



Fayetteville Technical
Community College

2201 Hull Road
Fayetteville, NC 28303
(910) 678-8400

2003-
2004

Fayetteville Technical
Community College



2003-2004 CATALOG

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

2003–2004 CATALOG VOLUME XVII

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

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

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS

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

President's Message



Dear Students:

Welcome to Fayetteville Technical Community College. FTCC has a comprehensive educational program including over 110 majors or concentrations. In addition, the College offers college transfer programs for those who are pursuing a baccalaureate. Our laboratories are equipped with the latest technology, and our outstanding faculty and staff are here to assist you in reaching your educational goals.

The College provides extensive support services that range from academic advising and counseling, securing financial aid, to obtaining a job when you graduate. The Learning Lab in the Paul H. Thompson Learning Resource Center also provides free individualized instruction.

You are the reason for the colleges' existence, and we pledge to do our best to assist you.

Sincerely,

A handwritten signature in cursive script that reads "Larry B. Norris". The ink is dark and the signature is fluid and legible.

Larry B. Norris
President

TABLE OF CONTENTS

	PAGE
Board of Trustees	6
Purpose of the Catalog	7
Nondiscrimination Statement	7
Academic Calendars	9
 The College	
General Information	13
History of FTCC	13
FTCC Purpose Statement	15
Institutional Charter and Accreditation and Associations	16
The NCCS Accountability Measures 2001–2002	20
 Admissions	
Admissions Overview	22
Admissions Policies and Procedures	24
Program Prerequisites	25
Admission of International Students	28
Admission of Minors	31
Admission of Special Credit Students	32
Admission of Transfer Students	32
Intercurricular Transfer of Credits	33
Credit for Non-Traditional Learning	33
Readmission of Former Students	34
 Financial Information	
College Expenses	37
Residency Classification for Tuition Purposes	38
Refund Policies	39
Tuition Waivers	39
Financial Aid	40
Student Insurance	40

Campus Life

Student Government Association	41
Student Activities	41
Alumni Association	41

Student Services

Career Development	44
Cooperative Education	44
Counseling Services	44
Faculty Advisement	45
Fort Bragg / Pope AFB Student Services	46
Health Services	46
Job Placement	46
Learning Resources Center	46
Students with Disabilities	47
Student Housing	49
The Crime Awareness & Campus Security Act of 1990	49
Veterans Services Office	49

Academic Life

Academic Policies	50
Grading Procedures	53
Standards of Progress	55
General Competencies for FTCC Graduates	56
Honors and Awards	57
Requirements for Graduation	58
Student Obligations	59
Student Rights, Responsibilities & Judicial Process	61
Student Rights	61
Student Code of Conduct	62
Disciplinary Action	66
Student Grievance Policy & Procedure	71
Student Records	73
Students Rights and Privacy Act – Information Statement	74

Continuing Education	76
Occupational Extension Education	79
Industry Services	80
Emergency and Protective Services	80
Law Enforcement Training	82
Community Service	83
Business Services	83
FTCC Small Business Center	84
Distance Education	86
Curriculum Programs	87
Course Descriptions	325
Faculty & Staff	621
Index	653
Campus Map	660

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

BOARD OF TRUSTEES

Mr. Harry F. Shaw, Chairman

Mr. Thornton W. Rose, Vice Chairman

Dr. Marye Jeffries, Secretary

Mr. L. Stacy Weaver, Jr., Attorney

<u>Name</u>	<u>Expiration Date</u>	<u>Appointed by</u>
Mr. Harry F. Shaw	June 30, 2005	Governor
Mrs. Brenda Tinney	June 30, 2003	Governor
Mr. James L. Yates	June 30, 2004	Governor
Mr. Charles J. Harrell	June 30, 2006	Governor
Mr. Thornton W. Rose	June 30, 2004	Board of County Commissioners
Mr. Billy Davidson	June 30, 2003	Board of County Commissioners
Mrs. Lula G. Crenshaw	June 30, 2006	Board of County Commissioners
Mr. Wilson F. Yarborough, Jr.	June 30, 2005	Board of County Commissioners
Mr. Michael C. Boose	June 30, 2003	School Board
Mrs. Susie S. Pugh	June 30, 2005	School Board
Dr. Marye Jeffries	June 30, 2004	School Board
Dr. Lura S. Tally	June 30, 2006	School Board
Mr. Lee Greene	2002-2003	SGA President

PURPOSE OF THE CATALOG

Fayetteville Technical Community College publishes this catalog to provide students and other interested persons with the information about the College and its programs. The information provided is up-to-date as of January 2003. Changes subsequent to publication of this catalog are posted to the catalog on our website. For current information, visit our website at www.faytechcc.edu.

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

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

NONDISCRIMINATION STATEMENT

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

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

For information concerning these provisions, contact:

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

Please call us with your questions.

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

2002-2003 ACADEMIC CALENDAR
October 21, 2002

	Curriculum On-Campus	Curriculum Accelerated Sessions				Continuing Education	
		Session 8-3 Main Campus	Session 8-4 Main Campus	Session 9-3 P. Bragg/Type	Session 9-4 P. Bragg/Type	Centers Spring I	Centers Spring II
Spring Semester 2002-2003	16-Week (80 Days)						
Faculty/Staff Return	1/20/03						
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	3/1-4/03	12/2/02	3/22/03 3/3/03	11/18/02 B 12/8/02	3/10-3/6/03
New Student Orientation/Registration	12/4/02						
Registration	12/5,7,8/02 & 13/03	12/5,7,8/02 & 13/03	3/12-13/03	12/8/03	3/5-6/03	1/6-1/6/03	4/7-1/3/03
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	1/9/03	3/12/03	1/6/03	4/7/03
Last Day to Add	1/14/03	1/14/03	3/14/03	1/16/03	3/12/03		
Full Inc Grades Due	3/4/03	11/13/02	2/4/03				
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	2/7/03						
Spring Semester Exams	5/8-12/03	3/4/03	5/6/03	3/8/03	5/19/03		
Spring Grades Due Registrar	5/13/03	3/5/03	3/7/03				
Last Day of Term	5/12/03	3/4/03	5/6/03	3/8/03	5/10/03	3/24/03	6/28/03
Graduation	5/28/03						6/11/03

2003-2004 ACADEMIC CALENDAR
October 21, 2002

	Curriculum On-Campus	Curriculum Accelerated Sessions				Coordinating Education
Summer Semester 2003-2004	8-Week (40 Days)	Session 9-5 PL Bragg/Pege				Centers Summer
Early Registration	4/22/03 - 5/13/03	4/24/03 5/1/03				6/9-25/03
Registration	5/8/03	5/7-3/03				
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 7/6/03	5/26/03 7/6/03				
Faculty Holidays/Leave	5/26/03 7/6/03	5/26/03 7/6/03				
Staff Holidays	7/6/03	7/6/03				
Summer Semester Exams	7/7/03	7/12/03				
Summer Grades Due Register	7/11/03	7/14/03				
Last Day of Term	7/20/03	7/20/03				8/28/03

2003-2004 ACADEMIC CALENDAR

October 21, 2002

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

2003-2004 ACADEMIC CALENDAR
October 21, 2002

	Curriculum On-Campus	Curriculum Accelerated Sessions					Continuing Education	
		Session R-3 Main Campus	Session R-4 Main Campus	Session R-3 FL Branch/Pope	Session R-4 FL Branch/Pope	Centers Spring I	Centers Spring II	
Spring Semester 2003-2004	16-Week (80 Days)							
Faculty/Staff Return	1/5/04							
Faculty/Staff Prof. Development	1/5-12/04 3/15-16/04							
Early Registration	11/0/03 - 12/5/03	11/10/03 - 12/5/03	3/8-8/04	12/2/03	3/5/04	11/18/03 B 12/6/03	3/8-24/04	
New Student Orientation/Registration	12/5/03	12/5/03						
Registration	12/6/03 & 17 - 8, 10/04	12/6/03 & 17 - 8, 10/04	3/17-18/04	1/5-6/04	3/10-11/04	1/12-26/04	4/5-22/04	
Schedule Correction	1/13/04	1/13/04	3/17/04	1/7/04	3/15/04			
Classes Begin	1/13/04	1/13/04	3/17/04	1/7/04	3/15/04	1/12/04	4/5/04	
Last Day to Add	1/29/04	1/15/04	3/19/04	1/9/04	3/19/04			
Fall Inc Grades Due	3/9/04	2/10/04	4/13/04					
Last Day for Refund	1/23/04	1/23/04	3/22/04	1/13/04	3/12/04			
Student Holidays/Breaks	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	
Faculty Holidays/Leave	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	
Staff Holidays	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	
Reading Day	5/11/04							
Spring Semester Exams	5/13-17/04	3/9/04	5/11/04	3/6/04	5/8/04			
Spring Grades Due Registrar	5/17/04	3/10/04	5/12/04	3/8/04	5/10/04			
Last Day of Term	5/14/04	3/9/04	5/11/04	3/9/04	5/15/04	3/23/04	6/24/04	
Graduation	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 assessment and an evaluation of the applicant’s prior school record to determine potential for success. When the admissions counseling process indicates that an applicant lacks sufficient academic background to pursue credit courses, he or she will be directed to the Developmental Studies program prior to entry into a diploma or degree curriculum. If the applicant lacks a high school diploma, he or she will be given the opportunity to pursue studies to achieve an Adult High School Diploma or a North Carolina equivalency certificate (GED) prior to entering a regular curriculum. Admissions to curricula are open to applicants without regard to race, color, national origin, religion, age, sex, disability, or political affiliation.

HISTORY OF FTCC

From a building of 38,000 square feet, a faculty and staff of nine people, and an enrollment of 50 students, Fayetteville Technical Community College has experienced phenomenal growth from 1961 to the present. Now in its third decade, FTCC provides programs to meet the vocational, technical, and adult education needs of Fayetteville, Cumberland County and surrounding counties. FTCC currently is housed on an 125-acre campus with a physical plant of over 702,444 square feet and has a full-time faculty and staff of 198 people, an enrollment of over 10,000 curriculum students, and a total operating budget of over 55 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. In the fall of 2001, a state-of-the-art Early Childhood Center was opened to care for 153 children. These buildings are part of the continuous effort to provide state-of-the-art facilities and equipment to train FTCC students for a broad range of job opportunities.

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

Reaffirmed: February 2001

Reaffirmed: 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. Eules Boulevard, Suite 300, Eules, TX 76040-6823, (800) 874-5615.

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

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

JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY

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

NATIONAL LEAGUE FOR NURSING ACCREDITING COMMISSION (NLNAC)

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

NORTH CAROLINA APPRAISAL BOARD

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

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

NORTH CAROLINA BOARD OF NURSING

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

NORTH CAROLINA DEPARTMENT OF INSURANCE

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

NORTH CAROLINA 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 2001-2002

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 2001-2002 school year.

1. Progress of Basic Skills Students

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

FTCC Performance: FTCC met this standard.

2. Passing Rates of Licensure and Certification Exams

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

FTCC Performance: FTCC met this standard.

3. Goal Completion for Program Completers and Non-Completers

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

FTCC Performance: FTCC met this standard.

4. Employment Status of Graduates

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

FTCC Performance: FTCC met this standard.

5. Performance of College Transfer Students

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

FTCC Performance: FTCC met this standard.

6. Developmental Course Passing Rates

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

FTCC Performance: FTCC met this standard.

7. Success of Developmental Students in Subsequent College Level Courses

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

FTCC Performance: FTCC did not meet this standard.

8. Student Satisfaction of Completers and Non-completers

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

FTCC Performance: FTCC met this standard.

9. Curriculum Student Retention and Graduation

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

FTCC Performance: FTCC met this standard.

10. Employer Satisfaction with Graduates

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

FTCC Performance: FTCC met this standard.

11. Business/Industry Satisfaction with Services Provided

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

FTCC Performance: FTCC met this standard.

12. Program Enrollment

NCCCS Benchmark: Each curriculum program will have a 3-year average unduplicated headcount enrollment of at least 10 students.

FTCC Performance: FTCC met this standard.

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 pre-requisite.

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 and FTCC counselor.

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

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

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

ADMISSIONS POLICIES AND PROCEDURES

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

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

PROGRAM PREREQUISITES

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

* Grade of "C" or better

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

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

8. *Communicable Disease Policy*

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

9. *Health Programs Area Admission Requirements*

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

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

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

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

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

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

Selection Criteria

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

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

related programs. A cumulative GPA of 2.0 on all courses is required.

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

OR

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

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

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

10. *ADN Advanced Placement Option*

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

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

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

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

ADMISSION OF INTERNATIONAL STUDENTS

All foreign students who apply from outside the United States and have not previously attended an American college or university will be processed as entering freshman. **Foreign students are ONLY admitted to begin their studies for the fall semester.**

Application

Your application will not be considered until all of the following items have been received:

- Preliminary Application (Form A)
- Completed financial certificate (Form B)
- TOEFL results (Only official scores sent from Princeton, New Jersey are acceptable)
- Official high school (secondary) transcript
- Official college or university transcripts, if applicable
- Completed Pre-entrance Medical Record

Getting a Student Visa (F-1)

In order to apply for a F-1 or student visa, you must first apply and be admitted to a school in the U.S. When you are admitted to Fayetteville Technical Community College (FTCC), we will send you an I.N.S. Form I-20 which authorizes your study period. You can take that I-20 to the U.S. Consulate in your country and apply for your visa.

In order to obtain a non-immigrant, student visa, you must be able to prove the following:

- That you have strong ties to your home country which demonstrate your intention to return home after your studies (in other words, that you do not plan to immigrate permanently to the U.S.)
- That you have sufficient funds to pay for your financial needs while you are studying in the U.S., including tuition, health insurance, housing, travel expenses, etc.
- That you have legitimate intentions to study full time and gain education and training which will be useful in your home country

Once you receive your visa from the U.S. consulate in your country, you are eligible to come to the U.S. and “apply” for entry. An Immigration Inspector at the border (usually the airport) will

decide if you are really admissible, looking for proof of the above criteria once again. Therefore, you may be asked to show your financial documentation again, or you might be asked to prove you really plan to study. You must also show the I-20 for the school where you intend to study.

NOTE: People who are on other types of visas may be eligible to study. Please check with the Director of Admissions to find out whether you can enroll in classes.

English Proficiency

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

Test of English as a Foreign Language

Box 899

Princeton, New Jersey 08540 USA

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

Financial Information

As part of the admission process to Fayetteville Technical Community College and before visa approval to leave your country is granted, you must show evidence of official financial support (Form B) for each year you will be studying in the United States. **The college cannot provide financial aid to students applying from other nations, so you must certify your own financial support.**

Many international students receive financial help from sources outside the United States. Therefore, we suggest you consult the excellent publications about study abroad, which may be available through your educational institutions or the United States Consulate in your country. You should also investigate financial assistance that may be available through your government or home university.

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

Employment

On-campus. F-1 students are allowed to work part-time on the campus of the school they are attending (and whose I-20 they have). You may work up to 20 hours per week while attending full-time classes. You can work full-time during summer vacations and between terms, provided you continue at that school the following term.

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

Period of Authorized Stay

Your admission to the U.S. on an F-1 visa is for “duration of status” (D/S). This is the time estimated for you to complete your approved program of study. During that time, you are required to make satisfactory progress each term, keep a current passport that is valid for at least six months into the future, and maintain a valid I-20.

Housing

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

Transportation

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

Full-time Requirement

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

Additional Information

If you are a qualified applicant who wishes to attend the College, please apply. Send your request to:

Director of Admissions

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

It is your responsibility to have your school principal or headmaster send official copies of your high school (secondary) transcript directly to us. If you have attended an American college or university and have semester or quarter hours of transferable college work, you must have an official transcript sent directly from that college or university.

All paper work must be completed no later than March 1 of the year you plan to begin classes at Fayetteville Technical Community College.

ADMISSION OF MINORS – 16 YEARS OR OLDER

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

ADMISSION OF MINORS UNDER 16 YEARS (Intellectually Gifted and Mature)

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

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

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

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

ADMISSION OF SPECIAL CREDIT STUDENTS

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

ADMISSION OF TRANSFER STUDENTS

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

- a. Prior course work must be equivalent to FTCC courses required in the degree or diploma program being sought.
- b. 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.).
- c. Course work must have been completed with a grade of “C” or better.
- d. Transfer students must complete a minimum of 25 percent of resident credit at FTCC to be eligible to receive an associate degree
- e. A record of transfer credit awarded is available on the FTCC student educational plan provided at the time of approval. Official FTCC transcripts will not be provided until the student has completed the first term of enrollment at the college.

INTERCURRICULAR TRANSFER OF CREDITS

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

CREDIT FOR NON-TRADITIONAL LEARNING

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

1. Advanced Placement Examinations

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

2. Military Service Training

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

3. Independent Study

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

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

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

A list of courses approved for independent study through television programming is

printed in the current class schedule(s).

4. *Industrial and Professional Training*

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

5. *Experiential Learning*

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

6. *Proficiency Tests*

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

1. Students who have passed a preliminary screening test given by the department chairperson may take a proficiency exam.
2. Students must be registered for the course in order to take a proficiency exam.
3. Proficiency exams must be taken within the first four class days of the term.
4. 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.
5. 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. He or she must complete the **Admissions Application** and the **Appeal of Suspension Form**. Re-admissions decisions will then be based upon a review of previous grades, consultation with instructors and Department Chairpersons involved, additional achievement and/or interest testing, and interviews to determine the reasons for unsatisfactory progress. In cases where the probable causes of unsatisfactory progress while previously enrolled have not been removed, re-entry to curricular studies may be denied or re-entry approved under specific conditions which can include change of curriculum, remedial course work, and probationary status.
3. A student who was dismissed from the College by disciplinary action may re-enter only upon approval by the Program Area Dean.
4. A student who withdraws from the institution and re-enters at a later term, including students who have completed at least one or more terms, will be subject to curricular requirements in effect at the time of re-entry.
5. Any student indebted to the College is ineligible to re-enter until all financial obligations to the institution have been satisfied.

NEW STUDENT ORIENTATION

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

FINANCIAL INFORMATION

COLLEGE EXPENSES

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

Estimated costs* for an academic year (9 months) are shown below. Estimates are based on the 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: * \$548.00 per term or \$1,096 (2 terms)
Under 16 hours: *\$34.25 per credit hour

Out-of-State Tuition: * \$3,052.00 per semester or \$6,104.00 (2 terms)
Under 16 hours: *190.75 per credit hour

Books (Estimated): \$550.00 per term

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

Other fees:

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

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

RESIDENCY CLASSIFICATION FOR TUITION PURPOSES

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

Responsibilities of the Student Relative to Residency Classification

If you currently are classified as a nonresident for tuition purposes, it is your right to petition for a change in classification to that of resident if you claim that you are now and, for at least the twelve-month period immediately preceding the date of such petition, have been a legal resident of the State of North Carolina. The fact that you have resided in the state for twelve months does not in itself constitute in-state residency. You must be able to show proof that you have indeed taken steps to become a legal resident. Examples are: filing income tax in North Carolina, registering to vote, listing personal property taxes, automobile registration, etc.

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:

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

TUITION WAIVERS

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

STUDENT INSURANCE

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

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

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

CAMPUS LIFE

STUDENT GOVERNMENT ASSOCIATION

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

STUDENT ACTIVITIES

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

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. There are no membership dues assessed.

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 Director of Public Relations and Marketing or the Students Activities Coordinator, an Editorial Review Board will be convened. The Editorial Review Board will consist of the Editor, the Director of Public Relations and Marketing, the Student Activities Coordinator, the Faculty Advisor and one other student from the appropriate group.
7. Student publications may not solicit advertisements.
8. All student publications must include a nondiscrimination statement.

STUDENT SERVICES

STUDENT SERVICES

The Office of Student Services at Fayetteville Technical Community College is located in the Student Center. All offices are open to assist students each day, Monday through Friday. Evening office hours are maintained as follows:

Admissions	8:00 a.m. to 7:00 p.m., Monday – Thursday* 8:00 a.m. to 6:00 p.m., Friday*
Career Center	8:00 a.m. to 7:00 p.m., Thursday
Counseling Services	8:00 a.m. to 7:00 p.m., Monday – Thursday* 8:00 a.m. to 6:00 p.m., Friday*
Financial Aid	8:00 a.m. to 6:00 p.m., Monday
Fort Bragg Student Services	8:00 a.m. to 5:00 p.m., Monday – Friday
Pope AFB Student Services	8:00 a.m. to 4:00 p.m., Monday – Thursday
Registration and Records	8:00 a.m. to 7:00 p.m., Monday – Thursday
Special Populations	8:00 a.m. to 7:00 p.m., Monday
Testing	8:00 a.m. to 7:00 p.m., Wednesday
Veterans Services Office	8:00 a.m. to 6:00 p.m., Monday

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

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

The Student Services Staff is responsible for the following functions:

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

These 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, is utilized to aid the career development process. Career Center services are available to students, staff and faculty, and members of the community. Visit our website at www.faytechcc.edu for further information and assistance.

COOPERATIVE EDUCATION

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

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

COUNSELING SERVICES

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

Staff

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

Counseling Services

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

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

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

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

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

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

FACULTY ADVISEMENT

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

load, and career objectives; and referring advisees to special services and/or counseling as needed.

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

FORT BRAGG AND POPE AIR FORCE BASE, STUDENT SERVICES

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

HEALTH SERVICES

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

JOB PLACEMENT

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

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 Library provides excellent facilities for study, research, browsing, self-improvement, and enjoyment. The Library houses over 50,000 volumes of books and subscribes to several electronic indexes as well as 300 current magazines and newspapers. Back issues of periodicals are available in bound volumes, unbound issues, and on microfilm. Audiovisual software, such as film, filmstrips, records, cassette tapes, slides, and microfilms are available in the Library, as is the space and equipment necessary to use these materials. The Library also has available for students use electric typewriters and copying machines. The Library has the capacity to provide computerized literature searches of the Dialog databases. The staff is always ready to instruct students in the use of the automated catalog and to assist them in finding information here or at other institutions through interlibrary loans.

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

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

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

STUDENTS WITH DISABILITIES

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

1. Students who feel that they need accommodations due to a disability or handicap must complete a "Special Populations Student Intake" form indicating the nature of their disability.
2. Students who have identified themselves as having special needs may make a request for special accommodations to the Special Populations Counselor or the Director of Counseling Services. New students should make such requests at least 30 days prior to the beginning of their first term of enrollment at the College. Continuing students should communicate

their needs to the Special Populations Counselor immediately upon the discovery of the need. Early communication of special needs provides the time needed to arrange for services and/or the procurement of equipment that may be needed by a student.

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

Reasonable Accommodations

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

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

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

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.

VETERANS SERVICES OFFICE

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

ACADEMIC LIFE

ACADEMIC POLICIES

Credits

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

Course Repeat Policy and Procedures

A student may repeat for credit or audit any curriculum course one time in an effort to earn a higher grade and/or to add to his/her mastery of course content. If a student petitions for another attempt through the appropriate Dean, a third and final attempt may be granted based on documented major extenuating circumstances. When a course is repeated, the last grade earned (A, B, C, D, E, and WF) will be counted in determining the hours earned and in determining the grade point average at Fayetteville Technical Community College. However, all grades will be recorded on the student's official transcript. Grades of withdrawal passing (WP) and audit (AU) are not calculated in the GPA, but they will be considered as a repeat grade.

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

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

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

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

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

Effective: Fall term 2001

Revised: February 2003

Course Repeat Procedures. These procedures apply to all students at FTCC.

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

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

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

Classification of Students

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

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

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

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

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

Schedule Adjustments and Withdrawals

- A. Students may add a class within the first five school days (three days for 8-week or 9-week terms) of any term if the class has not met.
- B. Once a student has duly enrolled in a class and paid the registration fee, the student shall maintain membership in said class, until one of the following occurs:
 - 1. Student Withdrawal – He or she officially withdraws. This constitutes student withdrawal from the College and is effective as of that date.
 - 2. Administrative Withdrawal
 - a. He or she ceases attending class. Students who are absent for more than percent of the scheduled class sessions may be dropped from the class rolls.
 - b. The responsible instructional personnel are reasonably assured that the student does not intend to pursue the learning activities of the class. This constitutes administrative withdrawal and is effective as of that date.
 - c. He/she completes the minimum objectives stated for the class or transfers to another class.
- C. A student may drop a class as late as the 30 percent date of the term without penalty. The transcript will indicate a “W.” Students who drop between the 30 percent date of the term and the 80 percent date will receive a grade of “WP” or “WF”, depending on the student’s average on all course requirements. Course requirements/tests missed in the remainder of the class will be averaged into the final grade as zero.
- D. A student who wishes to withdraw after the 30 percent date of the term must complete a “Registration Change” form, have it initialed by the faculty member, and present it to the Registrar before an official withdrawal can be recorded.
- E. Students who are dropped for excessive absences prior to the 30 percent point of the class will be assigned a grade of “W.”
- F. Failure to withdraw properly will jeopardize the student’s right to re-enroll at a later date.
- G. *Students receiving Financial Aid or VA Educational benefits should confer with personnel in those offices before dropping classes or withdrawing from the College.*

GRADING PROCEDURES

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

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

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

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

AU (Audit) requests must be made at the first class session. The intent of the AU is to allow students to take courses for no credit. Forms must be obtained from the Registrar’s Office and be signed by both student and instructor during the first five days of the 16-week term and the first three days of an eight or nine week term. Developmental classes may not be audited. To receive the AU, the student must meet all course requirements.

