considerations, and other related topics. Upon completion, students should be able to prepare a set of subdivision plans.

<b>SRV 240</b>	<b>Topo/Site Surveying</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>
Prerequisites:	SRV 110				
Corequisites:	None				

This course covers topographic, site, and construction surveying. Topics include topographic mapping, earthwork, site planning, construction staking, and other related topics. Upon completion, students should be able to prepare topographic maps and site plans and locate and stake out construction projects.

<b>SUR 110</b>	<b>Introduction to Surgical Technology</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	Departmental Approval				
Corequisites:	SUR 111				

This course provides a comprehensive study of the operative environment, professional roles, moral/legal/ethical responsibilities, and medical communication used in surgical technology. Topics include historical development, professional behaviors, medical terminology, interdepartmental/ peer/patient relationships, pharmacology, anesthesia, incision sites, and physiology of wound healing. Upon completion, students should be able to apply theoretical knowledge of the course topics to the operative environment.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>SUR 111</b>	<b>Periop Patient Care</b>	<b>05</b>	<b>06</b>	<b>00</b>	<b>07</b>
Prerequisites:	Department Approval				
Corequisites:	SUR 110				

This course provides theoretical knowledge for the application of essential operative skills during the perioperative phase. Topics include surgical asepsis, sterilization/disinfection, and perioperative patient care. Upon completion, students should be able to demonstrate the principles and practices of aseptic technique, sterile attire, basic case preparation, and other relevant skills.

<b>SUR 122</b>	<b>Surgical Procedures I</b>	<b>05</b>	<b>03</b>	<b>00</b>	<b>06</b>
Prerequisites:	SUR 110 and SUR 111				
Corequisites:	SUR 123				

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.

<b>SUR 123</b>	<b>SUR Clinical Practice I</b>	<b>00</b>	<b>00</b>	<b>21</b>	<b>07</b>
Prerequisites:	All courses required: SUR 110, SUR 111				
Corequisites:	SUR 122				

This course provides clinical experience with a variety of perioperative assignments to build upon skills learned in SUR 111. Emphasis is placed on the scrub and circulating roles of the surgical technologist including aseptic technique and basic case preparation for selected surgical procedures. Upon completion, students should be able to prepare, assist with, and dismantle basic surgical cases in both the scrub and circulating roles.

<b>SUR 134</b>	<b>Surgical Procedures II</b>	<b>05</b>	<b>00</b>	<b>00</b>	<b>05</b>
Prerequisites:	SUR 123				
Corequisites:	None				

This course introduces orthopedic, neurosurgical, peripheral vascular, thoracic, cardiovascular, and ophthalmology surgical specialties. Emphasis is placed on related surgical anatomy, pathology, and procedures thereby enhancing theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>SUR 135</b>	<b>SUR Clinical Practice II</b>	<b>00</b>	<b>00</b>	<b>12</b>	<b>04</b>
Prerequisites:	SUR 123				
Corequisites:	SUR 133 and SUR 137				

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.

<b>SUR 137</b>	<b>Prof Success Preparation</b>	<b>01</b>	<b>00</b>	<b>00</b>	<b>01</b>
Prerequisites:	SUR 123				
Corequisites:	SUR 134 and SUR 135				

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.

<b>SUR 210</b>	<b>Adanced SUR Clincial Practice</b>	<b>00</b>	<b>00</b>	<b>06</b>	<b>02</b>
Prerequisites:	SUR 137				
Corequisites:	SUR 211				

This course is designed to provide individualized experience in advanced practice, education, circulating, and managerial skills. Emphasis is placed on developing and demonstrating proficiency in skills necessary for advanced practice. Upon completion, students should be able to assume leadership roles in a chosen specialty area.

<b>SUR 211</b>	<b>Advanced Theoretical Concepts</b>	<b>02</b>	<b>00</b>	<b>00</b>	<b>02</b>
Prerequisites:	SUR 137				
Corequisites:	SUR 210				

This course covers theoretical knowledge required for extension of the surgical technologist role. Emphasis is placed on advanced practice in complex surgical specialties, educational methodologies, and managerial skills. Upon completion, students should be able to assume leadership roles in a chosen specialty area.