- S (Satisfactory) is the grade given for the successful completion of certain required courses (i.e., ACA 115 or ACA 111).
- T (Transfer) credit is granted for courses completed at other regionally accredited community colleges, colleges, and universities.
- U (Unsatisfactory) is the grade given for unsatisfactory completion of certain required courses (i.e., ACA 115 or ACA 111).
- U* (Unsatisfactory) is the grade given for unsatisfactory completion of remedial courses.
- W (Withdrew) is the grade given when a student may drop courses after the 10 percent date of the term, but before the 30 percent date of the term. No penalty is involved.
- W* (Withdrew) is the grade given when a student may drop courses on or before the 10 percent date of the courses. No penalty is involved.
- WP (Withdrew Passing) is the grade given when withdrawals or drops occur between the 30 percent date of the term and the 80 percent date if the student's average in the class is equivalent to a passing grade.
- WF (Withdrew Failing) is the grade given when a student's average in a class is equivalent to a failing grade and the withdrawal or drop occur between the 30 percent date of the term and the 80 percent date of the term.

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

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

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

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

DEVELOPMENTAL COURSE GRADING SYSTEM

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

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

STANDARDS OF PROGRESS

Academic Standards

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

Academic Probation

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

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

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

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

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

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

Academic Suspension

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

Appeal of Academic Suspension

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

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

GENERAL COMPETENCIES FOR FTCC GRADUATES

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

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

HONORS AND AWARDS

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

President's List

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

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

Dean's List

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

1. Students must be approved for a curriculum prior to the start of the term, excluding developmental studies.
2. Students must make a final grade of "A" or "B" on a minimum of 12 credit hours of curricular work.
3. Students must earn at least a 3.5 GPA on a minimum of 12 credit hours. The formula used to calculate this minimum 3.5 GPA excludes the following grades: AU, P, S, T, WP and W*.
4. Students are NOT eligible for consideration until all course work is completed for the term.

Ambassadors

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

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

Marshals

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

The President's Award

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

REQUIREMENTS FOR GRADUATION

To be eligible for graduation, the student must:

- successfully complete the curricular requirements in effect at the time the student entered the curriculum.
- have sufficient quality points to average 2.0 (cumulative and major GPA).
- have passing grades in all required courses.
- have taken care of ALL financial indebtedness to Fayetteville Technical Community College, including a graduation fee.
- fill out an application to graduate at a time designated. Failure to do so may result in diplomas not being available at the time of graduation. The College assumes no responsibility for making special adjustments for students who fail to file applications by the designated time. A candidate who fails to file an application for graduation or meet graduation requirements by the designated date automatically voids his candidacy for that particular graduation.
- complete a minimum of 25 percent of resident credit at FTCC.

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

Prior to enrollment in the course to be used as a substitute, a completed *Course Substitution Form* must be received by the Registrar's office.* All course substitutions will be made upon the recommendation of the advisor, with endorsements by the department chairperson, division

chair, and curriculum program dean. Exceptions to this policy must be approved by the Vice President for Academic and Student Services.

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

STUDENT OBLIGATIONS

Attendance Policy

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

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

9. The following programs require that a student complete the stated course work with a grade of “C” or better in order to progress to the next course/term:

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

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

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

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

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

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

Paralegal Technology – C or better in all LEX courses.

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

Phlebotomy – C or better in all major courses.

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

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

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

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

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

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

STUDENT RIGHTS, RESPONSIBILITIES AND JUDICIAL PROCEDURES

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

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

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

STUDENT RIGHTS

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

5. The Family Educational Rights and Privacy Act of 1974 provides safeguards regarding the confidentiality of an access to student records, and this Act will be adhered to by the College. Students and former students have the right to review their official records and to request a hearing if they challenge the contents of these records. No records shall be made available to unauthorized personnel or groups outside the College without the written consent of the student involved, except under legal compulsion.
6. No disciplinary sanctions other than removal from class or activity (only for duration of said activity) may be imposed upon any student without due process. Due process procedures are established to guarantee a student accused of a Student Code of Conduct violation the right of a hearing, a presentation of charges, evidence for charges, the right to present evidence, the right to have witnesses on one's behalf and to hear witnesses on behalf of the accuser(s), and the right of appeal.

STUDENT CODE OF CONDUCT

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

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

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

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

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

stereos, and tape players or the personal use of loud, threatening or obscene language which disrupts, disturbs, or interferes with the peace, order or discipline while on College property or attending College activities.

21. Minors under age sixteen (16), unless enrolled as an FTCC student, must not be left unattended on campus at any time. Without college authorization, minors under age sixteen (16) are not allowed in classrooms, labs, shops, or other instructional areas.
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 network. Employees are not permitted to copy software from FTCC computers and install it on home or any other computer without the expressed written permission of the license owner.

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

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

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

4. All computer software is protected by the federal copyright law and most is proprietary and protected by legal licensing agreements in addition to the copyright law. The user is responsible for being aware of the licensing restrictions for the software used on any system.
5. Individuals shall not engage in activities which damage or disrupt hardware or communication such as virus creation and propagation, wasting system resources, and overloading networks with excessive data.
6. Individuals shall not monopolize or misuse system resources, for example, by requesting multiple copies from printers or by playing games.
7. Individuals shall not create, display, transmit or make accessible threatening, racist, sexist, obscene, offensive, annoying or harassing language and/or material, including broadcasting unsolicited messages or sending unwanted mail.
8. Individuals shall not intentionally access or damage systems or information such as College records, or use any system for illegal activities.
9. Failure to follow the acceptable use guidelines may result in the suspension or revoking of access accounts or other College disciplinary action.

Possession of Weapons on Campus

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

The following applies:

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

- a. possession of a firearm on campus
- b. repeat offense on campus or any FTCC class site, activity, or program
- c. subsequent conviction of a violation of the law
- d. use of a weapon to harm or threaten another individual

DISCIPLINARY ACTION

Immediate Suspension

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

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

Responsibility for Implementation

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

Disciplinary Procedures

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

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

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

2. Investigation and Decision: Within five (5) working days after the charge is filed, Security shall complete a preliminary investigation of the charge and the program Area Dean shall

schedule a meeting with the student. After discussing the alleged infraction with the student, the dean may act as follows:

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

Sanctions

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

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

APPEALS AND DUE PROCESS

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

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

Admissions Decisions

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

Attendance Problems

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

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

Grades

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

1. The student shall present the appeal to the chairperson of the department within which the protested grade was awarded. The chairperson shall, by conferring with the student and the faculty member, seek resolution by mutual agreement.
2. Failing to reach a resolution, the department chairperson will transmit the appeal to the appropriate program area dean or director who may convene the Academic Review Committee.
3. The Academic Review Committee will consist of the convening dean or director and four faculty members appointed by the dean. If the committee affirms the faculty member's decision, the dean or director will notify in writing the faculty member, the student, and the department chairperson. If the committee supports the student's appeal, it shall prescribe the method by which the student will be re-evaluated. The resulting grade must be submitted within college guidelines and may not be further appealed.
4. A grade appeal that is presented after the term immediately following the term in which the grade was earned must be presented in writing to the Associate Vice President for Curriculum Programs. The Vice President for Academic and Student Services must approve a rec-

ommendation for a grade change at this point. No grade change will be made without approval of the faculty member.

5. Grades may not be appealed after one calendar year from the time the final course grade was recorded on the official class roster, unless extenuating circumstances justify the change.

Academic Probation and Suspension

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

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

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

Disciplinary Sanction

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

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

Student Services. Thereafter, the route of appeal is to the President and then to the Board of Trustees. Decisions of the Board of Trustees are final.

Financial Obligations

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

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

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

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

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

Dismissal

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

STUDENT GRIEVANCE POLICY AND PROCEDURE

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

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

Academic Appeals

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

Sexual Harassment Complaints

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

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

Grievance Procedure

This procedure applies to all students of FTCC.

Step 1:

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

Step 2:

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

Step 3:

If the student is not satisfied with the decision, he or she may, within five (5) working days, file the grievance in writing with the Vice President for Academic and Student Services. The Vice President for Academic and Student Services will notify the President. Depending on the

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

Further Appeal Procedure for Grievances

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

STUDENT RECORDS

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

1. A student may receive or have a copy of his or her transcript after submitting a written request. No fee will be charged for records forwarded to another school where the student intends to enroll.
2. State of Rights – Operating under the premise that the educational process is a cooperative venture between the student and FTCC, this policy emphasizes the following rights of students:
 - a. to inspect and review their educational records
 - b. to exercise limited control over other people’s access to their educational records
 - c. to seek to correct their educational records in a hearing if necessary
 - d. to report violations of FERPA to the Family Education Rights and Privacy Act Office-Department of Education
 - e. to be informed about their FERPA rights
3. FTCC designates the following personally identifiable information contained in student records as Directory Information:
 - name
 - curriculum
 - enrollment status
 - dates of enrollment
 - degree received
 - mailing address
 - e-mail address(es)

Students who object to the release of directory information must notify the Registrar/Curriculum in writing within five (5) school days from the first day of the term of the items that the student does not want disclosed. If no objection is received by that date, the information will be classified as directory information until the beginning of the next school year.

4. Students may petition the Registrar to amend or correct any part of the educational record which the student believes is inaccurate, misleading, or in violation of student rights. This includes the right to a hearing to present evidence that the record should be changed if FTCC decides not to alter it according to the student's requests.
5. Students may file a complaint with the FERPA Office, Department of Education, 330 Independence Avenue, SW, Washington, DC 20201, if FTCC violates the FERPA or this policy.
6. Students may obtain copies of the FERPA by making a request to the U. S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605, or by accessing the following websites: www.soconline.org/publicpolicy/laws/ferpa.html; cfco.ed.gov/fedreg.htm; www.ed.gov/news.html; or www.accessreports.com/statutes/FERPA.htm.
7. FTCC reserves the right to deny transcripts or copies of records not required by FERPA in any of the following situations:
 - a. The student has any unpaid financial or other obligations to the College, including, without limitation, unresolved parking violations, overdue books, or unpaid library fines.
 - b. There is unresolved disciplinary action against the student or unresolved litigation between the student and FTCC.

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

STUDENT RIGHTS AND PRIVACY ACT – INFORMATION STATEMENT

Release of Student Information

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

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

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

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

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

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

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

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

- www.socon-line.org/publicpolicy/laws/ferpa.html;
- cfco.ed.gov/fedreg.htm;
- www.ed.gov/news.html; or
- 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.
- To continue to be the educational organization recognized by the community as receptive to special interest programs.

Basic Skills Education

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

Adult Basic Skills Program

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

Adult High School Diploma Program (AHS)

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

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

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

Nursing Assistant I & II

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

LAW ENFORCEMENT TRAINING

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

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

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

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

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

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

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

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

COMMUNITY SERVICE

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

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

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

BUSINESS SERVICES

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

Supervisory Skills

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

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

Communication

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

Computer Training

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

Instructor Training

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

License Support Training

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

FTCC SMALL BUSINESS CENTER

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

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

Our services include:

Specialized Business Seminars

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

Resource Room

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

Small Business Counselor

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

R.E.A.L.

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

DISTANCE EDUCATION

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

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

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

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

CURRICULUM LIST



Accounting (A25100)
Advertising and Graphic Design (A30100)
 Computer-Based Graphic Design (C30100)
Air Conditioning, Heating and Refrigeration Technology (A35100)
 Air Conditioning, Heating and Refrigeration (D35100)
 Basic Air Conditioning, Heating and Refrigeration (C35100)
Architectural Technology (A40100)
Associate Degree Nursing (A45100)
Associate in Arts (A10100)
 Pre-major in Business Administration (A1010B)
 Pre-major in Business Education and Marketing Education (A1010C)
 Pre-major in Criminal Justice (A1010D)
 Pre-major in English (A1010E)
 Pre-major in English Education (A1010F)
 Pre-major in Health Education (A1010G)
 Pre-major in History (A1010H)
 Pre-major in Nursing (A1010I)
 Pre-major in Physical Education (A1010J)
 Pre-major in Political Science (A1010K)
 Pre-major in Psychology (A1010L)
 Pre-major in Social Science Secondary Education (A1010M)
 Pre-major in Sociology (A1010N)
 Pre-major in Elementary Education, Middle Grades Education and Special Education (A1010P)
 Pre-major in Social Work (A1010Q)
Associate in General Education (A10300)
Associate in Science (A10400)
 Pre-major in Biology and Biology Education (A1040A)
 Pre-major in Chemistry and Chemistry Education (A1040B)
 Pre-major in Mathematics (A1040E)
 Pre-major in Mathematics and Mathematics Education (A1040F)
Autobody Repair (D60100)
 Evening Basic Autobody Repair (C60100C1)
Automotive Systems Technology (A60160)
 Automotive Electrical/Electronics Systems (C60160C4)
 Automotive Engine Performance (C60160C2)
 Automotive Power Trains (C60160C3)
 Automotive Suspension, Brakes, and Heating/Air Conditioning (C60160C1)
Basic Law Enforcement Training (C55120)
Building Construction Technology (A35140)
Business Administration (A25120)
 Small Business Management (C25120C2)
 Small Business Startup (C25120C1)
Business Administration – Banking and Finance (A2512A)
Business Administration – Electronic Commerce (A2512I)
Business Administration – Human Resources Management (A2512C)
 Equal Opportunity and Employee Relations Certificate (C2512CC1)
Business Administration – Marketing and Retailing (A2512F)
Business Administration – Operations Management (A2512G)
Business Administration – Public Administration (A2512H)
Cabinetmaking (D35160)
Carpentry (D35180)
 General Contractor’s License Preparation (C35180)
Civil Engineering Technology (A40140)
Community Spanish Interpreter (A55370)
Computer Programming (A25130)
 C++ Programming (C25130C2)
 COBOL Programming (C25130C1)
 RPG Programming (C25130C3)
 Visual Basic Programming (C25130C4)
Cosmetology (D55140)
Criminal Justice Technology (A55180)
 Correction (C55180C3)
 Investigations (C55180C2)
 Law Enforcement (C55180C1)
Criminal Justice Technology/Latent Evidence (A5518A)
Criminal Justice Technology Latent Evidence (C5518AC1)
Culinary Technology (A55200)
 Baking (C55200C2)
 Pantry Chef (Garde Manger) (C55200C1)
Dental Assisting (D45240)

Dental Hygiene (A45260)
 Early Childhood Associate (A55220)
 Child Care Administration (C55220C1)
 Child Care Development (C55220C2)
 Child Care Professional (C55220C3)
 Family Child Care (C55220C4)
 Early Childhood Associate/Special Education (A5522A)
 Early Childhood Associate/Teacher Associate (A5522B)
 Electronics Engineering Technology (A40200)
 Electrical/Electronics Technology (A35220)
 Electrical/Electronics Technology (D35220)
 Electronic Servicing Technology (D50120)
 Emergency Medical Science (A45340)
 Emergency Medical Science (D45340)
 Emergency Medical Science (C45340)
 Emergency Medical Science Bridging (A4534B)
 Facility Maintenance Worker (D50170)
 Fire Protection Technology (A55240)
 Funeral Service Education (A55260)
 Funeral Service Education – N.C. Funeral Director (D55260)
 General Occupational Technology (A55280)
 Healthcare Management Technology (A25200)
 Horticulture Technology/Management (A1524A)
 Basic Landscape Maintenance (C1524A)
 Hotel & Restaurant Management (A25240)
 Hotel and Restaurant Management (C25240C1)
 Industrial Management Technology (A50260)
 Industrial Systems Technology (A50240)
 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)
 Information System Security (A25270)
 Internet Technologies (A25290)
 IT/Web Back-Office (C25290C4)
 IT/Web Design (C25290C1)
 IT/Web Management (C25290C3)
 IT/Web Programming (C25290C2)
 Machining Technology (A50300)
 Evening Basic Machining Technology (C50300C1)
 Masonry (D35280)
 Basic Masonry (C35280)
 Mechanical Drafting Technology (D50340)
 Basic CAD Drafting (C50340)
 Media Integration Technology (A25300)
 Hardware and Software (C25300C1)
 Medical Office Administration (A25310)
 Medical Office Administration (C25310C1)
 Office Systems Technology (A25360)
 Basic Office Systems Technology (C25360C1)
 Paralegal Technology (A25380)
 Paralegal Diploma (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 Technology (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: Fall 2003

Revised: 12/02/02

Length: 5 Semesters

Prerequisite: 2 Units of Algebra

Award: Associate in Applied Science

FALL SEMESTER 1

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

SPRING SEMESTER 1

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

SUMMER SEMESTER 1

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

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACC	150	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
		Totals	16	4	0	18

SPRING SEMESTER 2

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

TOTAL REQUIRED CREDITS....76

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

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

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

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

ADVERTISING & GRAPHIC DESIGN (A30100)

Effective: Fall 2003

Revised: 12/02/02

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

FALL SEMESTER 1

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

SPRING SEMESTER 1

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

SUMMER SEMESTER 1

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

FALL SEMESTER 2

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

SPRING SEMESTER 2

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

TOTAL REQUIRED CREDITS.... 74

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

**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

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

SPRING SEMESTER 1

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

SUMMER SEMESTER 1

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

FALL SEMESTER 2

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

SPRING SEMESTER 2

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

TOTAL REQUIRED CREDITS.....73

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

Evening/Weekend Program

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

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

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

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

Effective: Fall 2001

Revised Date: 06/01/01

Length: 6 Semesters

Prerequisite: High School Diploma

Award: Diploma

FALL SEMESTER 1

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 1

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 1

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

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

SPRING SEMESTER 2

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

SUMMER SEMESTER 2

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

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
			12/13	10/12	0	17

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ARC	113	Residential Arch Tech	1	6	0	3
ARC	114	Architectural CAD	1	3	0	2
ARC	114A	Architectural CAD Lab	0	3	0	1
ARC	131	Building Codes	2	2	0	3
PHY	121	Applied Physics I	3	2	0	4
PSY	118	Interpersonal Psychology	3	0	0	3
			10	16	0	16

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
			3	5	0	5

FALL SEMESTER 2

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

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
ARC	213	Design Project	2	6	0	4
ARC	235	Architectural Portfolio	2	3	0	3
ARC	241	Contract Administration	1	2	0	2
ARC	264	Digital Architecture	1	3	0	2
ENG	115	Oral Communication	3	0	0	3
		Elective	3	0	0	3
			12	14	0	17

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 2002

Revised: 5/03/02

Length: 5 Semesters

Prerequisites: 1 Unit of Biology, Algebra & Chemistry

Award: Associate in Applied Science

FALL SEMESTER 1

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

SPRING SEMESTER 1

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

SUMMER SEMESTER 1

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

FALL SEMESTER 2

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

SPRING SEMESTER 2

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

TOTAL REQUIRED CREDITS.... 72

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

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

ASSOCIATE IN ARTS

A10100

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

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

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

ASSOCIATE IN ARTS (A10100)

Effective: Spring 2003

Revised: 09/18/02

Length: 4 Semesters

Prerequisites: High School Diploma, Algebra I, Algebra II

Award: Associate in Arts

FALL SEMESTER 1

			Class	Lab	Clinical	Work Exp	Credit
ACA	111	College Student Success	1	0	0	0	1
or							
ACA	115	Success & Study Skills	0	2	0	0	1
CIS	110	Introduction to Computers	2	2	0	0	3
ENG	111	Expository Writing	3	0	0	0	3
MAT	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	
14/15	4/6		0	0	17		

SPRING SEMESTER 1

			Class	Lab	Clinical	Work Exp	Credit
ENG	112	Argument-Based Research	3	0	0	0	3
or							
ENG	113	Literature-Based Research	3	0	0	0	3
		Mathematics/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
			15	5	0	0	17

FALL SEMESTER 2

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

SPRING SEMESTER 2

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

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

			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
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
			14	6	0	0	17

SPRING SEMESTER 1

			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
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
			15	2	0	0	16

FALL SEMESTER II

			Class	Lab	Clinical	Work Exp	Credit
ECO	251	Prin of Microeconomics	3	0	0	0	3
SOC	210	Introduction to Sociology	3	0	0	0	3
BIO	111C, CHM151C or PHY151C		3	0	0	0	3
BIO	111L, 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
			15	3	0	0	16

SPRING SEMESTER II

			Class	Lab	Clinical	Work Exp	Credit
ECO	252	Prin of Macroeconomics	3	0	0	0	3
BIO	112C, CHM152C or PHY152C		3	0	0	0	3
BIO	112L, CHM152L or PHY152L		0	3	0	0	1
POL	120	American Government	3	0	0	0	3
		Approved PHI or REL Elective	3	0	0	0	3
ENG	-231, 241 or 261		3	0	0	0	3
		Total	15	3	0	0	16

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

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

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

A1010C

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 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
CIS	110	Introduction to Computers	2	2	0	0	0	3
ACC	120	Prin of Accounting I	3	2	0	0	0	4
PSY	150	General Psychology	3	0	0	0	0	3
BUS	110	Introduction to Business	3	0	0	0	0	3
Total			14	6	0	0	0	17

SPRING SEMESTER 1

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

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
		Total	15	3	0	0	16

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
		Total	15	3	0	0	16

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

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

**ASSOCIATE IN ARTS – Articulation Agreement
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

			Class	Lab	Clinical	Work Exp	Credit
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
		15	2	0	0	16	

SPRING SEMESTER 1

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

FALL SEMESTER II

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

SPRING SEMESTER II

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

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

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

**ASSOCIATE IN ARTS – Articulation Agreement
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

			Class	Lab	Clinical	Credit
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
			15	2	0	16

SPRING SEMESTER 1

			Class	Lab	Clinical	Credit
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
			15	2	0	16

FALL SEMESTER II

	Class	Lab	Clinical	Credit
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
	15	3	0	16

SPRING SEMESTER II

	Class	Lab	Clinical	Credit
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
	17	0	0	17

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

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

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	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
		Total	15	2	0	0		16

SPRING SEMESTER 1

Prefix	NO.	Title	Class	Lab	Clinical	Work Exp	Exp	Credit
CIS	110	Introduction to Computers	2	2	0	0		3
ENG	112	Argument-based Research	3	0	0	0		3
		or						
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
		Total	17	2	0	0		18

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
		Total	15	3	0	0	16

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
		Total	14	3	0	0	15

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

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

**ASSOCIATE IN ARTS – Articulation Agreement
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	Exp	Credit
ACA	115	Success & Study Skills	0	2	0	0		1
ENG	111	Expository Writing	3	0	0	0		3
PSY	150	General Psychology	3	0	0	0		3
		Humanities Elective	3	0	0	0		3
MAT-161, 162, 171, 175 or 263			3	0	0	0		3
		Social/Behavioral Elective	3	0	0	0		3
		Total	15	2	0	0		16

SPRING SEMESTER 1

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

FALL SEMESTER II

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

SPRING SEMESTER II

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

TOTAL REQUIRED CREDITS 65

Co-op Option: Not authorized for this program.

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



**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	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
		Total	15	5	0	0	0	17

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
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						
		or						
MAT	155	Statistical Analysis	3	0	0	0	0	3
		Humanities Elective	3	0	0	0	0	3
		Total	15	3	0	0	0	16

FALL SEMESTER II

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

SPRING SEMESTER II

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

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

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

**ASSOCIATE IN ARTS – Articulation Agreement
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	Exp	Credit
ENG	111	Expository Writing	3	0	0	0	0	3
ACA	115	Success & Study Skills	0	2	0	0	0	1
		History Elective	3	0	0	0	0	3
MAT-161, 162, 171, 175, or 263			3	0	0	0	0	3
		English Literature Elective	3	0	0	0	0	3
CIS	110	Introduction to Computers	2	2	0	0	0	3
		Total	14	4	0	0	0	16

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 and Reporting	3	0	0	0	0	3
		Humanities Elective	6	0	0	0	0	6
		Social/Behavioral Science Elective	6	0	0	0	0	6
CIS-115, MAT-140, 151, 155, or 165			3	0	0	0	0	3
		Total	18	0	0	0	0	18

FALL SEMESTER II

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

SPRING SEMESTER II

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

TOTAL REQUIRED CREDITS 65

Co-op Option: Not authorized for this program.