<b>TRE 110</b>	<b>Introduction to Therapeutic Recreation</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers the philosophy and goals of therapeutic recreation and how they relate to specific client groups. Topics include therapeutic recreation history and professional development, an introduction to the therapeutic recreation process, and a summary of therapeutic recreation effects on client functioning. Upon completion, students should be able to describe the professional development of therapeutic recreation and to explain the anticipated outcomes of therapeutic recreation service.



		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>TRE 111</b>	<b>Leisure Education</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

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.

<b>TRE 120</b>	<b>Adapted Activities</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	REC 120				
Corequisites:	None				

This course introduces activity and equipment adaptations used in recreation in order to improve access for people with disabilities. Topics include adaptations to make sports, games, outdoor activities, dance, and hobbies accessible. Upon completion, students should be able to adapt activities and equipment to fit individual clients' needs and strengths.

<b>TRE 122</b>	<b>Activity Coordinator</b>	<b>04</b>	<b>00</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	None				

This course covers topics required by state regulations relating to the development of activity programs in nursing and domicilliary homes. Topics include human development in the late adult years and methods of recreation service delivery in the activity profession. Upon completion, students should be able to design and implement a program of activities that addresses functional and quality of life needs of clients.

<b>TRE 221</b>	<b>Behavior Management in Therapeutic Rec</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers introductory behavior management principles used in therapeutic recreation. Topics include the use of positive reinforcement to modify behaviors, observation and measurement techniques, data collection, and graphing. Upon completion, students should be able to design and implement a program that reinforces clients for appropriate behavior during therapeutic recreation sessions.

<b>TRE 224</b>	<b>Water Sports</b>	<b>01</b>	<b>02</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces leadership skills involved with safety in and around the water and in water sports programs. Topics include swim area maintenance, swim skills, accident prevention, hazards, safe rescues, and boat safety. Upon completion, students should be able to identify resources for swim and water programs and demonstrate the ability to safely lead water programs.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>TRE 226</b>	<b>Social, Folk, &amp; Square Dance</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	None				

This course develops movement and recreational dance skills, safety, and coordination and communication techniques used to lead various groups. Emphasis is placed on participation, practice, and adaptation of dances to meet the needs of all ages and abilities. Upon completion, students should be able to demonstrate the ability to lead dances for various groups.

<b>TRE 228</b>	<b>Nature Interpretation</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers outdoor recreation and its relationship to natural surroundings. Topics include outdoor therapy and interpretive nature programs for both land and marine environments. Upon completion, students should be able to plan and lead an outdoor nature interpretive program for any population.

<b>TRE 230</b>	<b>Camp Administration</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	REC 112				
Corequisites:	None				

This course introduces the value and purpose of recreation and the administration and operation of a camping program according to national camping standards. Topics include leadership skills and safe practices in day, residential, and overnight camping with adjustments for individuals of varying abilities and special needs. Upon completion, students should be able to plan and lead overnight camping trips and programs for day and residential camps to meet individual assessed needs.

<b>TRE 240</b>	<b>Emergency Response</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course covers emergency response to accidents and illness in recreational and therapeutic recreation settings. Topics include accident prevention in recreational activities and settings and skills and procedures for responding to needs. Upon completion, students should be able to demonstrate skills in providing care and avoiding hazards that contribute to accidents.

<b>TRE 270</b>	<b>Ment Retard/Development Disability Lab</b>	<b>00</b>	<b>02</b>	<b>00</b>	<b>01</b>
Prerequisites:	None				
Corequisites:	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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>TRF-110</b>	<b>Intro Turfgrass Cult &amp; ID</b>	<b>03</b>	<b>02</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	None				

This course provides an in-depth study of turfgrass. Topics include principles of reproduction, growth development, species characteristics, establishment and maintenance of golf courses and sports fields, and lawn applications. Upon completion, students should be able to identify turfgrass species through characteristics and reproductive stages and develop an establishment and maintenance plan for high quality turf areas.

<b>TST-101</b>	<b>Test Course Submission</b>	<b>03</b>	<b>00</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This is a test submission. It really really works

<b>WLD 110</b>	<b>Cutting Processes</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.

<b>WLD 112</b>	<b>Basic Welding Processes</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.

<b>WLD 115</b>	<b>SMAW (Stick) Plate</b>	<b>02</b>	<b>09</b>	<b>00</b>	<b>05</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
<b>WLD 116</b>	<b>SMAW (Stick) Plate/Pipe</b>	<b>01</b>	<b>09</b>	<b>00</b>	<b>04</b>
Prerequisites:	WLD 115				
Corequisites:	None				

This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions.

<b>WLD 121</b>	<b>GMAW (MIG) FCAW/Plate</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.

<b>WLD 131</b>	<b>GTAW (TIG) Plate</b>	<b>02</b>	<b>06</b>	<b>00</b>	<b>04</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.

<b>WLD 141</b>	<b>Symbols &amp; Specifications</b>	<b>02</b>	<b>02</b>	<b>00</b>	<b>03</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding.

<b>WLD 212</b>	<b>Inert Gas Welding</b>	<b>01</b>	<b>03</b>	<b>00</b>	<b>02</b>
Prerequisites:	None				
Corequisites:	None				

This course introduces inert gas-shielded welding methods (MIG/TIG). Topics include correct selection of consumable and non-consumable electrodes, equipment setup, safety, and welding techniques. Upon completion, students should be able to perform inert gas welding in flat, horizontal, and overhead positions.





# FACULTY AND STAFF



**ADMINISTRATIVE STAFF – AS OF APRIL 1, 2002**

---

- Joseph Alley** . . . . . Director Of Media Services  
B.A. – Central Michigan University
- Catherine Barkley** . . . . . Job Placement & Co-Op Education Coordinator  
B.A. – Barton College
- James Basnight** . . . . . Vice President For Academic & Student Services  
A.A.S – Chowan College  
B.S. – Atlantic Christian College  
M.A. – East Carolina University  
Ed.D. – NC State University
- Laverne Berrien** . . . . . Instructional Program Coordinator (Basic Skills)  
A.A. – St Petersburg Jr College  
B.A. – Florida A & M University
- Sanford Cain** . . . . . Facilities Services Director  
A.A.S. – Fayetteville Technical Community College
- Eugene Carter** . . . . . Instructional Program Coordinator (Basic Skills)  
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- Valeria Collins** . . . . . Associate Vice President For Student Services  
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M.S. – Troy State University
- Barbara Copeland** . . . . . Vice President For Institutional Advancement  
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M.S. – Northern Ill University
- Phillip Crawford** . . . . . Basic Skills Counselor  
Ags-Central Texas College  
B.S. – Regents College  
M.S. – Jacksonville State University



- Gerald Daniel** . . . . . Instructional Program Coordinator (Focused Industry Training)  
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 B.S. – Univ. Of Ga.  
 M.Ed. – Univ. Of Ga.  
 Ed.D. – NC State University
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 M.L.S. – Kent State University
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 M.A. – East Carolina University
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 M.A. – Appalachian State University
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## FULL-TIME FACULTY AS OF APRIL 1, 2002

- Rachael Addison** . . . . . Surgical Technology Dept Chair  
Diploma – Philadelphia General Hospital  
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- Saresa Aiken** . . . . . Basic Skills Instructor  
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M.S. – Central Michigan University
- Murray Alford, Jr.** . . . . . Mathematics Instructor  
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M.Ed. – UNC Pembroke
- Frank Arnold** . . . . . Industrial Maintenance Instructor  
Diploma – Fayetteville Technical Community College  
A.A. – University Of Maryland  
B.A. – University Of Maryland
- Jinx Averitte** . . . . . Public Service Division Chair  
B.S. – Colorado State University  
M.Ed. – Colorado State University
- Mary Bailey** . . . . . Physical Science Instructor  
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