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



ASSOCIATE IN ARTS – Articulation Agreement 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	Exp	Credit
ENG	111	Expository Writing	3	0	0	0	0	3
ACA	115	Success & Study Skills	0	2	0	0	0	1
		MAT-161, 162, 171, 175 or 263	3	0	0	0	0	3
PSY	150	General Psychology	3	0	0	0	0	3
SOC	210	Introduction to Sociology	3	0	0	0	0	3
		English Literature Elective	3	0	0	0	0	3
		Total	15	2	0	0	0	16

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 and Reporting	3	0	0	0	0	3
BIO	168C	Anatomy and Physiology I	3	0	0	0	0	3
BIO	168L	Anatomy and Physiology I Lad	0	3	0	0	0	1
		MAT-151 or MAT-155	3	0	0	0	0	3
		Social/Behavioral Science Elective	3	0	0	0	0	3
PSY	281	Abnormal Psychology	3	0	0	0	0	3
		Total	15	3	0	0	0	16

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
		Total	15	6	0	0	17

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
		Total	15/16	6/7	0	0	16/18

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

ACA-115 recommended for all programs.

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

**ASSOCIATE IN ARTS – Articulation Agreement
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		History Elective	3	0	0	0	0	3
		Humanities Elective	3	0	0	0	0	3
		Total	15	2	0	0	0	16

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		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
		Total	13	4	0	0	0	15

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
		Total	15	5	0	0	17

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
		Total	15	5	0	0	17

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

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

**ASSOCIATE IN ARTS – Articulation Agreement
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	Exp	Credit
ENG	111	Expository Writing	3	0	0	0	0	3
ACA	115	Success & Study Skills	0	2	0	0	0	1
MAT-140, 161, 162, 171, 175 or 263			3	0	0	0	0	3
		Social/Behavioral Science Elective	3	0	0	0	0	3
		History Elective	3	0	0	0	0	3
		Humanities Elective	3	0	0	0	0	3
		Total	15	2	0	0	0	16

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
POL	120	American Government	3	0	0	0	0	3
CIS	110	Introduction to Computers	2	2	0	0	0	3
		Humanities Elective	3	0	0	0	0	3
		Natural Science Elective	3	3	0	0	0	4
		Total	14	5	0	0	0	16

FALL SEMESTER II

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

SPRING SEMESTER II

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

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

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

**ASSOCIATE IN ARTS – Articulation Agreement
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	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	171	Precalculus Algebra	3	0	0	0	0	3
		Humanities Elective	3	0	0	0	0	3
		Social/Behavioral Science Elective	3	0	0	0	0	3
		Total	15	2	0	0	0	16

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
		CIS-115, MAT-151,155,162,172,175	3	0	0	0	0	3
		BIO-110 or BIO-111 & Lab	3	3	0	0	0	4
		Social/Behavioral Science Elective	3	0	0	0	0	3
		Humanities Elective	3	0	0	0	0	3
		Total	15	3	0	0	0	16

FALL SEMESTER II

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

SPRING SEMESTER II

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

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

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

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

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

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

**Pre-Major Associate in Arts Articulation Agreement:
Social Science Secondary Education (A1010M)**

Effective: Spring 2002

Revised 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	0	3
ACA	115	Success & Study Skills	0	2	0	0	0	1
HIS	131	American History I	3	0	0	0	0	3
POL	120	American Government	3	0	0	0	0	3
MAT	161	College Algebra	3	0	0	0	0	3
SOC	210	Introduction to Sociology	3	0	0	0	0	3
Total			15	2	0	0	0	16

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	0	3
HIS	132	American History II	3	0	0	0	0	3
CIS-115, MAT-151, 155, 162, 171, 172 or 175	3		0	0	0	0	3	
ECO	151	Survey of Economics	3	0	0	0	0	3
		Humanities Elective	3	0	0	0	0	3
Total			15	0	0	0	0	15

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
		Total	15	3	0	0	16

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
		Total	17	3	0	0	18

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

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

**ASSOCIATE IN ARTS – Articulation Agreement
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	0	3
ACA	115	Success & Study Skills	0	2	0	0	0	1
SOC	210	Introduction to Sociology	3	0	0	0	0	3
MAT	161	College Algebra	3	0	0	0	0	3
PSY	150	General Psychology	3	0	0	0	0	3
COM	231	Public Speaking	3	0	0	0	0	3
		Total	15	2	0	0	0	16

SPRING SEMESTER 1

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

FALL SEMESTER II

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

SPRING SEMESTER II

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

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

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

**ASSOCIATE IN ARTS – Articulation Agreement
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	Exp	Credit
ENG	111	Expository Writing	3	0	0	0	0	3
ACA	115	Success & Study Skills	0	2	0	0	0	1
SOC	210	Introduction to Sociology	3	0	0	0	0	3
MAT-161,162,171,175, or 263			3	0	0	0	0	3
		Humanities Elective	3	0	0	0	0	3
		History Elective	3	0	3	0	0	3
		Total	15	2	0	0	0	16

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
CIS	110	Introduction to Computers	2	2	0	0	0	3
		Natural Science Elective	3	3	0	0	0	4
SOC-213, 220, 225 or 240			3	0	0	0	0	3
CIS-115, MAT140,151,155,165			3	0	0	0	0	3
		Total	14	5	0	0	0	16

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
		Humanities Elective	3	0	0	0	3
		Natural Science Elective	3	3	0	0	4
		Major Elective	3	0	0	0	3
		Total	15	3	0	0	16

SPRING SEMESTER II

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

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

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

ASSOCIATE IN GENERAL EDUCATION

A10300

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

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

ASSOCIATE IN GENERAL EDUCATION (A10300)

Effective: Spring 2003

Revised: 09/18/02

Length: 4 Semesters

Prerequisites: High School Diploma, Algebra I, Algebra II

Award: Associate Degree

FALL SEMESTER 1

			Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
		or				
ACA	115	Success & Study Skills	0	2	0	1
ENG	111	Expository Writing	3	0	0	3
COM	231	Public Speaking	3	0	0	3
		Humanities/Fine Arts	3	0	0	3
		Social/Behavioral Sciences	3	0	0	3
		Natural Sciences/Mathematics	3	0	0	3
			15/16	0/2	0	16

SPRING SEMESTER 1

			Class	Lab	Clinical	Credit
ENG	112	Argument-Based Research				
		or				
ENG	113	Literature-Based Research				
		or				
ENG	114	Prof Research & Reporting	3	0	0	3
		Major Electives	13	0	0	13
			16	0	0	16

FALL SEMESTER 2

			Class	Lab	Clinical	Credit
		Major Electives	17	0	0	17
			17	0	0	17

SPRING SEMESTER 2

	Class	Lab	Clinical	Credit
Major Electives	16	0	0	16
	16	0	0	16

TOTAL REQUIRED CREDITS.... 65

Co-op Option: Not authorized for this program.



ASSOCIATE IN SCIENCE

A10400

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

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

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

ASSOCIATE IN SCIENCE (A10400)

Effective: Spring 2003

Revised: 09/18/02

Length: 4 Semesters

Prerequisites: High School Diploma, Algebra I, Algebra II

Award: Associate in Science

FALL SEMESTER 1

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

SPRING SEMESTER 1

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

FALL SEMESTER 2

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

SPRING SEMESTER 2

			Class	Lab	Clinical	Work Exp	Credit
COM	231	Public Speaking	3	0	0	0	3
		Humanities/Fine Arts Elective	3	0	0	0	3
		Social/Behavioral Science Elective	3	0	0	0	3
		Major Elective	6	0	0	0	6
			15	0	0	0	15

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 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
CHM	151C	General Chemistry I	3	0	0	0	0	3
CHM	151L	General Chemistry I Lab	0	3	0	0	0	1
BIO	111C	General Biology I	3	0	0	0	0	3
BIO	111L	General Biology I Lab	0	3	0	0	0	1
MAT	171	Precalculus Algebra	3	0	0	0	0	3
Total			12	8	0	0	0	15

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	0	3
CHM	152C	General Chemistry II	3	0	0	0	0	3
CHM	152L	General Chemistry II Lab	0	3	0	0	0	1
BIO	112C	General Biology II	3	0	0	0	0	3
BIO	112L	General Biology II Lab	0	3	0	0	0	1
CIS-115, MAT-151, 155, 172 or 175			3	0	0	0	0	3
		Social/Behavioral Science History Elective	3	0	0	0	0	3
Total			15	6	0	0	0	17

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
		Total	15	3	0	0	16

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
		Total	17	3	0	0	17

TOTAL REQUIRED CREDITS 65

Co-op Option: Not authorized for this program.

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

**ASSOCIATE IN SCIENCE – Articulation Agreement
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 1

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

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 and Reporting	3	0	0	0	0	3
CHM	152C	General Chemistry II	3	0	0	0	0	3
CHM	152L	General Chemistry II Lab	0	3	0	0	0	1
MAT	272	Calculus II	3	2	0	0	0	4
		Social/Behavioral Science Elective	6	0	0	0	0	6
		Total	15	5	0	0	0	17

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
		Total	15	6	0	0	17

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
		Total	15	6	0	0	17

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

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

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

**ASSOCIATE IN SCIENCE – Articulation Agreement
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

FALL SEMESTER 1		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
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
		16	2	0	0	0	17

SPRING SEMESTER 1		Class	Lab	Clinical	Work	Exp	Credit
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
		16	2	0	0	0	17

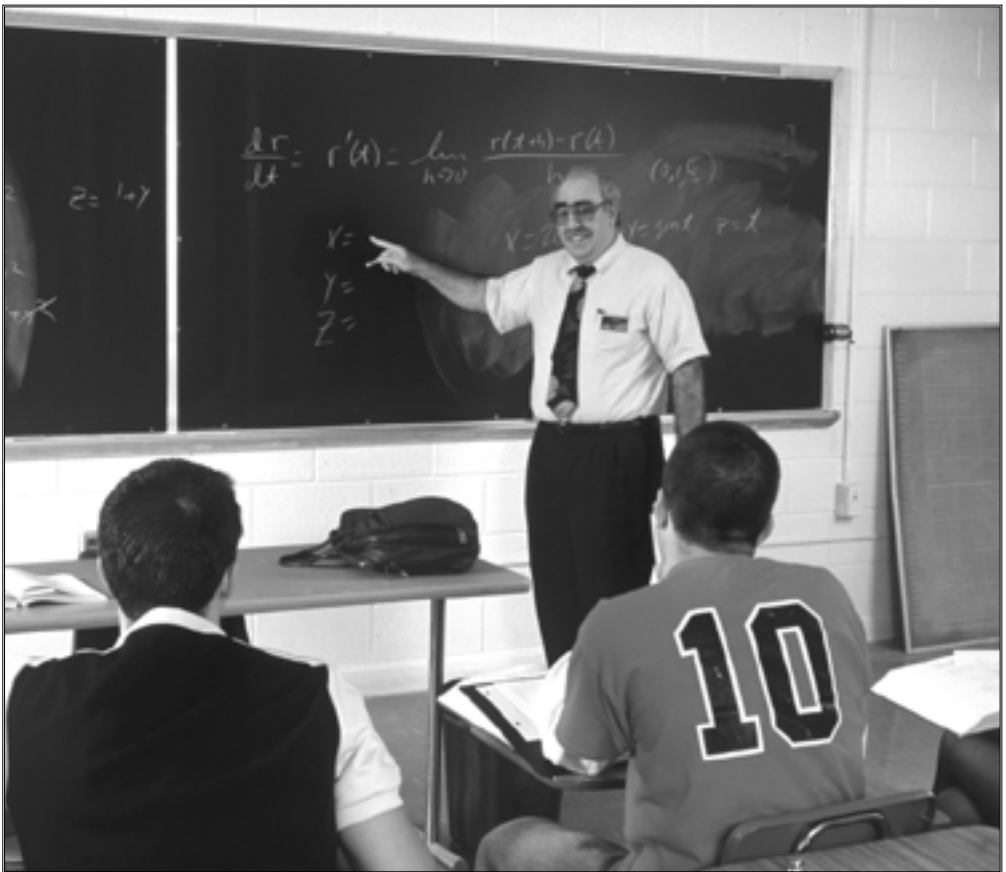
FALL SEMESTER 2		Class	Lab	Clinical	Work	Exp	Credit
COM- 231	Public Speaking	3	0	0	0	0	3
MAT-272	Calculus II	3	2	0	0	0	4
PHY-251C	General Physics I	3	0	0	0	0	3
PHY-251L	General Physics I Lab	0	3	0	0	0	1
	Humanities Elective	3	0	0	0	0	3
	English Literature	3	0	0	0	0	3
		15	5	0	0	0	17

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
		12	5	0	0	14

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		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
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
		16	2	0	0	0	17

SPRING SEMESTER 1		Class	Lab	Clinical	Work	Exp	Credit
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
		16	2	0	0	0	17

FALL SEMESTER 2		Class	Lab	Clinical	Work	Exp	Credit
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
		15	5	0	0	0	17

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
		12	5	0	0	14

TOTAL CREDIT HOURS...65

Co-op Option: Not authorized for this program.

AUTOBODY REPAIR

D60100

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

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

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

AUTOBODY REPAIR (D60100)

Effective: Summer 2001

Revised: 04/30/01

Length: 3 Semesters

Prerequisite: High School Diploma

Award: Diploma

FALL SEMESTER 1

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

SPRING SEMESTER 1

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

SUMMER SEMESTER 1

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

TOTAL REQUIRED CREDITS.... 45

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

AUTOBODY REPAIR CERTIFICATE

C60100C1

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

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

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

Basic Autobody Repair Certificate (C60100C1)

Evening/Weekend Program

Effective: Fall 2001

Revised: 06/01/01

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
AUB	111	Painting & Refinishing	2	6	0	4
AUB	121	Non-Structural Damage I	1	4	0	3
			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: Spring 2003

Revised: 09/18/02

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

FALL SEMESTER 1

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

SPRING SEMESTER 1

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

SUMMER SEMESTER 1

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

FALL SEMESTER 2

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

SPRING SEMESTER 2

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

TOTAL REQUIRED CREDITS.....72

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

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

C60160C4

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

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

AUTOMOTIVE ELECTRICAL/ELECTRONICS SYSTEMS CERTIFICATE (C60160C4)

Effective: Fall 2000-2001

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
			4	12	0	8

SPRING SEMESTER 1

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

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
			4	12	0	8

SPRING SEMESTER 1

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

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
			3	6	0	5

SPRING SEMESTER 1

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

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
			4	8	0	8

SPRING SEMESTER

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

TOTAL REQUIRED CREDITS.....12

Co-op Option: NA

Note: This certificate is not approved for financial aid.

BASIC LAW ENFORCEMENT TRAINING

C55120

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

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

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

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE BASIC LAW ENFORCEMENT TRAINING (C55120)

Effective: Fall 2000

Revised: 06/30/00

Length: 1 Semester

Prerequisite: High School Diploma

Award: Certificate

FALL SEMESTER 1

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

TOTAL REQUIRED CREDITS..... 18

Co-op Option: Not authorized in this program.

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

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

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

BUILDING CONSTRUCTION TECHNOLOGY (A35140)

Effective Date: Fall 2003

Revised: 09/23/02

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

FALL SEMESTER I

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

SPRING SEMESTER I

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

SUMMER SEMESTER I

Prefix	No.	Title	Class	Lab	Clinical	Credit
CAR	113	Carpentry III	3	9	0	6
			3	9	0	6

FALL SEMESTER II

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

SPRING SEMESTER II

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

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

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

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success or	1	0	0	1
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
			12/13	6	0	15

SPRING SEMESTER 1

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

SUMMER SEMESTER 1

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

FALL SEMESTER 2

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

SPRING SEMESTER 2

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

TOTAL REQUIRED CREDITS.... 76

Co-op Option: Qualified students may elect to take up to six (6) credit hours of Cooperative Education. 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 2003

Revised: 12/02/02

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success or	2	0	0	1
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
			12/14	4/6	0	15

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACC	120	Prin of Financial Acct	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
			18	2	0	19

SUMMER SEMESTER 1

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

FALL SEMESTER 2

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

SPRING SEMESTER 2

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

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 2003

Revised: 12/02/02

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success or	1	0	0	1
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
			14/15	6/8	0	18

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACC	120	Prin of Financial Acct	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
			16	7	0	19

SUMMER SEMESTER 1

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

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
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
			13	8	0	17

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
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
			12	8	10	16

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 the development of generalists and specialists in the administration, training, and management of human resources.

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

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

BUSINESS ADMINISTRATION/HUMAN RESOURCES MANAGEMENT (A2512C)

Effective: 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
BUS	153	Human Resource Mgt	3	0	0	3
BUS	115	Business Law I	3	0	0	3
BUS	121	Business Math	2	2	0	3
CIS	111	Basic PC Literacy	1	2	0	2
ENG	111	Expository Writing	3	0	0	3
			12/13	4/6	0	15

SPRING SEMESTER 1

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

SUMMER SEMESTER 1

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

FALL SEMESTER 2

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

SPRING SEMESTER 2

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

TOTAL REQUIRED CREDITS.... 75

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

**BUSINESS ADMINISTRATION/
HUMAN RESOURCES MANAGEMENT -
EQUAL OPPORTUNITY AND EMPLOYEE RELATIONS**

C2512CC1

The Equal Opportunity and Employee Relations Certificate is designed to provide individuals with the basics of employment law and regulations for both public and private sector labor relations type positions.

The certificate program covers the general field of employment law, basics of business law, and general managerial practices in both a unionized and non-unionized workplace.

Upon completion of this program, students should be able to research and analyze data in the areas of labor law, contract negotiations, and apply this analytical information in the workplace as a labor relations specialist or related type positions. Students should be able to transfer the course credits to the Human Resources Management program for an Associate of Applied Science degree.

EQUAL OPPORTUNITY AND EMPLOYEE RELATIONS CERTIFICATE (C2512CC1)

Effective: Fall 2001

Revised: 06/01/01

Length: 2 Semesters

Prerequisite: Degree or High School Diploma and Interest in field of work

Award: Certificate

FALL SEMESTER

Prefix	No.	Title	Class	Lab	Clinical	Credit
BUS	153	Human Resource Management	3	0	0	3
BUS	152	Human Relations	3	0	0	3
BUS	252	Labor Relations	3	0	0	3
			9	0	0	9

SPRING SEMESTER

Prefix	No.	Title	Class	Lab	Clinical	Credit
BUS	115	Business Law I	3	0	0	3
BUS	217	Employment Law and Regulations	3	0	0	3
BUS	240	Business Ethics	3	0	0	3
			9	0	0	9

TOTAL REQUIRED CREDITS 18

Co-op Option: NA

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

BUSINESS ADMINISTRATION - MARKETING AND RETAILING

A2512F

Marketing and Retailing is a concentration under the curriculum title of Business Administration. This curriculum is designed to provide students with fundamental skills in marketing and retailing.

Course work includes marketing, retailing, merchandising, selling, advertising, computer technology, and management.

Graduates should qualify for marketing positions within manufacturing, retailing, and service organizations.

BUSINESS ADMINISTRATION/MARKETING AND RETAILING (A2512F)

Effective: Fall 2003

Revised: 12/02/02

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success or	1	0	0	1
ACA	115	Success & Study Skills	0	2	0	1
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
MKT	120	Principles of Marketing	3	0	0	3
MKT	230	Public Relations	3	0	0	3
			13/14	2/4	0	15

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ENG	115	Oral Communication	3	0	0	3
ECO	251	Prin of Microeconomics	3	0	0	3
MAT	115	Mathematical Models	2	2	0	3
MKT	121	Retailing	3	0	0	3
MKT	123	Fundamentals of Selling	3	0	0	3
		Humanities/Fine Arts Elec	3	0	0	3
			17	2	0	18

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
OST	136	Word Processing	1	2	0	2
BUS	137	Principles of Management	3	0	0	3
			4	2	0	5

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACC	120	Prin of Financial Acct	3	2	0	4
ENG	114	Prof Research & Reporting	3	0	0	3
MKT	220	Advertising and Sales Promotion	3	0	0	3
MKT	221	Consumer Behavior	3	0	0	3
MKT	228	Service Marketing	3	0	0	3
		Major Elective	3	0	0	3
			18	2	0	19

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
ECO	252	Prin of Macroeconomics	3	0	0	3
MKT	122	Visual Merchandising	3	0	0	3
MKT	222	Credit Procedures	3	0	0	3
		OR				
COE		Co-op Work Experience				
MKT	224	International Marketing	3	0	0	3
MKT	225	Marketing Research	3	0	0	3
MKT	227	Marketing Applications	3	0	0	3
			18	2	0	18

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 MKT-222 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 - OPERATIONS MANAGEMENT

A2512G

Operations Management is a concentration under the curriculum title of Business Administration. This curriculum is designed to educate individuals in the technical and managerial aspects of operations for manufacturing and service industries.

Emphasized are analytical reasoning, problem solving, and continuous improvement concepts required in today's dynamic business and industry environments. Concepts include quality, productivity, organizational effectiveness, financial analysis, and the management of human, physical, and information resources.

Graduates should qualify for leadership positions or enhance their professional skills in supervision, team leadership, operations planning, quality assurance, manufacturing and service management, logistics/distribution, health and safety, human resources management, and inventory/materials management.

BUSINESS ADMINISTRATION/OPERATIONS MANAGEMENT (A2512G)

Effective: Fall 2003

Revised: 02/04/03

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
		or				
ACA	115	Success & Study Skills	0	2	0	1
BUS	137	Principles of Management	3	0	0	3
CIS	111	Basic PC Literacy	1	2	0	2
ECO	251	Prin of Microeconomics	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
MAT	115	Mathematical Models	2	2	0	3
OMT	110	Intro to Operations Mgmt.	3	0	0	3
			15/16	4/6	0	18

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACC	120	Prin of Financial Acct	3	2	0	4
BUS	115	Business Law I	3	0	0	3
CIS	120	Spreadsheets I	2	2	0	3
OMT	153	Motivation and Evaluation	2	0	0	2
OMT	156	Problem-Solving Skills	3	0	0	3
		Humanities/Fine Art Elective	3	0	0	3
			16	4	0	18

SUMMER SEMESTER 1

ISC	121	Environmental Health & Safety	3	0	0	3
MKT	120	Principles of Marketing	3	0	0	3
			6	0	0	6

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
BUS	121	Business Math	2	2	0	3
DFT	119	Basic CAD	1	2	0	2
ECO	252	Principles of Macroeconomics	3	0	0	3
ENG	114	Professional Research & Reporting	3	0	0	3
ISC	131	Quality Management	3	0	0	3
ISC	216	Work Measurement	3	0	0	3
OMT	112	Materials Management	3	0	0	3
			18	4	0	20

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
BUS	260	Business Communication	3	0	0	3
ISC	210	Oper & Prod Planning	3	0	0	3
OMT	260	Issues in Operations Mgt.	3	0	0	3
		Electives	5	0	0	5
			14	0	0	14

TOTAL REQUIRED CREDITS..... 76

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.

BUSINESS ADMINISTRATION – PUBLIC ADMINISTRATION

A2512H

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

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

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

BUSINESS ADMINISTRATION/PUBLIC ADMINISTRATION (A2512H)

Effective: Fall 2003

Revised: 12/02/02

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success or	1	0	0	1
ACA	115	Success & Study Skills	0	2	0	1
BUS	137	Principles of Management	3	0	0	3
CIS	111	Basic PC Literacy	1	2	0	2
ENG	111	Expository Writing	3	0	0	3
ACA	115	Success & Study Skills	0	2	0	1
PAD	151	Intro to Public Admin	3	0	0	3
POL	120	American Government	3	0	0	3
		Major Elective	3	0	0	3
			16/17	2/4	0	18

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
BUS	115	Business Law I	3	0	0	3
BUS	153	Human Resource Management	3	0	0	3
ENG	114	Prof Research & Reporting	3	0	0	3
MAT	115	Mathematical Models	2	2	0	3
PAD	152	Ethics in Government	3	0	0	3
POL	130	State & Local Government	3	0	0	3
			17	2	0	18

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
BUS	260	Business Communication	3	0	0	3
		Major Elective	3	0	0	3
			6	0	0	6

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACC	120	Prin of Financial Acct	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
			18	2	0	19

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
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
			15	0	0	15

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

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

SPRING SEMESTER

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

TOTAL REQUIRED CREDITS 16

Co-op Option: NA

**BUSINESS ADMINISTRATION –
SMALL BUSINESS STARTUP CERTIFICATE**

C25120C1

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

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

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

SMALL BUSINESS STARTUP (CERTIFICATE) (C25120C1)

Effective: Fall 1999

Revised: 01/25/02

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

FALL SEMESTER

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

SPRING SEMESTER

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

TOTAL REQUIRED CREDITS 16

Co-op Option: NA

CABINETMAKING

D35160

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

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

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

CABINETMAKING (D35160)

Effective: 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
CAB	110	Shop Operations	3	3	0	4
CAB	111	Cabinetmaking I	4	9	0	7
DFT	117	Technical Drafting	1	2	0	2
PSY	118	Interpersonal Psychology	3	0	0	3
			11	14	0	16

SPRING SEMESTER 1

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

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, blue-print 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

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

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

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
			6	2	0	7

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
			6	0	0	6

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 or	1	0	0	1
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
			11/12	10/12	0	16

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIV	125	Civil/Surveying CAD	1	6	0	3
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
			11	16	0	17

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIV	110	Statics/Strength of Materials	2	6	0	4
SRV	111	Surveying II	2	6	0	4
			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.

COMMUNITY SPANISH INTERPRETER

A55370

The Community Spanish Interpreter curriculum prepares individuals to work as entry-level bilingual professionals who will provide communication access in interview and interactive settings. In addition, this curriculum provides educational training for working professionals who want to acquire Spanish language skills.

Course work includes the acquisition of Spanish: grammar, structure, and sociolinguistic properties, cognitive processes associated with interpretation between Spanish and English; the structure and character of the Hispanic community; and acquisition of communication skills.

Graduates should qualify for entry-level jobs as para-professional bilingual employees in educational systems or a variety of community settings. Individuals may choose from part-time, full-time, or self-employment/free-lance positions, or apply language skills to other human service related areas.

COMMUNITY SPANISH INTERPRETER (A55370)

Effective: Spring 2003

Revised: 10/07/02

Length: 5 Semesters

Prerequisite: High School Graduate

Award: Associate in Applied Science

FALL SEMESTER I

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA*	111	College Student Success or	1	0	0	1
ACA*	115	Success and Study Skills	0	2	0	1
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
SPA*	111	Elementary Spanish I	3	0	0	3
SPA*	181	Spanish Lab I	0	2	0	1
SPA*	141	Culture and Civilization	3	0	0	3
		Total	12/13	6/8	0	16

SPRING SEMESTER I

Prefix	No.	Title	Class	Lab	Clinical	Credit
ENG*	114	Professional Research & Rpt.	3	0	0	3
SPA*	112	Elementary Spanish II	3	0	0	3
SPA*	161	Cultural Immersion	2	3	0	3
SPA*	182	Spanish Lab II	0	2	0	1
SPI*	113	Introduction to Spanish Interp.	3	0	0	3
PSY*	150	General Psychology	3	0	0	3
		Total	14	5	0	16

SUMMER SEMESTER I

Prefix	No.	Title	Class	Lab	Clinical	Credit
SPA*	120	Spanish for the Workforce	3	0	0	3
SPA*	211	Intermediate Spanish I	3	0	0	3
SPA*	281	Spanish Lab III	0	2	0	1
SPI*	114	Analy. Skills for Span. Interp	3	0	0	3
		Total	9	2	0	10

FALL SEMESTER II

Prefix	No.	Title	Class	Lab	Clinical	Credit
SPA*	212	Intermediate Spanish II	3	0	0	3
SPA*	215	Spanish Phonetics & Structure Of Language	3	0	0	3
SPA*	282	Spanish Lab IV	0	2	0	1
SPI*	213	Review of Grammar	3	0	0	3
SPI*	214	Introduction to Translation	3	0	0	3
		Humanities/Fine Arts Elective	3	0	0	3
		Total	15	2	0	16

SPRING SEMESTER II

Prefix	No.	Title	Class	Lab	Clinical	Credit
COE*	112	Co-Op Work Experience I	0	20	0	2
COE*	115	Work Experience Seminar I	1	0	0	1
COM*	231	Public Speaking	3	0	0	3
SOC*	210	Introduction to Sociology	3	0	0	3
SPA*	221	Spanish Conversation	3	0	0	3
SPA*	231	Reading and Composition	3	0	0	3
		Total	13	20	0	15

Total Credit Hours.....73HC

Co-Op Option: Students are required to take 3 credit hours of co-op.

COMPUTER PROGRAMMING

A25130

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

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

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

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

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
		or				
ACA	115	Success & Study Skills	0	2	0	1
ACC	111	Financial Accounting	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	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
			13/14	4/6	0	16

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIS	130	Survey of Operating Sys	2	3	0	3
CSC	135	COBOL Programming	2	3	0	3
CSC	139	Visual BASIC Programming	2	3	0	3
CIS	152	Database Concepts & Apps	2	2	0	3
ENG	115	Oral Communication	3	0	0	3
		Social/Behavioral Science Elective3	0	0	3	
			14	11	0	18

SUMMER SEMESTER 1

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

FALL SEMESTER 2

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

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
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
			12	15	0	18

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

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

FALL SEMESTER

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

SPRING SEMESTER

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

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

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

SPRING SEMESTER

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

SUMMER SEMESTER

Prefix	No.	Title	Class	Lab	Clinical	Credit
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

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

SUMMER SEMESTER

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

FALL SEMESTER

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

TOTAL REQUIRED CREDITS 12

Co-op Option: NA

COMPUTER PROGRAMMING – VISUAL BASIC PROGRAMMING CERTIFICATE

C25130C4

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

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

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

VISUAL BASIC PROGRAMMING (CERTIFICATE) (C25130C4)

Effective: Fall 1999-2000

Revised: 5/1/99

Length: 3 Semesters

Prerequisite: High School Diploma and 2 Units of Algebra

Award: Certificate

FALL SEMESTER

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

SPRING SEMESTER

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

FALL SEMESTER

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

TOTAL REQUIRED CREDITS 12

Co-op Option: NA

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

Prefix	No.	Title	Class	Lab	Clinical	Credit
COS	111	Cosmetology Concepts I	4	0	0	4
COS	112	Salon I	0	24	0	8
COS	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
			8	27	0	17

SPRING SEMESTER 1

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

SUMMER SEMESTER 1

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

TOTAL REQUIRED CREDITS.... 48

Co-op Option: Not authorized for this program.



CRIMINAL JUSTICE TECHNOLOGY

A55180

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice system's role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

CRIMINAL JUSTICE TECHNOLOGY (A55180)

Effective: Fall 2002

Revised: 05/03/02

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 or	1	0	0	1
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
			15/16	0/2	0	16

SPRING SEMESTER 1

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

SUMMER SEMESTER 1

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

FALL SEMESTER 2

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

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
			18	0	0	18

TOTAL REQUIRED CREDITS.... 75

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

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

**CRIMINAL JUSTICE TECHNOLOGY –
CORRECTIONS CERTIFICATE**

C55180C3

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

CORRECTION CERTIFICATE (C55180C3)

Effective: Fall 1999/2000

Revised: 5/1/99

Length: 1 Semester

Prerequisite: High School Diploma

Award: Certificate

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

TOTAL REQUIRED CREDITS18

Co-op Option: Not authorized in this program.

Note: This certificate is not approved for financial aid

CRIMINAL JUSTICE TECHNOLOGY – LATENT EVIDENCE CERTIFICATE

C5518AC1

The Latent Evidence Certificate Program provides an in-depth study of current crime scene processing techniques and procedures.

Topics include fingerprint classification, identification, and chemical development.

This program prepares the student in the basic skills required for entry level employment as a crime scene investigator.

CRIMINAL JUSTICE TECHNOLOGY LATENT EVIDENCE CERTIFICATE (C5518AC1)

Effective: Fall 2003

Revised: 12/02/02

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

FALL SEMESTER 1

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

SPRING SEMESTER 1

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

TOTAL REQUIRED CREDITS....17

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

**CRIMINAL JUSTICE TECHNOLOGY –
INVESTIGATIONS CERTIFICATE**

C55180C2

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

Investigations Certificate (C55180C2)

Effective: Fall 1999/2000

Revised: 5/1/99

Length: 1 Semester

Prerequisite: High School Diploma

Award: Certificate

FALL SEMESTER

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

TOTAL REQUIRED CREDITS18

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

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

TOTAL REQUIRED CREDITS15

Co-op Option: None required in Certificate program

Note: This certificate is not approved for financial aid.

CRIMINAL JUSTICE TECHNOLOGY - LATENT EVIDENCE

A5518A

Latent Evidence is a concentration under the curriculum of Criminal Justice Technology. This curriculum is designed to provide knowledge of latent evidence systems and operations. Study will focus on local, state, and federal law enforcement, evidence processing and procedures.

Students will learn both theory and hands-on analysis of latent evidence. They will learn fingerprint classification, identification, and chemical development. Students will record, cast, and recognize footwear and tire-tracks; and process crime scenes. Issues and concepts of communications and the use of computers and computer assisted design programs in crime scene technology will be discussed.

Graduates should qualify for employment in a variety of criminal justice organizations especially in local, state, and federal law enforcement, and correctional agencies.

CRIMINAL JUSTICE TECHNOLOGY/LATENT EVIDENCE (A5518A)

Effective: Spring 2003

Revised: 11/20/02

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 or	1	0	0	1
ACA	115	Success & Study Skills	0	2	0	1
CIS	113	Computer Basics	0	2	0	1
CJC	111	Intro to Criminal Justice	3	0	0	3
CJC	114	Investigative Photography	1	2	0	2
CJC	231	Constitutional Law	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
PSY	150	General Psychology	3	0	0	3
Totals			13/14	4/6	0	16

SPRING SEMESTER 1

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

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
COE	11J	Co-op Work Experience	0	0	10	1
COM	231	Public Speaking	3	0	0	3
CJC	251	Forensic Chemistry I	3	2	0	4
		Totals	6	2	10	8

FALL SEMESTER 2

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

SPRING SEMESTER 2

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

TOTAL REQUIRED CREDITS....76

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

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

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

CULINARY TECHNOLOGY

A55200

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

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

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

CULINARY TECHNOLOGY (A55200)

Effective: Fall 2002

Revised: 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 or	1	0	0	1
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
			11/12	12/14	0	18

SPRING SEMESTER 1

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

SUMMER SEMESTER 1

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

FALL SEMESTER 2

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

SPRING SEMESTER 2

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

TOTAL REQUIRED CREDITS.....76**Co-op Option:** Students are required to take 3 credit hours of co-op.

**CULINARY TECHNOLOGY –
BAKING CERTIFICATE**

C55200C2

The Baking Certificate is designed to prepare students who would like to be employed as a baking professional. Students will learn fundamentals of bakeshop operations and will prepare various bread products, pastries, cakes, cookies, classical desserts, sugar works, and confections. The program will enhance the students cake decorating and dessert preparation skills.

BAKING CERTIFICATE (C55200C2)

Effective: Fall 1999/2000

Revised: 5/1/99

Length: 1 Semester

Prerequisite: High School Diploma

Award: Certificate

FALL SEMESTER

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 CREDITS14

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

Note: This certificate is not approved for financial aid.

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

C55200C1

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

Pantry Chef Certificate (Garde Manger) (C55200C1)

Effective Fall: 1999/2000

Revised: 5/1/99

Length: 1 Semester

Prerequisite: High School Diploma

Award: Certificate

FALL SEMESTER

Prefix	No.	Title	Class	Lab	Clinical	Credit
CUL	110	Sanitation and Safety	2	0	0	2
CUL	140	Basic Culinary I	2	6	0	5
CUL	170	Garde Manger I (1st 8 weeks)	1	4	0	3
CUL	270	Garde Manager II (2nd 8 weeks)	1	4	0	3
			6	14	0	13

TOTAL REQUIRED CREDITS13

Co-op Option: None required in this certificate program

Note: This certificate is not approved for financial aid.

The Dental Assisting curriculum prepares individuals to assist the dentist in the delivery of dental treatment and to function as integral members of the dental team while performing chairside and related office and laboratory procedures.

Course work includes instruction in general studies, biomedical sciences, dental sciences, clinical sciences, and clinical practice. A combination of lecture, laboratory, and clinical experiences provide students with knowledge in infection/hazard control, radiography, dental materials, preventive dentistry, and clinical procedures.

Graduates may be eligible to take the Dental Assisting National Board Examination to become Certified Dental Assistants. As a Dental Assistant II, defined by the Dental Laws of North Carolina, graduates work in dental offices and other related areas.

DENTAL ASSISTING (D45240)

Effective: Fall 1998-99

Revised: 5/1/99

Length: 3 Semesters

Prerequisite: 1 Unit Biology

Award: Diploma

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
BIO	106	Intro to Anat/Phys/Micro	2	2	0	3
CIS	113	Computer Basics	0	2	0	1
DEN	100	Basic Orofacial Anatomy	2	0	0	2
DEN	101	Preclinical Procedures	4	6	0	7
DEN	102	Dental Materials	3	4	0	5
DEN	111	Infection/Hazard Control	2	0	0	2
			13	14	0	20

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
DEN	103	Dental Sciences	2	0	0	2
DEN	104	Dental Health Education	2	2	0	3
DEN	105	Practice Management	2	0	0	2
DEN	106	Clinical Practice I	1	0	12	5
DEN	112	Dental Radiography	2	3	0	3
ENG	102	Applied Communications II	3	0	0	3
			12	5	12	18

SUMMER SEMESTER 1

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

TOTAL REQUIRED CREDITS.... 46

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



DENTAL HYGIENE

A45260

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

Students will learn to prepare the operatory, take patient histories, note abnormalities, plan care, teach oral hygiene, clean teeth, take x-rays, apply preventive agents, complete necessary chart entries, and perform other procedures related to dental hygiene care.

Graduates of this program may be eligible to take national and state/regional examination for licensure which are required to practice dental hygiene. Employment opportunities include dental offices, clinics, schools, public health agencies, industry, and professional education.

DENTAL HYGIENE (A45260)

Effective: Spring 2003

Revised: 09/19/02

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	163	Basic Anatomy & Physiology	4	2	0	5
DEN	110	Orofacial Anatomy	2	2	0	3
DEN	111	Infection/Hazard Control	2	0	0	2
DEN	120	Dental Hyg Preclinic Lec	2	0	0	2
DEN	121	Dental Hygiene Preclinic Lab	0	6	0	2
ENG	111	Expository Writing	3	0	0	3
			13/14	10/12	0	18

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
BIO	175	General Microbiology	2	2	0	3
DEN	112	Dental Radiography	2	3	0	3
DEN	123	Nutrition/Dental Health	2	0	0	2
DEN	124	Periodontology	2	0	0	2
DEN	130	Dental Hygiene Theory I	2	0	0	2
DEN	131	Dental Hygiene Clinic I	0	0	9	3
PSY	150	General Psychology	3	0	0	3
			13	5	9	18

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
DEN	125	Dental Office Emergencies	0	2	0	1
DEN	140	Dental Hygiene Theory II	1	0	0	1
DEN	141	Dental Hygiene Clinic II	0	0	6	2
ENG	115	Oral Communication	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
			7	2	6	10

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIS	113	Computer Basics	0	2	0	1
BIO	180	Biological Chemistry	2	2	0	3
DEN	220	Dental Hygiene Theory III	2	0	0	2
DEN	221	Dental Hygiene Clinic III	0	0	12	4
DEN	222	General & Oral Pathology	2	0	0	2
DEN	223	Dental Pharmacology	2	0	0	2
DEN	232	Community Dental Health	2	0	3	3
			10	4	15	17

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
DEN	230	Dental Hygiene Theory IV	1	0	0	1
DEN	231	Dental Hygiene Clinic IV	0	0	12	4
DEN	224	Materials and Procedures	1	3	0	2
DEN	233	Professional Development	2	0	0	2
		Humanities/Fine Arts Elec	3	0	0	3
			7	3	12	12

TOTAL REQUIRED CREDITS.... 75

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

EARLY CHILDHOOD ASSOCIATE

A55220

The Early Childhood Associate curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

EARLY CHILDHOOD ASSOCIATE (A55220)

Effective: 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	Exp	Credit
ACA	111	College Student Success or	1	0	0	0	1
ACA	115	Success & Study Skills	0	2	0	0	1
CIS	113	Computer Basics	0	2	0	0	1
EDU	119	Early Childhood Ed	4	0	0	0	4
OR							
EDU	111	Early Childhood Cred I	2	0	0	0	2
EDU	131	Child, Family, & 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
			16-17	4-6	0	0	19-21

SPRING SEMESTER I

							Work	
			Class	Lab	Clinical	Exp		Credit
EDU	112	Early Childhood Cred II	2	0	0	0		2
		OR						
EDU	113	Family/Early Child Cred	2	0	0	0		2
EDU	145	Child Development II	3	0	0	0		3
EDU	146	Child Guidance	3	0	0	0		3
EDU	153	Health, Safety, & Nutrit	3	0	0	0		3
ENG	114	Prof Research & Reporting	3	0	0	0		3
SOC	210	Introduction to Sociology	3	0	0	0		3
		Totals	17	0	0	0		17

SUMMER SEMESTER I

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

FALL SEMESTER II

							Work	
Prefix	No.	Title	Class	Lab	Clinical	Exp		Credit
EDU	157	Active Play	2	2	0	0		3
EDU	188	Issues in Early Child Ed	2	0	0	0		2
EDU	234	Infants, Toddlers & Twos	3	0	0	0		3
		OR						
EDU	261	Early Childhood Admin I	2	0	0	0		2
ENG	115	Oral Communication	3	0	0	0		3
		Humanities/Fine Arts Elective	3	0	0	0		3
		Social/Behavior Science Elective	3	0	0	0		3
		Totals	15-16	2	0	0		16-17

SPRING SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Work Exp	Credit
EDU 221	Children With Sp Needs	3	0	0	0	3
EDU 235	School-Age Dev & Program	2	0	0	0	2
OR						
EDU 262	Early Childhood Admin II	3	0	0	0	3
EDU 252	Math & Sci Activities	3	0	0	0	3
EDU 282	Early Childhood Lit	3	0	0	0	3
EDU 298	Seminar in Early Childhood	3	0	0	0	3
AND						
COE 111B	Work Exp I – Early Childhood Associate	0	0	0	10	1
	Social/Behavior Science Elective	3	0	0	0	3
	Totals	17-18	0	0	10	18-19

TOTAL REQUIRED CREDITS.....76

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

**EARLY CHILDHOOD ASSOCIATE –
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

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU 111	Early Childhood Cred I	2	0	0	2
EDU 131	Child, Family, & Commun	3	0	0	3
EDU 261	Early Childhood Admin I	2	0	0	2
		7	0	0	7

SPRING SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU 112	Early Childhood Cred II	2	0	0	2
EDU 146	Child Guidance	3	0	0	3
EDU 221	Children With Sp Needs	3	0	0	3
EDU 262	Early Childhood Admin II	3	0	0	3
		11	0	0	11

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

Prefix	No.	Title	Class	Lab	Clinical	Credit
EDU	111	Early Childhood Cred I	2	0	0	2
EDU	131	Child, Family, & Commun	3	0	0	3
EDU	144	Child Development I	3	0	0	3
			8	0	0	8

SPRING SEMESTER I

Prefix	No.	Title	Class	Lab	Clinical	Credit
EDU	112	Early Childhood Cred II	2	0	0	2
EDU	145	Child Development II	3	0	0	3
EDU	146	Child Guidance	3	0	0	3
EDU	235	School-Age Dev & Prog	2	0	0	2
			10	0	0	10

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

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

SPRING SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU 112	Early Childhood Cred II	2	0	0	2
EDU 146	Child Guidance	3	0	0	3
EDU 153	Health, Safety, & Nutrit	3	0	0	3
EDU 235	School-Age Dev & Prog	2	0	0	2
		10	0	0	10

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

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

SPRING SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU 113	Family/Early Child Cred	2	0	0	2
EDU 146	Child Guidance	3	0	0	3
EDU 153	Health, Safety, & Nutrit	3	0	0	3
EDU 235	School-Age Dev & Prog	2	0	0	2
		10	0	0	10

TOTAL REQUIRED CREDITS.....18

Co-op Option: Not authorized in this program.

EARLY CHILDHOOD ASSOCIATE - SPECIAL EDUCATION

A5522A

Special Education is a concentration under the curriculum title of Early Childhood Associate. This curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes childhood growth and development, physical/nutritional needs of children, care and guidance of children, and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

EARLY CHILDHOOD ASSOCIATE/SPECIAL EDUCATION (A5522A)

Effective: Fall 2002

Revised: 06/25/02

Length: 5 Semester

Prerequisite: High School Graduate

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA*	115	Success and Study Skills or	0	2	0	1
ACA*	111	College Student Success	1	0	0	1
CIS*	113	Computer Basics	0	2	0	1
EDU*	119	Early Childhood Education	3	2	0	4
EDU*	144	Child Development I	3	0	0	3
ENG*	111	Expository Writing	3	0	0	3
MAT*	115	Mathematic Models	2	2	0	3
PSY*	150	General Psychology	3	0	0	3
			14/15	6/8	0	18

SPRING SEMESTER 1

COM*	231	Public Speaking	3	0	0	3
EDU*	131	Child, Family & Community	3	0	0	3
EDU*	145	Child Development II	3	0	0	3
EDU*	146	Child Guidance	3	0	0	3
ENG*	114	Professional Research & Reporting	3	0	0	3
SOC*	210	Intro to Sociology	3	0	0	3
			18	0	0	18

SUMMER SEMESTER I

HEA*	112	First Aid & CPR	1	2	0	2
		Humanities Elective	3	0	0	3
			4	2	0	5

FALL SEMESTER II

EDU*	221	Children with Sp Needs	3	0	0	3
EDU*	259	Curriculum Planning	3	0	0	3
EDU*	147	Behavior Disorders	3	0	0	3
EDU*	148	Learning Disabilities	4	2	0	5
EDU*	153	Health, Safety & Nutrition	3	0	0	3
			16	2	0	17

SPRING SEMESTER II

COE*	111B	Co-op Work Experience I	0	0	10	1
EDU*	172	Education Tools	2	2	0	3
EDU*	298	Seminar in Early Childhood	3	0	0	3
EDU*	247	Physical Disabilities	3	0	0	3
EDU*	248	Mental Retardation	2	2	0	3
SOC*	213	Sociology of the Family	3	0	0	3
			13	4	10	16

TOTAL CREDIT HOURS.... 74 SHC

EARLY CHILDHOOD ASSOCIATE - TEACHER ASSOCIATE

A5522B

Teacher Associate is a concentration under the curriculum title of Early Childhood Associate. This curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes childhood growth and development, physical/nutritional needs of children, care and guidance of children, and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

EARLY CHILDHOOD ASSOCIATE/TEACHER ASSOCIATE (A5522B)

Effective: Fall 2002

6/7/02

Length: 5 Semester

Prerequisite: High School Graduate

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA*	11	College Student Success	1	0	0	1
		or				
ACA*	15	Success and Study Skills	0	2	0	1
CIS*	13	Computer Basics	0	2	0	1
EDU*	19	Early Childhood Education	3	2	0	4
EDU*	44	Child Development I	3	0	0	3
ENG*	11	Expository Writing	3	0	0	3
MAT*	15	Mathematic Models	2	2	0	3
PSY*	50	General Psychology	3	0	0	3
			14/15	6/8	0	18

SPRING SEMESTER 1

EDU*	16	Intro to Education	3	2	0	4
EDU*	31	Child, Family & Community	3	0	0	3
EDU*	45	Child Development II	3	0	0	3
EDU*	46	Child Guidance	3	0	0	3
ENG*	14	Professional Research & Reporting	3	0	0	3
SOC*	10	Intro to Sociology	3	0	0	3
			18	2	0	19

SUMMER SEMESTER I

HEA*	12	First Aid & CPR	1	2	0	2
		Humanities Elective	3	0	0	3
			4	2	0	5

FALL SEMESTER II

COE*	11B	Co-op Work Experience I	0	0	10	1
COM*	31	Public Speaking	3	0	0	3
EDU*	18	Teacher Associate Principals & Practices	3	0	0	3
EDU*	21	Children with Sp Needs	3	0	0	3
EDU*	35	School Age Development & Programs	2	0	0	2
EDU*	59	Curriculum Planning	3	0	0	3
EDU*	98	Seminar in Early Childhood	3	0	0	3
			17	0	10	18

SPRING SEMESTER II

COE*	21B	Co-op Work Experience	0	0	10	1
EDU*	72	Education Tools	2	2	0	3
EDU*	86	Reading & Writing Methods	3	0	0	3
EDU*	52	Math & Science Activities	3	0	0	3
EDU*	75	Effective Teacher Training	2	0	0	2
EDU*	85	Internship Exper. -School-Age	1	0	0	1
SOC*	20	Social Problems	3	0	0	3
			14	2	10	16

TOTAL CREDIT HOURS.... 76 SHC**Co-op Option:** Students are required to take 2 credit hours of co-op.

The Electrical/Electronics Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical/electronic systems found in residential, commercial, and industrial facilities.

Training, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, digital electronics, programmable logic controllers, industrial motor controls, the National Electric Code, and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical/electronics field as an on-the-job trainee or apprentice assisting in the layout, installation, and maintenance of electrical/electronic systems.

Effective: Fall 2002

Revised: 12/07/01

Length: 5 Semesters

Prerequisite: 2 Units of Algebra

Award: Associate in Applied Science

FALL SEMESTER I

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
		or				
ACA	115	Success & Study Skills	0	2	0	1
BPR	111	Blueprint Reading	1	2	0	2
ELC	112	DC/AC Electricity	3	6	0	5
ELC	113	Basic Wiring I	2	6	0	4
ENG	111	Expository Writing	3	0	0	3
MAT	115	Mathematical Models	2	2	0	3
			11/12	16/18	0	18

SPRING SEMESTER I

Prefix	No.	Title	Class	Lab	Clinical	Credit
ELC	114	Basic Writing II	2	6	0	4
ELC	117	Motors and Controls	2	6	0	4
ELC	128	Intro to PLC	2	3	0	3
ENG	115	Oral Communication	3	0	0	3
		Humanities/Fine Arts Elec	3	0	0	3
		Social/Behavioral Science Elec	3	0	0	3
			15	15	0	20

SUMMER SEMESTER I

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIS	111	Basic PC Literacy	1	2	0	2
ELC	115	Industrial Wiring	2	6	0	4
ISC	112	Industrial Safety	2	0	0	2
			5	8	0	8

FALL SEMESTER II

Prefix	No.	Title	Class	Lab	Clinical	Credit
ELC	118	National Electrical Code	1	2	0	2
ELN	141	Digital Fundamentals	4	6	0	6
ELC	215	Electrical Maintenance	2	3	0	3
ELC	228	PLC Applications	2	6	0	4
			9	17	0	15

SPRING SEMESTER II

Prefix	No.	Title	Class	Lab	Clinical	Credit
ELC	121	Electrical Estimating	1	2	0	2
ELC	229	Applications Project	1	3	0	2
ELN	229	Industrial Electronics	2	4	0	4
HYD	110	Hydraulics/Pneumatics I	2	3	0	3
		Elective	3	0	0	3
			9	12	0	14

TOTAL REQUIRED CREDITS.....75

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

ELECTRICAL/ELECTRONICS TECHNOLOGY

D35220

The Electrical/Electronics Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical/electronic systems found in residential, commercial, and industrial facilities.

Training, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, digital electronics, programmable logic controllers, industrial motor controls, the National Electric Code, and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical/electronics field as an on-the-job trainee or apprentice assisting in the layout, installation, and maintenance of electrical/electronic systems.

ELECTRICAL/ELECTRONICS TECHNOLOGY (D35220)

Effective: Sprint 2003

Revised: 09/18/02

Length: 3 Semesters

Prerequisite: High School Diploma

Award: Diploma

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIS	111	Basic PC Literacy	1	2	0	2
ELC	112	DC/AC Electricity	3	6	0	5
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
			10	16	0	16

SPRING SEMESTER 1

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

SUMMER SEMESTER 1

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

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 or	1	0	0	1
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
			11/12	11/13	0	17

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
			13	11	0	17

SUMMER SEMESTER 1

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

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
ELN	233	Microprocessor Systems	3	3	0	4
ELN	234	Communication Systems	3	3	0	4
ENG	115	Oral Communication	3	0	0	3
MAT	223	Applied Calculus	2	2	0	3
PHY	131	Physics-Mechanics	3	2	0	4
			14	10	0	18

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
ATR	211	Robot Programming	2	3	0	3
ELN	249	Digital Communication	2	3	0	3
ELN	231	Industrial Controls	2	3	0	3
PHY	133	Physics-Sound & Light	3	2	0	4
		Humanities/Fine Arts Elective	3	0	0	3
			12	11	0	16

TOTAL REQUIRED CREDITS.....76

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

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 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIS	113	Computer Basics	0	2	0	1
ELC	140A	Fund of DC/AC Circuit	3	3	0	4
ELC	140B	Fund of DC/AC Circuit	2	3	0	3
ELN	140A	Semiconductor Devices	2	3	0	3
ELN	140B	Semiconductor Devices	2	3	0	3
MAT	101	Applied Mathematics I	2	2	0	3
			11	16	0	17

SPRING SEMESTER 1

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

SUMMER SEMESTER 1

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

TOTAL REQUIRED CREDITS.....44

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

EMERGENCY MEDICAL SCIENCE

A45340

The Emergency Medical Science curriculum is designed to prepare graduates to enter the workforce as paramedics. Additionally, the program can provide an Associate Degree for individuals desiring an opportunity for career enhancement.

The course of study provides the student an opportunity to acquire basic and advanced life support knowledge and skills by utilizing classroom instruction, practical laboratory sessions, hospital clinical experience, and field internships with emergency medical service agencies.

Students progressing through the program may be eligible to apply for both state and national certification exams. Employment opportunities include ambulance services, fire and rescue agencies, air medical services, specialty areas of hospitals, industry, educational institutions, and government agencies.

EMERGENCY MEDICAL SCIENCE (A45340)

Effective: Fall 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
			13/14	15/17	0	19

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
			7	11	6	13

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
			12/13	14/15/16	9	21

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
			7	8	9	13

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 2003

Revised: 12/02/02

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

Two Letters of Recommendation: One from the Medical Director

One from the Training Officer of Supervisor

Award: Associate in Applied Science

FALL SEMESTER

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
		or				
ACA	115	Success & Study Skills	0	2	0	1
BIO	168	Anatomy & Physiology I	3	3	0	4
EMS	140	Rescue Scene Management	1	3	0	2
ENG	111	Expository Writing	3	0	0	3
			7/8	6/8	0	10

SPRING SEMESTER

Prefix	No.	Title	Class	Lab	Clinical	Credit
BIO	169	Anatomy & Physiology II	3	3	0	4
EMS	280	EMS Bridging Course	2	2	0	3
		Humanities/Fine Arts Elec	3	0	0	3
			8	5	0	10

SUMMER SEMESTER

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIS	113	Computer Basics	0	2	0	1
EMS	235	EMS Management	2	0	0	2
ENG	115	Oral Communication	3	0	0	3
PSY	150	General Psychology	3	0	0	3
			8	2	0	9

TOTAL REQUIRED CREDITS.... 29

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



EMERGENCY MEDICAL SCIENCE DIPLOMA

D45340

The Emergency Medical Science diploma program is designed to prepare students with the entry-level skills as a Paramedic.

The course of study allows students the flexibility and opportunity to acquire basic and advanced life support knowledge and skills through classroom instruction, practical laboratory sessions, hospital clinical experience and field internships with emergency medical service agencies.

Students progressing through the program may be eligible to apply for both state and national certification exams. Employment opportunities include ambulance services, fire and rescue agencies, air medical services, specialty areas of hospitals, industry, educational institutions, and government agencies.

EMERGENCY MEDICAL SCIENCE (Diploma) (D45340)

Effective: Fall 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
			7	9	6	12

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
			8	14	9	16

SPRING I

Prefix	No.	Title	Class	Lab	Clinical	Credit
EMS	231	EMS Clinical Practicum III	0	0	9	3
EMS	240	Special Needs Patients	1	3	0	2
EMS	250	Advanced Medical Emergencies	2	3	0	3
EMS	260	Advanced Trauma Emergencies	1	3	0	2
EMS	270	Life Span Emergencies	2	2	0	3
			6	11	9	13

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
			9	12	0	13

TOTAL REQUIRED CREDITS.... 13

Note: This certificate is not approved for financial aid.

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

FACILITY MAINTENANCE WORKER

D50170

The Facility Maintenance Worker curriculum is designed to prepare students to maintain and repair physical structures and systems of commercial and industrial establishments such as hotels, hospitals, apartment complexes, and shopping centers.

Students will learn to use hand and power tools; replace defective electrical switches and fixtures; maintain performance of environmental control systems; repair plumbing fixtures, woodwork, plastic, and sheetrock; lay brick; finish small areas of concrete; and paint structures.

Upon completion of this curriculum, the graduate should possess the necessary skills to qualify for employment as a facility maintenance worker.

FACILITY MAINTENANCE WORKER (D50170)

Effective: Fall 2003

Revised: 09/23/02



Length: 3 Semesters

Prerequisite: High School Diploma

Award: Diploma

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
BPR	130	Blueprint Reading/Const	1	2	0	2
ELC	112	DC/AC Electricity	3	6	0	5
ENG	101	Applied Communications	3	0	0	3
FMW	107	Intro. to Carpentry	1	4	0	3
ISC	115	Construction Safety	2	0	0	2
PLU	111	Intro. to Basic Plumbing	1	3	0	2
			11	15	0	17

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
FMW	102	Practical Wiring I	2	6	0	4
FMW	105	Basic Heating	2	2	0	3
MAS	140	Intro. to Masonry	1	2	0	2
PLU	130	Plumbing Systems	3	9	0	6
			8	17	0	15

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
AHR	120	HVACR Maintenance	1	3	0	2
CIS	113	Computer Basics	0	2	0	1
PSY	118	Interpersonal Psychology	3	0	0	3
		Elective	3	0	0	3
			7	5	0	9

TOTAL CREDITS REQUIRED.....41

Co-op Option: N/A

FIRE PROTECTION TECHNOLOGY IN CONSORTIUM WITH A55240 WILSON TECHNICAL COMMUNITY COLLEGE

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

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

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

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

Effective: Fall 1998

Revised: 03/03/00

Length: 5 Semesters

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	0	2	0	1
FIP	120	Introduction to Fire Protection	2	0	0	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
			11	4	0	13

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
FIP	136	Inspections & Codes	3	0	0	3
FIP	228	Local Government Finance	2	0	0	2
ENG	111	Expository Writing	3	0	0	3
MAT	115	Mathematical Models	2	2	0	3
		OR				
MAT	140	Survey of Mathematics	3	0	0	3
POL	130	State & Local Government	3	0	0	3
			13/14	2	0	14

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
FIP	128	Detection & Investigation	3	0	0	3
FIP	224	Instructional Methodology	4	0	0	4
FIP	232	Hydraulics 7 Water Distribution	2	2	0	3
		Humanities/Fine Arts Elective	3	0	0	3
			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: Fall 2002

Revised: 05/07/02

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

FALL SEMESTER 1

			Class	Lab	Clinical	Work Exp	Credit
ACA	111	College Student Success or	1	0	0	0	1
ACA	115	Success & Study Skills	0	2	0	0	1
BUS	110	Introduction to Business	3	0	0	0	3
CIS	113	Computer Basics	0	2	0	0	1
ENG	111	Expository Writing	3	0	0	0	3
FSE	112	Princ of Funeral Service	3	0	0	0	3
FSE	114	Embalming Chemistry	4	0	0	0	4
MAT	115	Mathematical Models	2	2	0	0	3
			15/16	4/6	0	0 18	

SPRING SEMESTER 1

			Class	Lab	Clinical	Work Exp	Credit
BUS	115	Business Law I	3	0	0	0	3
ENG	115	Oral Communication	3	0	0	0	3
FSE	116	Funeral Law and Ethics	3	0	0	0	3
FSE	118	Embalming Anatomy	3	0	0	0	3
FSE	120	Embalming Microbiology	3	0	0	0	3
PSY	150	General Psychology	3	0	0	0	3
			18	0	0	0	18

SUMMER SEMESTER 1

			Class	Lab	Clinical	Work Exp	Credit
		Humanities/Fine Arts Elective	3	0	0	0	3
			3	0	0	0	3

FALL SEMESTER 2

			Class	Lab	Clinical	Work Exp	Credit
FSE	210	Embalming Theory I	3	0	0	0	3
FSE	211	Embalming Lab I	0	4	0	0	2
		or					
COE	112F	Co-op Work Experience I - Funeral Service	0	0	0	20	2
FSE	214	Pathology	3	0	0	0	3
FSE	216	Restorative Arts	2	4	0	0	4
PSY	141	Psych of Death and Dying	3	0	0	0	3
SOC	210	Introduction to Sociology	3	0	0	0	3
		Totals	14	8	0	20	18

SPRING SEMESTER 2

			Class	Lab	Clinical	Work Exp	Credit
ACC	111	Financial Accounting	3	0	0	0	3
BUS	230	Small Business Management 3	0	0	0	3	
FSE	212	Embalming Theory II	3	0	0	0	3
FSE	213	Embalming Lab II	0	4	0	0	2
		or					
COE	122F	Co-op Work Experience II - Funeral Service	0	0	0	20	2
FSE	215	Funeral Home Operations	4	0	0	0	4
FSE	217	Funeral Service Projects	1	2	0	0	2
			14	6	0	20	17

TOTAL REQUIRED CREDITS.....74

Co-op Option: Qualified students may elect to take up to four (4) credit hours of Cooperative Education in lieu of FSE-211 and FSE-213 provided approval is obtained from the Department Chairperson.

**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: 09/18/02

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Diploma

FALL SEMESTER 1

			Class	Lab	Clinical	Work Exp	Credit
BUS	110	Introduction to Business	3	0	0	0	3
ENG	111	Expository Writing	3	0	0	0	3
FSE	112	Princ of Funeral Service	3	0	0	0	3
FSE	214	Pathology	3	0	0	0	3
PSY	150	General Psychology	3	0	0	0	3
SOC	210	Introduction to Sociology	3	0	0	0	3
			18	0	0	0	18

SPRING SEMESTER 1

			Class	Lab	Clinical	Work Exp	Credit
ACC	111	Financial Accounting	3	0	0	0	3
BUS	115	Business Law I	3	0	0	0	3
BUS	230	Small Business Management	3	0	0	0	3
CIS	113	Computer Basics	0	2	0	0	1
FSE	116	Funeral Law and Ethics	3	0	0	0	3
FSE	215	Funeral Home Operations	4	0	0	0	4
PSY	141	Psych of Death and Dying	3	0	0	0	3
			19	2	0	0	20

TOTAL CREDITS HOURS.....38

Co-op Option: Not authorized for this program.

This program is designed to meet specific state or professional needs. It is not accredited by the American Board of Funeral Service Education owing to the fact that it does not include instruction in the following areas: Anatomy, Chemistry, Embalming, Microbiology, and Restorative Arts. Students graduating from this program are not eligible to take the National Board Examination or any state board examination for which graduation from an ABFSE accredited program is required.

GENERAL OCCUPATIONAL TECHNOLOGY

A55280

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade their skills 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

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
		or				
ACA	115	Success & Study Skills	0	2	0	1
CIS	111	Basic PC Literacy	1	2	0	2
ENG	111	Expository Writing	3	0	0	3
		Humanities/Fine Arts	3	0	0	3
		Social/Behavioral Sciences	3	0	0	3
		Natural Sciences/Mathematics	3	0	0	3
			13//14	2/4	0	15

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ENG	114	Prof Research & Reporting	3	0	0	3
		Major Electives	14	0	0	14
			17	0	0	17

FALL SEMESTER 2

		Major Electives	17	0	0	17
			17	0	0	17

SPRING SEMESTER 2

Major Electives	16	0	0	16
	16	0	0	16

TOTAL REQUIRED CREDITS.....65

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

HEALTHCARE MANAGEMENT TECHNOLOGY

A25200

The Healthcare Management Technology curriculum is designed to prepare students for employment in healthcare business and financial operations. Students will gain a comprehensive understanding of the application of management principles to the healthcare environment.

The curriculum places emphasis on planning, organizing, directing, and controlling tasks related to healthcare organizational objectives including the legal and ethical environment. Emphasis is placed on the development of effective communication, managerial, and supervisory skills.

Graduates may find employment in healthcare settings including hospitals, medical offices, clinics, long-term care facilities, and insurance companies. Graduates are eligible to sit for the Certified Patient Account Manager (CPAM) and the Certified Manager of Patient Accounts (CMPA) examinations.

HEALTHCARE MANAGEMENT TECHNOLOGY (A25200)

Effective: Fall 2002

Revised: 03/26/02

Length: 5 Semesters

Prerequisites: High School Diploma

Award: Associate in Applied Science

FALL SEMESTER I

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
		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
			15/16	4/6	0	18

SPRING SEMESTER I

Prefix	No.	Title	Class	Lab	Clinical	Credit
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
			17	4	0	19

SUMMER SEMESTER I

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACC	121	Principles of Accounting II	3	2	0	4
OST	142	Med Terms II – Med Office	3	0	0	3
			6	2	0	7

FALL SEMESTER II

Prefix	No.	Title	Class	Lab	Clinical	Credit
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
			18	0	0	18

SPRING SEMESTER II

Prefix	No.	Title	Class	Lab	Clinical	Credit
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
			13	0	10	14

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 or	1	0	0	1
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
			10/11	9/11	0	15

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
			12	9	0	16

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
			5	4	0	7

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
ENG	115	Oral Communication	3	0	0	3
HOR	112	Landscape Design I	2	3	0	3
HOR	168	Plant Propagation	2	2	0	3
HOR	215	Landscape Irrigation	2	2	0	3
HOR	278	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 2003

Revised: 12/02/02

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success or	1	0	0	1
ACA	115	Success & Study Skills	0	2	0	1
ACC	120	Prin of Financial Acct	3	2	0	4
CUL	110	Sanitation & Safety	2	0	0	2
ENG	111	Expository Writing	3	0	0	3
HRM	110	Intro to Hospitality	2	0	0	2
HRM	125	Hospitality Etiquette	1	0	0	1
MAT	115	Mathematical Models	2	2	0	3
			13/14	4/6	0	16

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
			15	2	10	17

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
			6	0	10	7

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
			17	2	10	19

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
			17	0	0	17

TOTAL REQUIRED CREDITS.... 76

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

HOTEL AND RESTAURANT MANAGEMENT CERTIFICATE C25240C1

The Hotel and Restaurant Management certificate is designed to prepare students to understand the daily management concept of supervising hotels and restaurants.

This certificate program covers basic management supervision, hotel front office procedures, restaurant management procedures, tourism law, and food and beverage controls.

Upon completion of this program, students should be prepared for entry-level management positions in hotels and restaurants or transfer the course credits to the Hotel and Restaurant Management program for an Associate of Applied Science degree.

HOTEL AND RESTAURANT MANAGEMENT CERTIFICATE (C25240C1)

Effective: Fall 2001

Revised: 06/01/01

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

FALL SEMESTER

Prefix	No.	Title	Class	Lab	Clinical	Credit
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
			9	2	0	10

SPRING SEMESTER

Prefix	No.	Title	Class	Lab	Clinical	Credit
HRM	140	Hospitality Tourism Law	3	0	0	3
HRM	215	Restaurant Management	3	0	0	3
			6	0	0	6

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 (A50240)

Effective: Fall 2002

Revised: 03/19/02

Length: 5 Semesters

Prerequisite: 2 Units of Algebra

Award: Associate in Applied Science

FALL SEMESTER I

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
		or				
ACA	115	Success & Study Skills	0	2	0	1
ELC	112	DC/AC Electricity	3	6	0	5
ENG	111	Expository Writing	3	0	0	3
MAT	115	Mathematical Models	2	2	0	3
MEC	111	Machine Processes I	1	4	0	3
MNT	110	Intro to Maint Procedures	1	3	0	2
WLD	112	Basic Welding Processes	1	3	0	2
			11/12	18/20	0	19

SPRING SEMESTER I

Prefix	No.	Title	Class	Lab	Clinical	Credit
BPR	111	Blueprint Reading	1	2	0	2
CIS	111	Basic PC Literacy	1	2	0	2
ENG	115	Oral Communication	3	0	0	3
HYD	110	Hydraulics/Pneumatics I	2	3	0	3
		Humanities/Fine Arts Elec	3	0	0	3
		Social/Behavioral Science Elec	3	0	0	3
			13	7	0	16

SUMMER SEMESTER I

Prefix	No.	Title	Class	Lab	Clinical	Credit
ELC	117	Motors and Controls	2	6	0	4
ELN	229	Industrial Electronics	2	4	0	4
			4	10	0	8

FALL SEMESTER II

Prefix	No.	Title	Class	Lab	Clinical	Credit
ELC	128	Intro to PLC	2	3	0	3
ELC	215	Electrical Maintenance	2	3	0	3
ISC	112	Industrial Safety	2	0	0	2
MNT	230	Pumps & Piping Systems	1	3	0	2
WLD	212	Inert Gas Welding	1	3	0	2
		Elective	3	0	0	3
			11	12	0	15

SPRING SEMESTER II

Prefix	No.	Title	Class	Lab	Clinical	Credit
AHR	120	HVACR Maintenance	1	3	0	2
ELC	213	Instrumentation	3	2	0	4
ELC	228	PLC Applications	2	6	0	4
ELC	229	Applications Project	1	3	0	2
MEC	263	Electro-Pneu Components	2	4	0	4
			9	18	0	16

TOTAL REQUIRED CREDITS.....74

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

INDUSTRIAL SYSTEMS TECHNOLOGY

D50240

The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to safely service, maintain, repair, or install equipment. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial systems.

Students will learn multi-craft technical skills in blueprint reading, mechanical systems maintenance, electricity, hydraulics/pneumatics, welding, machining or fabrication, and includes various diagnostic and repair procedures. Practical application in these industrial systems will be emphasized and additional advanced course work may be offered.

Upon completion of this curriculum, graduates should be able to individually, or with a team, safely install, inspect, diagnose, repair, and maintain industrial process and support equipment. Students will also be encouraged to develop their skills as life-long learners.

INDUSTRIAL SYSTEMS TECHNOLOGY (D50240)

Effective: Fall 2002

Revised: 03/19/02

Length: 3 Semesters

Prerequisite: High School Diploma

Award: Diploma

FALL SEMESTER 1

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
			11	16	0	17

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
AHR	120	HVACR Maintenance	1	3	0	2
BPR	111	Blueprint Reading	1	2	0	2
CIS	113	Computer Basics	0	2	0	1
ELC	117	Motors and Controls	2	6	0	4
ENG	101	Applied Communications I	3	0	0	3
HYD	110	Hydraulics/Pneumatics I	2	3	0	3
MEC	263	Electro-Pneu Components	2	4	0	4
			11	20	0	19

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ELC	213	Instrumentation	3	2	0	4
ELC	215	Electrical Maintenance	2	3	0	3
			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 blue-print 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

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	115	Success & Study Skills	0	2	0	1
CIS	111	Basic PC Literacy	1	2	0	2
ENG	111	Expository Writing	3	0	0	3
ISC	135	Principles of Industrial Mgmt	3	0	0	3
MAT	161	College Algebra	3	0	0	3
MEC	145	Mfg Materials I	2	3	0	3
		Major Elective	3	0	0	3
			15	7	0	18

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
			15	3	0	16

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
			7	5	0	9

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
			14	5	0	16

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
			14	6	0	16

TOTAL REQUIRED CREDITS..... 75

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

INFORMATION SYSTEMS

A25260

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

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

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

INFORMATION SYSTEMS (A25260)

Effective: Fall 2002

Revised: 03/14/02

Length: 5 Semesters

Prerequisite: 2 Units of Algebra

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
		or				
ACA	115	Success & Study Skills	0	2	0	1
ACC	111	Financial Accounting	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	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
			14	6	0	16

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
BUS	110	Introduction to Business	3	0	0	3
CIS	130	Survey of Operating Sys	2	3	0	3
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
			15	8	0	18

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
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
			5	7	0	8

FALL SEMESTER 2

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

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
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
			13	4	0	15

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

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

SPRING SEMESTER

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIS	130	Survey of Operating Sys	2	3	0	3
NET	110	Data Comm/Networking	2	2	0	3
			4	5	0	6

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

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	Success & Study Skills or	1	0	0	1
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
			13/14	4/6	0	16

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIS	152	Database Concepts & Apps	2	2	0	3
CIS	130	Survey of Operating Sys	2	3	0	3
CSC	139	Visual BASIC Programming	2	3	0	3
ENG	115	Oral Communication	3	0	0	3
NET	110	Data Comm/Networking	2	2	0	3
		Social/Behavioral Science Elective	3	0	0	3
			14	10	0	18

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIS	174	Network System Manager I	2	2	0	3
CIS	215	Hardware Install/Maint	2	3	0	3
		Humanities/Fine Arts Elective	3	0	0	3
			7	5	0	9

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
*NET	125	Routing and Switching I	1	4	0	3
**NET	126	Routing and Switching II	1	4	0	3
CIS	175	Network Management I	2	2	0	3
CIS	216	Software Install/Maint	1	2	0	2
CIS	245	Operating Systems – Multi-User	2	3	0	3
CIS	274	Network System Manager II	2	2	0	3
			9	17	0	17

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
*NET	225	Adv Routing & Switching I	1	4	0	3
**NET	226	Adv Routing & Switching II	1	4	0	3
CIS	275	Network Management II	2	2	0	3
CIS	287	Network Support	2	2	0	3
		Major Elective	3	0	0	3
			9	12	0	15

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

Prefix	No.	Title	Class	Lab	Clinical	Credit
NET	125	Routing and Switching I	1	4	0	3
NET	126	Routing and Switching II	1	4	0	3
			2	8	0	6

SPRING SEMESTER

Prefix	No.	Title	Class	Lab	Clinical	Credit
NET	225	Adv. Router and Switching I	1	4	0	3
NET	226	Adv. Router and Switching II	1	4	0	3
			2	8	0	6

TOTAL REQUIRED CREDITS...12

Co-op Option: NA

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

This certificate should prepare you for the Cisco Certified Network Associate (CCNA) Examination.

*First 8 weeks

**Second 8 weeks

**INFORMATION SYSTEMS -
NETWORK ADMINISTRATION AND SUPPORT
MICROSOFT NETWORKING CERTIFICATE**

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

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIS	110	Introduction to Computers	2	2	0	3
CIS	175	Network Management I	2	2	0	3
			4	4	0	6

SPRING SEMESTER

Prefix	No.	Title	Class	Lab	Clinical	Credit
NET	110	Data Comm/Networking	2	2	0	3
CIS	275	Networking Management II	2	2	0	3
			4	4	0	6

TOTAL REQUIRED CREDITS...12

Co-op Option: NA

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

**INFORMATION SYSTEMS -
NETWORK ADMINISTRATION AND SUPPORT
NORTEL NETWORKING CERTIFICATE**

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

Prefix	No.	Title	Class	Lab	Clinical	Credit
*NET	125N	Routing and Switching I	1	4	0	3
**NET	126N	Routing and Switching II	1	4	0	3
			2	8	0	6

SPRING SEMESTER

Prefix	No.	Title	Class	Lab	Clinical	Credit
*NET	225N	Adv. Router and Switching I	1	4	0	3
**NET	226N	Adv. Router and Switching II	1	4	0	3
			2	8	0	6

TOTAL REQUIRED CREDITS...12

Co-op Option: NA

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

*First 8 weeks

**Second 8 weeks

**INFORMATION SYSTEMS -
 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

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIS	110	Introduction to Computers	2	2	0	3
CIS	174	Network System Manager I 2	2	0	3	
			4	4	0	6

SPRING SEMESTER

Prefix	No.	Title	Class	Lab	Clinical	Credit
NET	110	Data Comm/Networking	2	2	0	3
CIS	274	Network Systems Manager II	2	2	0	3
			4	4	0	6

TOTAL REQUIRED CREDITS...12

Co-op Option: NA

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

INFORMATION SYSTEMS SECURITY

A25270

Information Systems Security covers a broad expanse of technology concepts. This curriculum provides individuals with the skills required to implement effective and comprehensive information security controls.

Course work includes networking technologies, operating systems administration, information policy, intrusion detection, security administration, attack methodology, and industry best practices to protect data communications.

Graduates should be prepared for employment as security administrators. Additionally, they will acquire the skills that allow them to pursue security certifications.

INFORMATION SYSTEMS SECURITY – (A25270)

Effective: Fall 2003

Revised: 10/23/02

Length: 5 Semesters

Prerequisite: 2 Units of Algebra

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	Success & Study Skills	1	0	0	1
		or				
ACA	115	Success & Study Skills	0	2	0	1
CIS	110	Introduction to Computers	2	2	0	3
ENG	111	Expository Writing	3	0	0	3
NET	110	Data Comm/Networking	2	2	0	3
NET	112	Security Fundamentals & Policies	3	0	0	3
MAT	161	College Algebra	3	0	0	3
			13/14	4/6	0	16

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIS	130	Survey of Operating Sys	2	3	0	3
CIS	174	Network System Manager I	2	2	0	3
ENG	115	Oral Communication	3	0	0	3
NET	122	Secure Communications	2	2	0	3
NET	145	Introduction to Linux	2	2	0	3
		Humanities/Fine Arts Elective	3	0	0	3
			14	9	0	18

SUMMER SEMESTER 1

NET	155	Linux System Administrat	2	2	0	3
NET	222	Security Administration I	2	2	0	3
			4	4	0	6

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
*NET	125	Routing and Switching I	1	4	0	3
**NET	126	Routing and Switching II	1	4	0	3
CIS	175	Network Management I	2	2	0	3
NET	231	Intrusion Detection	3	0	0	3
NET	232	Security Administration II	2	2	0	3
NET	233	Defense In-Depth	2	2	0	3
			11	14	0	18

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
*NET	225	Adv Routing & Switching I	1	4	0	3
**NET	226	Adv Routing & Switching II	1	4	0	3
NET	275	Attack Methodology	2	2	0	3
NET	285	Security Project	1	3	0	2
		Major Elective	3	0	0	3
		Social/Behavioral Science Elective	3	0	0	3
			11	13	0	17

TOTAL REQUIRED CREDITS...75

Co-op Option: Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of a major elective.

* First 8 weeks ** Second 8 weeks

INTERNET TECHNOLOGIES

A25290

The Internet Technologies curriculum is designed to prepare graduates for employment with organizations that use computers to disseminate information via the Internet internally, externally, and/or globally. The curriculum will prepare students to create and implement these services.

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

Graduates should qualify for career opportunities as webmasters, Internet and intranet administrators, Internet applications specialists, Internet programmers and Internet technicians. Government institutions, industries, and other organizations employ individuals who possess the skills taught in this curriculum.

INTERNET TECHNOLOGIES (A25290)

Effective: Spring 2003

Revised: 09/18/02

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 or	1	0	0	1
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
			9/10	11/13	0	16

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIS	130	Survey of Operating Systems	2	3	0	3
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
			13	11	0	18

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ENG	115	Oral Communications	3	0	0	3
MAT	161	College Algebra	3	0	0	3
			6	0	0	6

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
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
			14	10	0	18

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
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
			13	11	0	18

TOTAL REQUIRED CREDITS.... 76

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

INTERNET TECHNOLOGIES – WEB DESIGN CERTIFICATE

C525290C1

Students learn the basics of web design using HTML/XHTML. They are taught the principles of web page design. They are also introduced to various web design software packages (i.e. FrontPage and Dreamweaver).

WEB DESIGN CERTIFICATE (C525290C1)

Effective: Fall 2003

Revised: 12/02/02

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIS	110	Intro to Computers	2	2	0	3
ITN	120	Intro to Internet Multimedia	2	2	0	3
ITN	160	Principles of Web Design	2	2	0	3
		Totals	6	6	0	9

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ITN	140	Web Development Tools	2	2	0	3
		Totals	2	2	0	3

TOTAL REQUIRED CREDITS....12

Co-op Option: Not authorized for this program.

INTERNET TECHNOLOGIES – WEB PROGRAMMING CERTIFICATE

C525290C2

Students are introduced to the basics of programming for the Internet. Emphasis is given to JavaScript. They also learn at least one other client-side programming language.

WEB PROGRAMMING CERTIFICATE (C525290C2)

Effective: Fall 2003

Revised: 12/02/02

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIS	110	Intro to Computers	2	2	0	3
CIS	172	Intor to the Internet	2	3	0	3
Totals			4	5	0	6

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIS	163	Prog Interfaces Internet	2	2	0	3
CSC	160	Intro to Internet Programming	2	2	0	3
Totals			4	4	0	6

TOTAL REQUIRED CREDITS....12

Co-op Option: Not authorized for this program.

**INTERNET TECHNOLOGIES –
WEB MANAGEMENT CERTIFICATE**

C525290C3

Students are introduced to the basics of the Internet. Students are taught the basics of web site management, allowing transfer of websites from one server to another, with minimal changes required by the site. Students are taught how to set up web servers, ftp servers, email servers, etc.

WEB MANAGEMENT CERTIFICATE (C525290C3)

Effective: Fall 2003

Revised: 12/02/02

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIS	110	Intro to Computers	2	2	0	3
CIS	172	Intor to the Internet	2	3	0	3
		Totals	4	5	0	6

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ITN	130	Web Site Management	2	2	0	3
ITN	250	Implement Internet Services	2	2	0	3
		Totals	4	4	0	6

TOTAL REQUIRED CREDITS....12

Co-op Option: Not authorized for this program.

**INTERNET TECHNOLOGIES –
WEB BACK-OFFICES CERTIFICATE**

C525290C4

Students are introduced to the basics of operating systems and networking concepts. They are given further information specific to at least two different operating systems. They are introduced to some of the different protocols in use on the Internet.

WEB BACK-OFFICES CERTIFICATE (C525290C4)

Effective: Fall 2003

Revised: 12/02/02

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIS	110	Intro to Computers	2	2	0	3
CIS	175	Networking Management I	2	2	0	3
CIS	246	Operating System-UNIX	2	3	0	3
ITN	150	Internet Protocols	2	2	0	3
		Totals	8	9	0	12

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIS	130	Survey of Operating Systems	2	3	0	3
NET	110	Data Comm/Networking	2	2	0	3
		Totals	4	5	0	6

TOTAL REQUIRED CREDITS....18

Co-op Option: Not authorized for this program.

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
			10/11	18/20	0	18

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
BPR	121	Blueprint Reading: Mech	1	2	0	2
ENG	111	Expository Writing	3	0	0	3
MAC	112	Machining Technology II	2	12	0	6
MAT	120	Geometry & Trigonometry	2	2	0	3
MEC	142	Physical Metallurgy	1	2	0	2
			9	18	0	16

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
			4	6	0	6

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
MAC	113	Machining Technology III	2	12	0	6
MAC	122	CNC Turning	1	3	0	2
MAC	226	CNC EDM Machining	1	3	0	2
PHY	121	Applied Physics I	3	2	0	4
PSY	118	Interpersonal Psychology	3	0	0	3
			10	20	0	17

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
ENG	115	Oral Communication	3	0	0	3
MAC	124	CNC Milling	1	3	0	2
MAC	243	Die Making I	2	6	0	4
MAC	245	Mold Construction I	2	6	0	4
WLD	112	Basic Welding Processes	1	3	0	2
		Elective	3	0	0	3
			12	18	0	18

TOTAL REQUIRED CREDITS.....75

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

**MACHINING TECHNOLOGY-
EVENING BASIC MACHINING TECHNOLOGY CERTIFICATE**

C50300C1

This evening certificate program is designed to develop fundamental skills in the operation of machine tools including drilling, turning, milling, and grinding. Training in basic measuring, layout, and blueprint reading is also provided.

Completers will be prepared for employment as entry-level machine operators or machinist apprentices in area manufacturing firms.

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

BASIC MACHINING TECHNOLOGY CERTIFICATE (C50300C1)

Evening/Weekend Program

Effective: Fall 2001

Revised: 06/01/01

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
MAC	111A	Machining Technology I	1	6	0	3
MAC	114	Intro to Metrology	2	0	0	2
MAC	151	Machining Calculations	1	2	0	2
			4	8	0	7

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
BPR	111	Blueprint Reading	1	2	0	2
MAC	111B	Machining Technology I	1	6	0	3
			2	8	0	5

TOTAL REQUIRED CREDITS.....12

Co-op Option: N/A

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

MASONRY

D35280

The Masonry curriculum is designed to prepare individuals to work in the construction industry as masons. Masonry courses provide principles and fundamentals of masonry and experiences necessary to produce quality construction using safe, practical, and reliable work habits.

Course work includes basic mathematics, blueprint reading, and methods used in laying out masonry jobs for residential, commercial, and industrial construction. Upon completion, students will be able to read blueprints, estimate structures, construct footings and walks, and lay masonry units.

Upon completion, students will be issued a certificate or diploma. Graduates should qualify for employment in the masonry industry as apprentices or masons.

Effective: Fall 2001

Revised: 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
PSY	118	Interpersonal Psychology	3	0	0	3
			10	17	0	16

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
BPR	130	Blueprint Reading/Const	1	2	0	2
ENG	101	Applied Communications I	3	0	0	3
MAS	120	Masonry II	5	15	0	10
			9	17	0	15

SUMMER SEMESTER 1

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

TOTAL REQUIRED CREDITS.... 42

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

MECHANICAL DRAFTING TECHNOLOGY

D50340

The Mechanical Drafting Technology curriculum prepares technicians to produce drawings of mechanical parts, components of mechanical systems, and mechanisms. CAD and the importance of technically correct drawings and designs based on current standards are emphasized.

Course work includes mechanical drafting, CAD, and proper drawing documentation. Concepts such as machine shop processes, basic materials, and physical sciences as they relate to the design process are also included. The use of proper dimensioning and tolerance techniques is stressed.

Graduates should qualify for employment in mechanical areas such as manufacturing, fabrication, research and development, and service industries.

MECHANICAL DRAFTING TECHNOLOGY (D50340)

Effective: Fall 2001

Revised: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
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
			9	16	0	15

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
DFT	112	Technical Drafting II	1	3	0	2
DFT	112A	Technical Drafting II Lab	0	3	0	1
DFT	121	Intro to GD & T	1	2	0	2
DFT	152	CAD II	2	3	0	3
DFT	214	Descriptive Geometry	1	2	0	2
ENG	101	Applied Communications I	3	0	0	3
MEC	131	Metalworking Processes	2	3	0	3
			10	16	0	16

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
DDF	252	Solid Models & Rendering	3	2	0	4
DFT	153	CAD III	2	3	0	3
			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

Prefix	No.	Title	Class	Lab	Clinical	Credit
DFT	111	Technical Drafting I	1	3	0	2
DFT	111-A	Technical Drafting I Lab	0	3	0	1
DFT	151	CAD I	2	3	0	3
			3	9	0	6

SPRING SEMESTER

Prefix	No.	Title	Class	Lab	Clinical	Credit
DFT	112	Technical Drafting II	1	3	0	2
DFT	112-A	Technical Drafting II Lab	0	3	0	1
DFT	152	CAD II	2	3	0	3
			3	9	0	6

TOTAL REQUIRED CREDITS.....12

Co-op Option: NA

Note: This certificate is not approved for financial aid.

MEDIA INTEGRATION TECHNOLOGY

A25300

The Media Integration Technology curriculum is designed to prepare individuals for gainful employment as media integrators.

Course work includes study/application in areas such as computer and system theories and concepts; audio, data, and video integration techniques; media access using outside resources; hardware/software selection; networking technology; and integrated systems in support of distance learning sites.

Entry-level jobs as media integration technician, videoconferencing technician, and distance education site facilitator are available. Graduates may find employment with universities, community colleges, public schools, businesses operating distance education facilities, and telecommunications companies, libraries, and cable providers.

MEDIA INTEGRATION TECHNOLOGY (A25300)

Effective: Fall 2002

Revised: 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
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
			11/12	13/15	0	18

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ITN	130	Web Site Management	2	2	0	3
CIS	215	Hardware Install/Maint	2	3	0	3
ENG	111	Expository Write	3	0	0	3
MIT	115	Intro to Video Concepts	2	2	0	3
MIT	220	Audio Integration	2	4	0	4
			11	12	0	16

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ENG	114	Prof Research & Reporting	3	0	0	3
CIS	130	Survey of Operating Sys	2	3	0	3
			5	3	0	6

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIS	216	Software Install/Maint	1	2	0	2
CIS	226	Trends in Technology	1	2	0	2
MAT	161	College Algebra	3	0	0	3
MIT	215	Video Integration	2	4	0	4
MIT	230	Media Sys Design/Implem	1	4	0	3
NET	110	Data Comm/Networking	2	2	0	3
			10	14	0	17

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIS	115	Intro to Prog & Logic	2	2	0	3
ECO	151	Survey of Economics	3	0	0	3
MIT	250	Tech Implementation Proj	2	4	0	4
		Humanities/Fine Arts Elective	3	0	0	3
		Major Elective	3	0	0	3
			13	6	0	16

TOTAL REQUIRED CREDITS.... 73

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

MEDIA INTEGRATION TECHNOLOGY- 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

Prefix	No.	Title	Class	Lab	Clinical	Credit
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

Prefix	No.	Title	Class	Lab	Clinical	Credit
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
		or				
ACA	115	Success & Study Skills	0	2	0	1
ENG	111	Expository Writing	3	0	0	3
OST	122	Office Computations	1	2	0	2
OST	131	Keyboard	1	2	0	2
OST	141	Med Terms I	3	0	0	3
OST	149	Medial Legal Issues	3	0	0	3
		Social Behavioral Science Elective	3	0	0	3
			14/15	4/6	0	17

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
OST	132	Keyboard Skill Building	1	2	0	2
OST	136	Word Processing	1	2	0	2
OST	137	Office Software Applications	1	2	0	2
OST	142	Med Terms II	3	0	0	3
OST	148	Med Coding, Billing & Ins	3	0	0	3
OST	181	Intro to Office Systems	2	2	0	3
OST	184	Records Management	1	2	0	2
			12	10	0	17

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
OST	134	Text Entry & Formatting	2	2	0	3
OST	164	Text Editing Applications	3	0	0	3
OST	247	CPT Coding in the Med Off	1	2	0	2
			6	4	0	8

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
BIO	161	Intro to Human Biology	3	0	0	3
ENG	115	Oral Communication	3	0	0	3
OST	241	Med Ofc Transcription I	1	2	0	2
OST	236	Adv Word/Information Proc	2	2	0	3
OST	244	Medical Document Production	1	2	0	2
OST	248	Diagnostic Coding	1	2	0	2
			11	8	0	15

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
OST	192	Selected Topics in OST	1	2	0	2
OST	243	Med Office Simulation	2	2	0	3
OST	242	Med Ofc Transcription II	1	2	0	2
OST	286	Professional Development	3	0	0	3
COE	111E	Work Experience I	0	0	10	1
		Humanities/Fine Arts Elective	3	0	0	3
			10	6	10	14

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

Prefix	No.	Title	Class	Lab	Clinical	Credit
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
			7	2	0	8

SPRING SEMESTER

Prefix	No.	Title	Class	Lab	Clinical	Credit
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
			7	2	0	8

TOTAL REQUIRED CREDITS.... 16

Co-op Option: NA

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

OFFICE SYSTEMS TECHNOLOGY

A25360

The Office Systems Technology curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle management.

OFFICE SYSTEMS TECHNOLOGY (A25360)

Effective Date : Fall 2003

Revised: 12/02/02

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success or	1	0	0	1
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
			13/14	6/8	0	17

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ENG	115	Oral Communication	3	0	0	3
OST	132	Keyboarding Skill Building	1	2	0	2
OST	136	Word Processing	1	2	0	2
OST	137	Office Software Applications	1	2	0	2
OST	181	Intro to Office Systems	2	2	0	3
OST	184	Records Management	1	2	0	2
			9	10	0	14

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACC	120	Prin of Financial Acct	3	2	0	4
CIS	120	Spreadsheet I	2	2	0	3
CIS	154	Database Utilization	1	2	0	2
OST	134	Text Entry & Formatting	2	2	0	3
			8	8	0	12

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
OST	133	Adv Keyboard Skill Bldg	1	2	0	2
OST	164	Text Editing Applications	3	0	0	3
OST	223	Machine Transcription I	1	2	0	2
OST	233	Office Publications Design	2	2	0	3
OST	236	Adv Word/Information Proc	2	2	0	3
OST	284	Emerging Technologies	1	2	0	2
		Humanities/Fine Arts Elective	3	0	0	3
			13	10	0	18

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
OST	135	Adv Text Entry & Format	3	2	0	4
OST	192	Selected Topics in OST	1	2	0	2
OST	224	Machine Transcription II	1	2	0	2
OST	286	Professional Development	3	0	0	3
OST	289	Office Systems Management	2	2	0	3
COE	111E	Work Experience	0	0	10	1
			10	8	10	15

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 2001

Revised: 06/01/01

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

FALL SEMESTER

Prefix	No.	Title	Class	Lab	Clinical	Credit
OST	122	Office Computations	1	2	0	2
OST	131	Keyboarding	1	2	0	2
OST	184	Records Management	1	2	0	2
			3	6	0	6

SPRING SEMESTER

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 Apps	1	2	0	2
			3	6	0	6

TOTAL REQUIRED CREDITS 12

Co-op Option: NA

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

PARALEGAL TECHNOLOGY

A25380

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

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

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

PARALEGAL TECHNOLOGY (A25380)

Effective: Fall 2002

Revised: 12/07/01

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

FALL SEMESTER 1

			Class	Lab	Clinical	Work Exp	Credit
ACA	111	College Student Success or	1	0	0	0	1
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
			15/16	6/8	0	0	19

SPRING SEMESTER 1

			Class	Lab	Clinical	Work Exp	Credit
ENG	113	Literature Based Research	3	0	0	0	3
LEX	130	Civil Injuries	3	0	0	0	3
LEX	141	Civil Litigation II	2	2	0	0	3
LEX	210	Real Property I	3	0	0	0	3
LEX	250	Wills & Estates	2	2	0	0	3
PHI	230	Introduction to Logic	3	0	0	0	3
			16	4	0	0	18

SUMMER SEMESTER 1

			Class	Lab	Clinical	Work Exp	Credit
LEX	120	Legal Research/Writing I	2	2	0	0	3
LEX	180	Case Analysis	1	2	0	0	2
LEX	211	Real Property II	1	4	0	0	3
			4	8	0	0	8

FALL SEMESTER 2

			Class	Lab	Clinical	Work Exp	Credit
LEX	121	Legal Research/Writing II	2	2	0	0	3
LEX	150	Commercial Law	2	2	0	0	3
LEX	160	Criminal Law & Practice	2	2	0	0	3
LEX	240	Family Law	3	0	0	0	3
LEX	260	Bankruptcy & Collections	2	0	0	0	2
LEX	283	Investigations	1	2	0	0	2
OST	236	Adv Word/Information Proc	2	2	0	0	3
			14	10	0	0	19

SPRING SEMESTER 2

			Class	Lab	Clinical	Work Exp	Credit
COE	112D	Work Exp I Paralegal Technology	0	0	0	20	2
ENG	115	Oral Communication	3	0	0	0	3
LEX	270	Law Office Mgt/Technology	1	2	0	0	2
LEX	285	Workers' Comp Law	2	0	0	0	2
SOC	213	Sociology of the Family	3	0	0	0	3
			9	2	0	20	12

TOTAL CREDITS HOURS.....76

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

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

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 1

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
			18	4	0	20

SPRING SEMESTER 1

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
			12	14	0	19

SUMMER SEMESTER 1

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
			2	4	20	6

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: Fall 2002

Revised: 05/03/02

Length: 3 Semesters

Prerequisites: 1 Unit Biology, 1 Unit Algebra

Award: Diploma

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
		or				
ACA	115	Success & Study Skills	0	2	0	1
BIO	106	Intro to Anat/Phys/Micro	2	2	0	3
CIS	113	Computer Basics	0	2	0	1
PHM	110	Introduction to Pharmacy	3	0	0	3
PHM	111	Pharmacy Practice I	3	3	0	4
PHM	115	Pharmacy Calculations	3	0	0	3
PHM	115A	Pharmacy Calculations Lab	0	2	0	1
			11/12	9/	11	16

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ENG	111	Expository Writing	3	0	0	3
PHM	118	Sterile Products	3	3	0	4
PHM	120	Pharmacology I	3	0	0	3
PHM	136	Pharmacy Clinical	0	0	18	6
PHM	155	Community Pharmacy	2	2	0	3
			11	5	18	19

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
PHM	125	Pharmacology II	3	0	0	3
PHM	140	Trends in Pharmacy	2	0	0	2
PHM	132	Pharmacy Clinical	0	0	6	2
PSY	150	General Psychology	3	0	0	3
			8	0	6	10

TOTAL REQUIRED CREDITS.... 45

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



PHLEBOTOMY

C45600

The Phlebotomy curriculum prepares individuals to obtain blood and other specimens for the purpose of laboratory analysis.

Course work includes proper specimen collection and handling, communication skills, and maintaining patient data.

Graduates may qualify for employment in hospitals, clinics, physicians' offices, and other health care settings and may be eligible for national certification as phlebotomy technicians.

PHLEBOTOMY (C45600)

Effective: Fall 2002

Revised: 03/05/02

Length: 1 Semester

Prerequisite: High School Graduate

Award: Certificate

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
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
			8	4	9	13

TOTAL CREDIT HOURS.... 13

Note: This certificate is not approved for financial aid.

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

PHYSICAL THERAPIST ASSISTANT

A45620

The Physical Therapist Assistant curriculum prepares graduates to work in direct patient care settings under the supervision of physical therapists. Assistants work to improve or restore function by alleviation or prevention of physical impairment and perform other essential activities in a physical therapy department.

Course work includes normal human anatomy and physiology, the consequences of disease or injury, and physical therapy treatment of a variety of patient conditions affecting humans throughout the life span.

Graduates may be eligible to take the licensure examination administered by the NC Board of Physical Therapy Examiners. Employment is available in general hospitals, rehabilitation centers, extended care facilities, specialty hospitals, home health agencies, private clinics, and public school systems.

PHYSICAL THERAPIST ASSISTANT (A45620)

Effective: Fall 2002

Revised: 05/03/02

Length: 5 Semesters

Prerequisites: 2 Units of Algebra, 1 Unit Biology & Chemistry

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success or	1	0	0	1
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
			12/13	16/18	0	19

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
BIO	169	Anatomy & Physiology II	3	3	0	4
BIO	175	General Microbiology	2	2	0	3
PSY	150	General Psychology	3	0	0	3
PTA	120	Functional Anatomy	1	6	0	3
PTA	150	Physical Therapy Proc II	1	6	0	3
PTA	140	Therapeutic Exercise	2	6	0	4
			12	23	0	20

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
PTA	160	Physical Therapy Proc III	2	3	0	3
PTA	170	Pathophysiology	3	0	0	3
PTA	180A	PTA Clinical Ed Intro	0	0	3	1
			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
			9	19	0	16

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIS	113	Computer Basics	0	2	0	1
ENG	101	Applied Communications I	3	0	0	3
PLU	120	Plumbing Applications	4	15	0	9
PLU	150	Plumbing Diagrams	1	2	0	2
WLD	112	Basic Welding Processes	1	3	0	2
			9	22	0	17

SUMMER SEMESTER 1

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

TOTAL REQUIRED CREDITS.....42

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

**PLUMBING
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
			6	6	0	8

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
PLU	110B	Modern Plumbing	1	9	0	4
PLU	140	Intro to Plumbing Codes	1	2	0	2
			2	11	0	6

TOTAL REQUIRED CREDITS.....14

Co-op Option: NA

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

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

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
		or				
ACA	115	Success & Study Skills	0	2	0	1
BUS	110	Introduction to Business	3	0	0	3
CIS	111	Basic PC Literacy	1	2	0	2
ENG	111	Expository Writing	3	0	0	3
MAT	115	Mathematical Models	2	2	0	3
POS	110	POS History & Organization	3	0	0	3
			12/13	4/6	0	15

SPRING SEMSTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
BUS	121	Business Math	2	2	0	3
BUS	135	Principles of Supervision	3	0	0	3
POS	115	Processing and Distribution	3	0	0	3
POS	120	Postal Operations Support	3	0	0	3
		Humanities/Fine Art Elec	3	0	0	3
		Major Elective	3	0	0	3
			17	2	0	18

SUMMER SEMESTER 1

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

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACC	120	Prin of Accounting I	3	2	0	4
BUS	115	Business Law I	3	0	0	3
ECO	251	Prin of Microeconomics	3	0	0	3
POS	125	Postal Delivery/Collection	3	0	0	3
POS	130	Postal Support & Finance	3	0	0	3
			15	2	0	16

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
BUS	116	Business Law II	3	0	0	3
BUS	137	Principles of Management	3	0	0	3
BUS	153	Human Resource Management	3	0	0	3
ECO	252	Prin of Macroeconomics	3	0	0	3
ENG	115	Oral Communication	3	0	0	3
POS	135	Officer-in-Charge Training	3	0	0	3
			18	0	0	18

TOTAL REQUIRED CREDITS....76**Co-op Option: N/A**

POSTAL SERVICE TECHNOLOGY

C55340C1

The Postal Service Technology certificate is designed to provide opportunities for advancement for present and future employees of the US Postal Service.

This certificate program covers basic postal organization, mail processing, operations, employee and customer services, mail delivery and collection.

Upon completion of this program, students should be prepared to work in a variety of positions or transfer the course credits to the Postal Service Technology program for an Associate of Applied Science degree.

POSTAL SERVICE TECHNOLOGY CERTIFICATE (C55340C1)

Effective: Fall 2001

Revised: 06/01/01

Length: 2 Semesters/Night Classes Sequence

Prerequisite: High School Diploma

Award: Certificate

FALL SEMESTER

Prefix	No.	Title	Class	Lab	Clinical	Credit
POS	110	POS History & Organization	3	0	0	3
POS	125	Postal Delivery/Collection	3	0	0	3
POS	130	Postal Support & Finance	3	0	0	3
			9	0	0	9

SPRING SEMESTER

Prefix	No.	Title	Class	Lab	Clinical	Credit
POS	115	Processing and Distribution	3	0	0	3
POS	120	Postal Operations Support	3	0	0	3
POS	135	Officer-in-Charge Training	3	0	0	3
			9	0	0	9

TOTAL REQUIRED CREDITS...18

Co-op Option: NA

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

PRACTICAL NURSING

D45660

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

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

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

PRACTICAL NURSING (DIPLOMA) (D45660)

Effective: Fall 2002

Revised: 03/05/02

Length: 3 Semesters

Prerequisite: 1 Unit Biology, Algebra & Chemistry

Award: Diploma

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
BIO	163	Basic Anat & Physiology	4	2	0	5
NUR	101	Practical Nursing I	7	6	6	11
NUR	102A	Practical Nursing II	2	0	0	2
			13	8	6	18

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIS	113	Computer Basics	0	2	0	1
NUR	102B	Practical Nursing II	6	0	12	10
NUR	103A	Practical Nursing III	2	0	3	3
PSY	110	Life Span Development	3	0	0	3
			11	2	15	17

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ENG	111	Expository Writing	3	0	0	3
NUR	103B	Practical Nursing III	4	0	9	7
			7	0	9	10

TOTAL REQUIRED CREDITS.... 45

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

RADIOGRAPHY

A45700

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

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

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

RADIOGRAPHY (A45700)

Effective: Fall 2002

Revised: 05/03/02

Length: 5 Semesters

Prerequisites: 2 Units Algebra, 1 Unit Biology, Chemistry

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success or	1	0	0	1
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
			11/12	9/11	6	17

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIS	113	Computer Basics	0	2	0	1
ENG	115	Oral Communication	3	0	0	3
RAD	112	RAD Procedures II	3	3	0	4
RAD	121	Radiographic Imaging I	2	3	0	3
RAD	161	RAD Clinical Ed II	0	0	15	5
BIO	169	Anatomy and Physiology II	3	3	0	4
			11	11	15	20

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
RAD	122	Radiographic Imaging II	1	3	0	2
RAD	131	Radiographic Physics I	1	3	0	2
RAD	171	RAD Clinical Ed III	0	0	12	4
			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 preclicensing 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

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

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
RLS	117	Real Estate Broker	4	0	0	4
			4	0	0	4

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
RLS	113	Real Estate Mathematics	2	0	0	2
			2	0	0	2

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: Spring 2003

Revised: 12/02/02

Length: 6 Semesters

Prerequisite: High School Diploma

Award: Certificate

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
REA	101	Intro Real Est App R-1	2	0	0	2
			2	0	0	2

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
REA	102	Valuation Prin & Prac R-2	2	0	0	2
			2	0	0	2

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
REA	103	Applied Res Prop Val R-3	1	0	0	1
REA	104	USP AP – R-4	1	0	0	1
			2	0	0	2

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
REA	201	Intro Income Prop App G-1	2	0	0	2
			2	0	0	2

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
REA	202	Adv Inc Capital Proc G-2	2	0	0	2
			2	0	0	2

SUMMER SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
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	Exp	Credit
ACA	115	Success & Study Skills	0	2	0	0	1
ENG	111	Expository Writing	3	0	0	0	3
HEA	112	First Aid & CPR	1	2	0	0	2
REC	110	Intro to Leisure Services	3	0	0	0	3
REC	127	Team Sports & Games	1	2	0	0	2
REC	216	Rec Arts & Crafts	1	3	0	0	2
REC	226	Pathways to Wellness	3	0	0	0	3
			12	9	0	0	16

SPRING SEMESTER 1

			Work				
			Class	Lab	Clinical	Exp	Credit
ENG	114	Prof Research & Reporting	3	0	0	0	3
REC	120	Intro Special Populations	3	0	0	0	3
REC	124	Social Rec Activities	1	2	0	0	2
REC	126	Outdoor Recreation	1	2	0	0	2
REC	128	Individual Sports & Games	1	2	0	0	2
REC	224	Leisure & the Aging	2	2	0	0	3
		Humanities/Fine Arts Elective	3	0	0	0	3
			14	8	0	0	18

SUMMER SEMESTER 1

			Work				
			Class	Lab	Clinical	Exp	Credit
CIS	113	Computer Basics	0	2	0	0	1
		Major Elective	3	0	0	0	3
		Totals	3	2	0	0	4

FALL SEMESTER 2

			Work				
			Class	Lab	Clinical	Exp	Credit
MAT	115	Mathematical Models	2	2	0	0	3
REC	125	Public Relations	1	3	0	0	2
REC	129	Fitness Management	2	3	0	0	3
REC	214	Camp Administration	3	2	0	0	4
REC	222	Commercial Rec & Tourism	3	0	0	0	3
TRE	120	Adapted Activities	1	2	0	0	2
			12	12	0	0	17

SPRING SEMESTER 2

			Work				
			Class	Lab	Clinical	Exp	Credit
ENG	115	Oral Communication	3	0	0	0	3
PSY	118	Interpersonal Psychology	3	0	0	0	3
REC	122	Program Administration	3	0	0	0	3
REC	123	Intramural Management	1	3	0	0	2
REC	217	Maintenance/Facility Mgt	2	2	0	0	3
REC	218	Cultural Programs	1	3	0	0	2
		Major Elective	3	0	0	0	3
			16	8	0	0	19

TOTAL CREDIT HOURS.....74

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

RESPIRATORY CARE

A45720

The Respiratory Care curriculum prepares individuals to function as respiratory care technicians and/or respiratory care therapists. In these roles, individuals perform diagnostic testing, treatments and management of patients with heart and lung diseases.

Students will master skills in patient assessment and treatment of cardiopulmonary diseases. These skills include life support, monitoring, drug administration, and treatment of patients of all ages in a variety of settings.

Graduates of accredited programs may be eligible to take entry-level examinations from the National Board of Respiratory Care. Therapy graduates may also take the Advanced Practitioner examination. Graduates may be employed in hospitals, clinics, nursing homes, education, industry, and home care.

RESPIRATORY CARE (A45720)

Effective: Fall 2002

Revised: 03/14/02

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
		or				
ACA	115	Success & Study Skills	0	2	0	1
BIO	163	Basic Anatomy and Physiology	4	2	0	5
CIS	111	Basic PC Literacy	1	2	0	2
ENG	111	Expository Writing	3	0	0	3
RCP	110	Intro to Respiratory Care	3	3	0	4
RCP	113	RCP Pharmacology	2	0	0	2
			13/14	6/9	0	17

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
BIO	175	General Microbiology	2	2	0	3
CHM	135	Survey of Chemistry I	3	2	0	4
ENG	115	Oral Communication	3	0	0	3
RCP	111	Therapeutics/Diagnostics	4	3	0	5
RCP	133	RCP Clinical Practice I	0	0	9	3
			12	7	9	18

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
RCP	114	C-P Anatomy and Physiology	3	0	0	3
RCP	142	RCP Clinical Practice II	0	0	6	2
RCP	223	Special Practice Lab	0	3	0	1
			3	3	6	6

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
RCP	156	RCP Clinical Practice III	0	0	18	6
RCP	210	Critical Care Concepts	3	3	0	4
RCP	214	Neonatal/Ped's RC	1	3	0	2
		Humanities/Fine Arts Elective	3	0	0	3
			7	6	18	15

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
PSY	150	General Psychology	3	0	0	3
RCP	115	C-P Pathophysiology	2	0	0	2
RCP	211	Adv. Monitoring/Procedures	3	3	0	4
RCP	237	RCP Clinical Practice IV	0	0	21	7
			8	3	21	16

TOTAL REQUIRED CREDITS.... 72

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

SPEECH-LANGUAGE PATHOLOGY ASSISTANT

A45730

The Speech-Language Pathology Assistant curriculum prepares graduates to work under the supervision of a licensed Speech-Language Pathologist, who evaluates, diagnoses, and treats individuals with various communication disorders.

Courses provide instruction in methods of screening for speech, language, and hearing disorders and in following written protocols designed to remediate individual communication problems. Supervised field experiences include working with patients of various ages and with various disorders.

Graduates may be eligible for registration with the North Carolina Board of Examiners for Speech-Language Pathologists and Audiologists and must be supervised by a licensed Speech-Language Pathologist. They may be employed in healthcare or education settings.

SPEECH LANGUAGE PATHOLOGY ASSISTANT (A45730)

Effective: Fall 2002

Revised: 05/03/02

Length: 5 Semesters

Prerequisites: Algebra I, Biology

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix	Title	Class	Lab	Clinical	Credit
ACA 111	College Student Success or	1	0	0	1
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
		13/14	4/6	0	16

SPRING SEMESTER 1

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
		14	2	0	15

SUMMER SEMESTER 1

Prefix	Title	Class	Lab	Clinical	Credit
SLP 112	SLPA Anatomy and Physiology	3	0	0	3
SLP 130	Phonetics & Speech Patterns	2	2	0	3
PSY 265	Behavior Modification	3	0	0	3
		8	2	0	9

FALL SEMESTER 2

Prefix	Title	Class	Lab	Clinical	Credit
SLP 120	SLPA Administrative Procedures & Management	2	0	0	2
SLP 211	Developmental Disorders	3	2	0	4
SLP 212	Acquired Disorders	3	2	3	5
ASL 111	American Sign Language	3	0	0	3
	11	4	3	14	

SPRING SEMESTER 2

Prefix	Title	Class	Lab	Clinical	Credit
SLP 220	Assistive Technology	1	2	0	2
SLP 230	SLPA Fieldwork	0	0	12	4
SLP 231	SLPA Fieldwork Seminar	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
		7	2	12	12

TOTAL REQUIRED CREDITS.....66

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

SURVEYING TECHNOLOGY

A40380

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

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

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

SURVEYING TECHNOLOGY (A40380)

Effective: Fall 2002

Revised: 05/13/02

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 or	1	0	0	1
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
			11/12	10/12	0	16

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIV	125	Civil/Surveying CAD	1	6	0	3
MAT	122	Algebra/Trigonometry II	2	2	0	3
PHY	131	Physics-Mechanics	3	2	0	4
SRV	110	Surveying I	2	6	0	4
		Humanities/Fine Arts Elective	3	0	0	3
			11	16	0	17

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
CIV	110	Statics/Strength of Materials	2	6	0	4
SRV	111	Surveying II	2	6	0	4
			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: 02/13/03

Length: 5 Semesters

Prerequisite: 1 Unit Biology and Algebra

Award: Associate Degree in Applied Science

FALL SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	111	College Student Success or	1	0	0	1
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	Expository Writing	3	0	0	3
SUR	110	Intro to Surg Tech	3	0	0	3
SUR	111	Periop Patient Care	5	6	0	7
			15/16	10/12	0	20

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
BIO	175	General Microbiology	2	2	0	3
PSY	150	General Psychology	3	0	0	3
SUR	122	Surgical Procedures I	5	3	0	6
SUR	123	SUR Clinical Practice I	0	0	21	7
			10	5	21	19

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
SUR	134	Surgical Procedures II	5	0	0	5
SUR	135	SUR Clinical Practice II	0	0	12	4
SUR	137	Prof Success Prep	1	0	0	1
			6	0	12	10

FALL SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
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
			14	0	6	16

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
BUS	137	Principles of Management	3	0	0	3
ECO	151	Survey of Economics	3	0	0	3
			6	0	0	6

TOTAL REQUIRED CREDITSY....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
			15	8	0	18

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
BIO	175	General Microbiology	2	2	0	3
CIS	113	Computer Basics	0	2	0	1
PSY	150	General Psychology	3	0	0	3
SUR	122	Surgical Procedures I	5	3	0	6
SUR	123	SUR Clinical Practice I	0	0	21	7
			10	7	21	20

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
SUR	134	Surgical Procedures II	5	0	0	5
SUR	135	SUR Clinical Practice II	0	0	12	4
SUR	137	Prof Success Prep	1	0	0	1
			6	0	12	10

TOTAL REQUIRED CREDITS.... 48

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

WELDING TECHNOLOGY

D50420

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metal industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses in math, blueprint reading, metallurgy, welding inspection, and destructive and non-destructive testing provides the student with industry-standard skills developed through classroom training and practical application.

Successful graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and 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	Interpersonl Psychology	3	0	0	3
WLD	110	Cutting Processes	1	3	0	2
WLD	115	SMAW (Stick) Plate	2	9	0	5
WLD	141	Symbols & Specifications	2	2	0	3
WLD	143	Welding Metallurgy	1	2	0	2
			9	18	0	16

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
ENG	101	Applied Communications I	3	0	0	3
WLD	116	SMAW (Stick) Plate/Pipe	1	9	0	4
WLD	121	GMAW (Mig) FCAW/Plate	2	6	0	4
WLD	131	GTAW (Tig) Plate	2	6	0	4
			8	21	0	15

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
WLD	261	Certification Practices	1	3	0	2
WLD	262	Inspection & Testing	2	2	0	3
		Elective	3	0	0	3
			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**

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

Prefix	No.	Title	Class	Lab	Clinical	Credit
WLD	110	Cutting Processes	1	3	0	2
WLD	115	SMAW (Stick) Plate	2	9	0	5
			3	12	0	7

SPRING SEMESTER 1

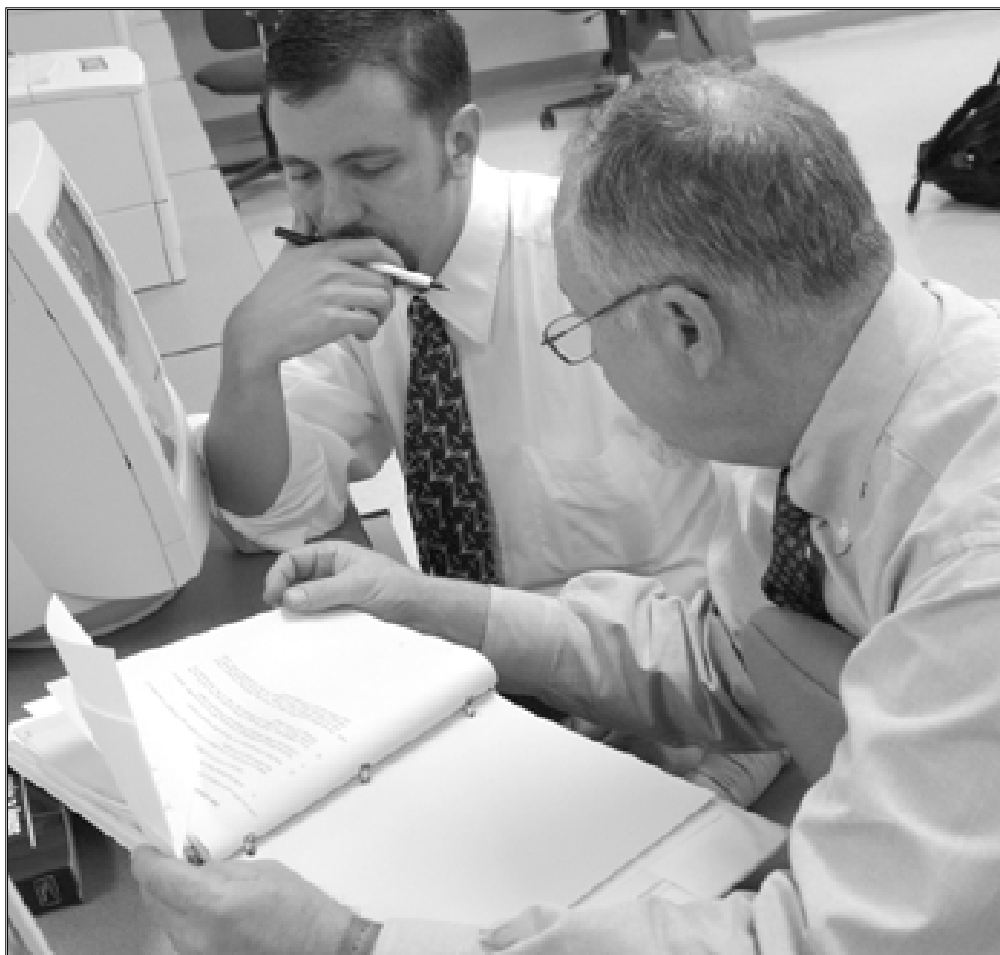
Prefix	No.	Title	Class	Lab	Clinical	Credit
WLD	116	SMAW (Stick) Plate/Pipe	1	9	0	4
WLD	141	Symbols & Specifications	2	2	0	3
			3	11	0	7

TOTAL REQUIRED CREDITS.....14

Co-op Option: N/A

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

COURSE DESCRIPTIONS



		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ACA 111	College Student Success	01	00	00	01

Prerequisites: None

Corequisites: None

Component: None

This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives.

ACA 115	Success & Study Skills	00	02	00	01
----------------	-----------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course provides an orientation to the campus resources and academic skills necessary to achieve educational objectives. Emphasis is placed on an exploration of facilities and services, study skills, library skills, self-assessment, wellness, goal-setting, and critical thinking. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals.

ACC 111	Financial Accounting	03	00	00	03
----------------	-----------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course introduces the basic framework of accounting. Emphasis is placed on the accounting cycle and financial statement preparation and analysis. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACC 115	College Accounting	03	02	00	04
----------------	---------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: 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
ACC 120	Prin of Financial Acct	03	02	00	04

Prerequisites: None

Corequisites: None

Component: ACC 120A, ACC 120B

This course introduces business decision-making accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*

ACC 121	Prin of Managerial Acct	03	02	00	04
----------------	--------------------------------	-----------	-----------	-----------	-----------

Prerequisites: ACC 120

Corequisites: None

Component: ACC 121A, ACC 121B

This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*

ACC 129	Individual Income Taxes	02	02	00	03
----------------	--------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: 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.

ACC 130	Business Income Taxes	02	02	00	03
----------------	------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: 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
ACC 131	Federal Income Taxes	02	02	00	03
Prerequisites:	ACC 111 or ACC 120				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ACC 140	Payroll Accounting	01	02	00	02
Prerequisites:	ACC 115 or ACC 120				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ACC 150	Computerized General Ledger	01	02	00	02
Prerequisites:	ACC 115 or ACC 120				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ACC 175	Hotel and Restaurant Accounting	03	02	00	04
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ACC 220	Intermediate Accounting I	03	02	00	04
Prerequisites:	ACC 121				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ACC 221	Intermediate Accounting II	03	02	00	04
Prerequisites:	ACC 220				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ACC 225	Cost Accounting	03	00	00	03
Prerequisites:	ACC 121				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ACC 226	Managerial Accounting	03	00	00	03
Prerequisites:	ACC 121				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ACC 227	Practices in Accounting	03	00	00	03
Prerequisites:	ACC 220				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ACC 240	Governmental & Not-for-Profit Accounting	03	00	00	03
Prerequisites:	ACC 121				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ACC 250	Advanced Accounting	03	00	00	03
Prerequisites:	ACC 220				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ACC 269	Auditing	03	00	00	03
Prerequisites:	ACC 220				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
AHR 110	Introduction to Refrigeration	02	06	00	05
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
AHR 111	HVACR Electricity	02	02	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
AHR 112	Heating Technology	02	04	00	04
Prerequisites:	AHR 110				
Corequisites:	None				
Component:	None				
<p>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.</p>					
AHR 113	Comfort Cooling	02	04	00	04
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
AHR 114	Heat Pump Technology	02	04	00	04

Prerequisites: AHR 110 or AHR 113

Corequisites: None

Component: None

This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures.

AHR 115	Refrigeration Systems	01	03	00	02
----------------	------------------------------	-----------	-----------	-----------	-----------

Prerequisites: All courses required: AHR 110, AHR 130

Corequisites: None

Component: None

This course introduces refrigeration systems and applications. Topics include defrost methods, safety and operational control, refrigerant piping, refrigerant recovery and charging, and leak testing. Upon completion, students should be able to assist in installing and testing refrigeration systems and perform simple repairs.

AHR 120	HVACR Maintenance	01	03	00	02
----------------	--------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course introduces the basic principles of industrial air conditioning and heating systems. Emphasis is placed on preventive maintenance procedures for heating and cooling equipment and related components. Upon completion, students should be able to perform routine preventive maintenance tasks, maintain records, and assist in routine equipment repairs.

AHR 130	HVAC Controls	02	02	00	03
----------------	----------------------	-----------	-----------	-----------	-----------

Prerequisites: AHR 111 or ELC 111

Corequisites: None

Component: None

This course covers the types of controls found in residential and commercial comfort systems. Topics include electrical and electronic controls, control schematics and diagrams, test instruments, and analysis and troubleshooting of electrical systems. Upon completion, students should be able to diagnose and repair common residential and commercial comfort system controls.

AHR 133	HVAC Servicing	02	06	00	04
----------------	-----------------------	-----------	-----------	-----------	-----------

Prerequisites: AHR 112 or AHR 113

Corequisites: None

Component: None

The course covers the maintenance and servicing of HVAC equipment. Topics include testing, adjusting, maintaining, and troubleshooting HVAC equipment and record keeping. Upon completion, students should be able to adjust, maintain, and service HVAC equipment.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
AHR 151	HVAC Duct Systems I	01	03	00	02
Prerequisites:	AHR 112				
Corequisites:	None				
Component:	None				
This course introduces the techniques used to lay out and fabricate duct work commonly found in HVAC systems. Emphasis is placed on the skills required to fabricate duct work. Upon completion, students should be able to lay out and fabricate simple duct work.					
AHR 160	Refrigerant Certification	01	00	00	01
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course covers the requirements for the EPA certification examinations. Topics include small appliances, high pressure systems, and low pressure systems. Upon completion, students should be able to demonstrate knowledge of refrigerants and be prepared for the EPA certification examinations.					
AHR 180	HVACR Customer Relations	01	00	00	01
Prerequisites:	AHR 114				
Corequisites:	None				
Component:	None				
This course introduces common business and customer relation practices that may be encountered in HVACR. Topics include business practices, appearance of self and vehicle, ways of handling customer complaints, invoices, telephone communications, and warranties. Upon completion, students should be able to present themselves to customers in a professional manner, understand how the business operates, complete invoices, and handle complaints.					
AHR 210	Residential Building Code	01	02	00	02
Prerequisites:	AHR 151				
Corequisites:	None				
Component:	None				
This course covers the residential building codes that are applicable to the design and installation of HVAC systems. Topics include current residential codes as applied to HVAC design, service, and installation. Upon completion, students should be able to demonstrate the correct usage of residential building codes that apply to specific areas of the HVAC trade.					
AHR 211	Residential System Design	02	02	00	03
Prerequisites:	AHR 151				
Corequisites:	None				
Component:	None				
This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
AHR 212	Advanced Comfort Systems	02	06	00	04
Prerequisites:	All courses required: AHR 114, AHR 115				
Corequisites:	None				
Component:	None				
<p>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.</p>					
AHR 215	Commercial HVAC Controls	01	03	00	02
Prerequisites:	AHR 111				
Corequisites:	None				
Component:	None				
<p>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.</p>					
AHR 240	Hydronic Heating	01	03	00	02
Prerequisites:	AHR 112				
Corequisites:	None				
Component:	None				
<p>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</p>					
AHR 245	Chiller Systems	01	03	00	02
Prerequisites:	AHR 110				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
AHR 250	HVAC System Diagnostics	00	04	00	02
Prerequisites:	AHR 112				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ANT 210	General Anthropology	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ANT 220	Cultural Anthropology	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ANT 221	Comparative Cultures	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ANT 230	Physical Anthropology	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ANT 230A	Physical Anthropology Lab	00	02	00	01
Prerequisites:	None				
Corequisites:	ANT 230				
Component:	None				
<p>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.</p>					
ANT 240	Archaeology	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ARC 111	Introduction to Architectural Technology	01	06	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ARC 112	Construction Materials & Methods	03	02	00	04
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces construction materials and their methodologies. Topics include construction terminology, materials and their properties, manufacturing processes, construction techniques, and other related topics. Upon completion, students should be able to detail construction assemblies and identify construction materials and properties.					
ARC 113	Residential Architectural Tech	01	06	00	03
Prerequisites:	ARC 111				
Corequisites:	None				
Component:	None				
This course covers intermediate residential working drawings. Topics include residential plans, elevations, sections, details, schedules, and other related topics. Upon completion, students should be able to prepare a set of residential working drawings that are within accepted architectural standards.					
ARC 114	Architectural CAD	01	03	00	02
Prerequisites:	ARC 111				
Corequisites:	ARC 114A				
Component:	None				
This course introduces basic architectural CAD techniques. Topics include basic commands and system hardware and software. Upon completion, students should be able to prepare and plot architectural drawings to scale within accepted architectural standards.					
ARC 114A	Architectural CAD Lab	00	03	00	01
Prerequisites:	None				
Corequisites:	ARC 114				
Component:	None				
This course provides a laboratory setting to enhance architectural CAD skills. Emphasis is placed on further development of commands and system operation. Upon completion, students should be able to prepare and plot scaled architectural drawings.					
ARC 131	Building Codes	02	02	00	03
Prerequisites:	ARC 112				
Corequisites:	None				
Component:	None				
This course covers the methods of researching building codes for specific projects. Topics include residential and commercial building codes. Upon completion, students should be able to determine the code constraints governing residential and commercial projects.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ARC 211	Light Construction Technology	01	06	00	03
Prerequisites:	ARC 111				
Corequisites:	None				
Component:	None				
This course covers working drawings for light construction. Topics include plans, elevations, sections, and details; schedules; and other related topics. Upon completion, students should be able to prepare a set of working drawings which are within accepted architectural standards.					
ARC 213	Design Project	02	06	00	04
Prerequisites:	All courses required: ARC 111, ARC 112 and ARC 114				
Corequisites:	None				
Component:	None				
This course provides the opportunity to design and prepare a set of contract documents within an architectural setting. Topics include schematic design, design development, construction documents, and other related topics. Upon completion, students should be able to prepare a set of commercial contract documents.					
ARC 220	Advanced Architect CAD	01	03	00	02
Prerequisites:	ARC 114				
Corequisites:	None				
Component:	None				
This course provides file management, productivity, and CAD customization skills. Emphasis is placed on developing advanced proficiency techniques. Upon completion, students should be able to create prototype drawings and symbol libraries, compose sheets with multiple details, and use advanced drawing and editing commands.					
ARC 221	Architectural 3-D CAD	01	04	00	03
Prerequisites:	ARC 114				
Corequisites:	None				
Component:	None				
This course introduces architectural three-dimensional CAD applications. Topics include three-dimensional drawing, coordinate systems, viewing, rendering, modeling, and output options. Upon completion, students should be able to prepare architectural three-dimensional drawings and renderings.					
ARC 230	Environmental Systems	03	03	00	04
Prerequisites:	ARC 111 and MAT 121				
Corequisites:	None				
Component:	None				
This course introduces plumbing, mechanical (HVAC), and electrical systems for the architectural environment. Topics include basic plumbing, mechanical, and electrical systems for residential and/or commercial buildings with an introduction to selected code requirements. Upon completion, students should be able to develop schematic drawings for plumbing, mechanical, and electrical systems and perform related calculations.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ARC 231	Architectural Presentations	02	04	00	04
Prerequisites:	ARC 111				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ARC 235	Architectural Portfolio	02	03	00	03
Prerequisites:	ARC 221				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ARC 240	Site Planning	02	02	00	03
Prerequisites:	ARC 111				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ARC 241	Contract Administration	01	02	00	02
Prerequisites:	ARC 111 or ARC 112				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ARC 264	Digital Architecture	01	03	00	02
Prerequisites:	ARC 114				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ART 111	Art Appreciation	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ART 114	Art History Survey I	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ART 115	Art History Survey II	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ART 116	Survey of American Art	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ART 117	Non-Western Art History	03	00	00	03

Prerequisites: None

Corequisites: None

Component: None

This course introduces non-Western cultural perspectives. Emphasis is placed on, but not limited to, African, Oriental, and Oceanic art forms throughout history. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of non-Western social and cultural development. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ART 121	Design I	00	06	00	03
----------------	-----------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to two-dimensional visual art. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ART 122	Design II	00	06	00	03
----------------	------------------	-----------	-----------	-----------	-----------

Prerequisites: ART 121

Corequisites: None

Component: None

This course introduces basic studio problems in three-dimensional visual design. Emphasis is placed on the structural elements and organizational principles as applied to mass and space. Upon completion, students should be able to apply three-dimensional design concepts. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ART 131	Drawing I	00	06	00	03
----------------	------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ART 132	Drawing II	00	06	00	03
Prerequisites:	ART 131				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ART 135	Figure Drawing I	00	06	00	03
Prerequisites:	ART 131				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ART 171	Computer Art I	00	06	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ART 240	Painting I	00	06	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ART 241	Painting II	00	06	00	03
Prerequisites:	ART 240				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ART 244	Watercolor	00	06	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ART 281	Sculpture I	00	06	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ART 283	Ceramics I	00	06	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ART 284	Ceramics II	00	06	00	03

Prerequisites: None

Corequisites: None

Component: None

This course covers advanced hand building and wheel techniques. Emphasis is placed on creative expression, surface design, sculptural quality, and glaze effect. Upon completion, students should be able to demonstrate a high level of technical competence in forming and glazing with a development of three-dimensional awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ART 288	Studio	00	06	00	03
----------------	---------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course provides the opportunity for advanced self-determined work beyond the limits of regular studio course sequences. Emphasis is placed on creative self-expression and in-depth exploration of techniques and materials. Upon completion, students should be able to create original projects specific to media, materials, and techniques. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ASL 111	Elementary ASL I	03	00	00	03
----------------	-------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course introduces the fundamental elements of American Sign Language within a cultural context. Emphasis is placed on the development of basic expressive and receptive skills. Upon completion, students will be able to comprehend and respond with grammatical accuracy to expressive American Sign Language and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ASL 112	Elementary ASL II	03	00	00	03
----------------	--------------------------	-----------	-----------	-----------	-----------

Prerequisites: ASL 111

Corequisites: None

Component: None

This course is a continuation of ASL 111 focusing on the fundamental elements of American Sign Language in a cultural context. Emphasis 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
ASL 181	ASL Lab 1	00	02	00	01

Prerequisites: None

Corequisites: None

Component: None

This course provides an opportunity to enhance acquisition of the fundamental elements of 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.

ASL 182	ASL Lab 2	00	02	00	01
----------------	------------------	-----------	-----------	-----------	-----------

Prerequisites: ASL 181

Corequisites: None

Component: None

This course provides an opportunity to enhance acquisition of the fundamental elements of American Sign Language. Emphasis is placed on the progressive development of basic expressive and receptive skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing accuracy to expressive American Sign Language and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ASL 211	Intermediate ASL I	03	00	00	03
----------------	---------------------------	-----------	-----------	-----------	-----------

Prerequisites: ASL 112

Corequisites: None

Component: None

This course provides a review and expansion of the essential skills of American Sign Language. Emphasis is placed on the progressive development of expressive and receptive skills, study of authentic and representative literacy and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively using American Sign Language about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ASL 212	Intermediate ASL II	03	00	00	03
----------------	----------------------------	-----------	-----------	-----------	-----------

Prerequisites: ASL 211

Corequisites: None

Component: None

This course provides a continuation of ASL 211. Emphasis is placed on the continuing development of expressive and receptive skills 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
ASL 281	ASL Lab 3	00	02	00	01
Prerequisites:	ASL 182				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ASL 282	ASL Lab 4	00	02	00	01
Prerequisites:	ASL 281				
Corequisites:	None				
Component:	None				
<p>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.</p>					
AST 111	Descriptive Astronomy	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
AST 111A	Descriptive Astronomy Lab	00	02	00	02
Prerequisites:	None				
Corequisites:	AST 111				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
AST 151	General Astronomy I	03	00	00	03

Prerequisites: None

Corequisites: AST 151A

Component: None

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

AST 151A	General Astronomy I Lab	00	02	00	01
-----------------	--------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: AST 151

Component: None

The course is a laboratory to accompany AST 151. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 151 and which provide practical experience. Upon completion, students should be able to demonstrate a general understanding of the solar system. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

AST 152	General Astronomy II	03	00	00	03
----------------	-----------------------------	-----------	-----------	-----------	-----------

Prerequisites: AST 151

Corequisites: AST 152A

Component: None

This course is a continuation of AST 151 with primary emphasis beyond the solar system. Topics include the sun, stars, galaxies, and the larger universe, including cosmology. Upon completion, students should be able to demonstrate a working knowledge of astronomy. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

AST 152A	General Astronomy II Lab	00	02	00	01
-----------------	---------------------------------	-----------	-----------	-----------	-----------

Prerequisites: AST 151

Corequisites: AST 152

Component: None

The course is a laboratory to accompany AST 152. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 152 and which provide practical experience. Upon completion, students should be able to demonstrate a working knowledge of astronomy. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ATR 211	Robot Programming	02	03	00	03
Prerequisites:	A set of courses required: ELN 232 or ELN 232C and ELN 232L				
Corequisites:	None				
Component:	None				
This course provides the operational characteristics of industrial robots and programming in their respective languages. Topics include robot programming utilizing teach pendants, PLCs, and personal computers; and the interaction of external sensors, machine vision, network systems, and other related devices. Upon completion, students should be able to program and demonstrate the operation of various robots.					
AUB 111	Painting & Refinishing I	02	06	00	04
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces the proper procedures for using automotive refinishing equipment and materials in surface preparation and application. Topics include federal, state, and local regulations, personal safety, refinishing equipment and materials, surface preparation, masking, application techniques, and other related topics. Upon completion, students should be able to identify and use proper equipment and materials in refinishing following accepted industry standards.					
AUB 112	Painting & Refinishing II	02	06	00	04
Prerequisites:	AUB 111				
Corequisites:	None				
Component:	None				
This course covers advanced painting techniques and technologies with an emphasis on identifying problems encountered by the refinishing technician. Topics include materials application, color matching, correction of refinishing problems, and other related topics. Upon completion, students should be able to perform spot, panel, and overall refinishing repairs and identify and correct refinish problems.					
AUB 114	Special Finishes	01	02	00	02
Prerequisites:	AUB 111				
Corequisites:	None				
Component:	None				
This course introduces multistage finishes, custom painting, and protective coatings. Topics include base coats, advanced intermediate coats, clear coats, and other related topics. Upon completion, students should be able to identify and apply specialized finishes based on accepted industry standards.					
AUB 121	Non-Structural Damage I	01	04	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces safety, tools, and the basic fundamentals of body repair. Topics include shop safety, damage analysis, tools and equipment, repair techniques, materials selection, materials usage, and other related topics. Upon completion, students should be able to identify and repair minor direct and indirect damage including removal/repairing/ replacing of body panels to accepted standards.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
AUB 122	Non-Structural Damage II	02	06	00	04
Prerequisites:	AUB 121				
Corequisites:	None				
Component:	None				
<p>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.</p>					
AUB 131	Structural Damage I	02	04	00	04
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
AUB 132	Structural Damage II	02	06	00	04
Prerequisites:	AUB 131				
Corequisites:	None				
Component:	None				
<p>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.</p>					
AUB 134	Autobody MIG Welding	01	04	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
AUB 136	Plastics & Adhesives	01	04	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
AUB 141	Mech & Elec Components I	02	02	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>This course covers the basic principles of automotive mechanical and electrical components. Topics include personal and environmental safety and suspension and steering, electrical, brake, heating and air-conditioning, cooling, drive train, and restraint systems. Upon completion, students should be able to identify system components and perform basic system diagnostic checks and/or repairs according to industry standards.</p>					
AUB 162	Autobody Estimating	01	02	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
AUT 113	Automotive Servicing	02	06	00	04
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
AUT 115	Engine Fundamentals	02	03	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
AUT 116	Engine Repair	01	03	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course covers service/repair/rebuilding of block, head, and internal engine components. Topics include engine repair/reconditioning using service specifications. Upon completion, students should be able to rebuild/recondition an automobile engine to service specifications.					
AUT 141	Suspension & Steering Systems	02	04	00	04
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair various steering and suspension components, check and adjust various alignment angles, and balance wheels.					
AUT 151	Brake Systems	02	02	00	03
Prerequisites:	None				
Corequisites:	AUT 152				
Component:	None				
This course covers principles of operation and types, diagnosis, service, and repair of brake systems. Topics include drum and disc brakes involving hydraulic, vacuum boost, hydra-boost, electrically powered boost, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.					
AUT 152	Brake Systems Lab	00	02	00	01
Prerequisites:	None				
Corequisites:	AUT 151				
Component:	None				
This course provides a laboratory setting to enhance brake system skills. Emphasis is placed on practical experiences that enhance the topics presented in AUT 151. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 151.					
AUT 161	Electrical Systems	02	06	00	04
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course covers basic electrical theory and wiring diagrams, test equipment, and diagnosis/repair/replacement of batteries, starters, alternators, and basic electrical accessories. Topics include diagnosis and repair of battery, starting, charging, lighting, and basic accessory systems problems. Upon completion, students should be able to diagnose, test, and repair the basic electrical components of an automobile.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
AUT 162	Chassis Electrical & Electronics	02	02	00	03
Prerequisites:	None				
Corequisites:	One course required: AUT 163, COE 111 or COE 212				
Component:	None				
<p>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.</p>					
AUT 163	Chassis Electrical & Electronics Lab	00	02	00	01
Prerequisites:	None				
Corequisites:	AUT 162				
Component:	None				
<p>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.</p>					
AUT 164	Automotive Electronics	02	02	00	03
Prerequisites:	AUT 161				
Corequisites:	None				
Component:	None				
<p>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.</p>					
AUT 171	Heating & Air Conditioning	02	03	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
AUT 181	Engine Performance-Electrical	02	03	00	03
Prerequisites:	None				
Corequisites:	AUT 182				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
AUT 182	Engine Performance-Electrical Lab	00	03	00	01
Prerequisites:	None				
Corequisites:	One course required: AUT 181, COE 111 or COE 112				
Component:	None				
This course provides a laboratory setting to enhance the skills for diagnosing and restoring engine performance using electrical/electronics test equipment. Emphasis is placed on practical experiences that enhance the topics presented in AUT 181. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 181.					
AUT 183	Engine Performance-Fuels	02	03	00	03
Prerequisites:	None				
Corequisites:	AUT 184				
Component:	None				
This course covers the principles of fuel delivery/management, exhaust/emission systems, and procedures for diagnosing and restoring engine performance using appropriate test equipment. Topics include procedures for diagnosis/repair of fuel delivery/management and exhaust/emission systems using appropriate service information. Upon completion, students should be able to describe, diagnose, and repair engine fuel delivery/management and emission control systems using appropriate service information and diagnostic equipment.					
AUT 184	Engine Performance-Fuels Lab	00	03	00	01
Prerequisites:	None				
Corequisites:	AUT 183				
Component:	None				
This course provides a laboratory setting to enhance the skills for diagnosing and repairing fuel delivery/management and emission systems. Emphasis is placed on practical experiences that enhance the topics presented in AUT 183. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 183.					
AUT 185	Emission Controls	01	02	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	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.					
AUT 211	Automotive Machining	02	06	00	04
Prerequisites:	AUT 115				
Corequisites:	None				
Component:	None				
This course covers engine machining processes for remanufacturing automotive engines. Emphasis is placed on cylinder head service, machining block surfaces, reconditioning connecting rod assemblies, camshafts, flywheels, and precision measurement. Upon completion, students should be able to explain the operation and proper use of automotive machining equipment.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
AUT 221	Automatic Transmissions	02	06	00	04
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
AUT 231	Manual Drive Trains/Axles	02	03	00	03
Prerequisites:	None				
Corequisites:	One course required: AUT 232, COE 111 or COE 112				
Component:	None				
<p>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.</p>					
AUT 232	Manual Drive Trains/Axles Lab	00	03	00	01
Prerequisites:	None				
Corequisites:	AUT 231				
Component:	None				
<p>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.</p>					
BAF 110	Principles of Banking	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
BAF 111	Teller Training	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
BAF 115	Marketing for Bankers	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
BAF 116	Supervision for Bankers	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
BAF 131	Fund of Bank Lending	03	00	00	03
Prerequisites:	ACC 120				
Corequisites:	None				
Component:	None				
<p>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.</p>					
BAF 133	Bank Cards	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
BAF 141	Law & Banking: Principles	03	00	00	03

Prerequisites: None

Corequisites: None

Component: None

This course provides an overview of the legal aspects of banking and the legal framework within which banks function. Topics include the court system, consumer protection, tangible and intangible property ownership, and the legalities and regulations of bank transactions. Upon completion, students should be able to discuss the non-technical aspects of the legal system and how these affect the bank's organization and operation. This course is a unique concentration requirement of the Banking and Finance concentration in the Business Administration program.

BAF 142	Deposit Operations	03	00	00	03
----------------	---------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course provides an overview of the US payments system and banking law and regulation. Topics include banking law and regulations, current industry practices, bank deposit-taking activities, managing deposited funds, and EFT systems. Upon completion, students should be able to explain how banks operate relative to their deposit-taking activities and management of deposited funds.

BAF 152	Trust Business	03	00	00	03
----------------	-----------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course provides an overview of the trust department. Emphasis is placed on the different types of individual and corporate trusts, agencies, and services. Upon completion, students should be able to explain the role of the trust department and identify the services provided and to whom they are delivered.

BAF 222	Money and Banking	03	00	00	03
----------------	--------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course provides a fundamental treatment of how money and banks function in the US and world economies. Topics include the roles of money in the US economy, the functions of the Federal Reserve Board, and the workings of monetary and fiscal policies. Upon completion, students should be able to explain how the monetary economy functions, how banks are creators of money, and the impact of the Federal Reserve. This course is a unique concentration requirement of the Banking and Finance concentration in the Business Administration program.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
BAF 232	Consumer Lending	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
BAF 234	Residential Mortgage Lending	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
BAF 235	Analyzing Financial Statements	03	00	00	03
Prerequisites:	ACC 120				
Corequisites:	None				
Component:	None				
<p>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.</p>					
BAF 236	Financing Real Estate	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
BAF 244	Bank Management	03	00	00	03

Prerequisites: None

Corequisites: None

Component: 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.

BAF 245	Bank Investments	03	00	00	03
----------------	-------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: 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.

BAF 253	Trust Operations	03	00	00	03
----------------	-------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course covers basic trust terminology and the concepts that comprise the various trust functions. Topics include securities funds, special investments, types of trust accounts and services, and cash and asset/liability transactions. Upon completion, students should be able to explain the management and operations of trust services and apply the fundamentals of trust accounting.

BIO 090	Foundations of Biology	03	02	00	04
----------------	-------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: RED 090

Component: None

This course introduces basic biological concepts. Topics include basic biochemistry, cell structure and function, interrelationships among organisms, scientific methodology, and other related topics. Upon completion, students should be able to demonstrate preparedness for college-level biology courses.

BIO 092	Basics of Cell Biology	03	02	00	04
----------------	-------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: RED 090 or COMPASS Reading Score of 68

Component: BIO 092C, BIO 092L

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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
BIO 094	Concepts of Human Biology	03	02	00	04

Prerequisites: None

Corequisites: RED 090 or COMPASS Reading Score of 68

Component: BIO 094C, BIO 094L

This course focuses on fundamental concepts of human biology. Topics include terminology, biochemistry, cell biology, tissues, body systems, and other related topics. Upon completion, students should be able to demonstrate preparedness for college-level anatomy and physiology courses.

BIO 106	Introduction to Anat/Phys/Micro	02	02	00	03
----------------	--	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: BIO 106C, BIO 106L

This course covers the fundamental and principle concepts of human anatomy and physiology and microbiology. Topics include an introduction to the structure and function of cells, tissues, and human organ systems, and an overview of microbiology, epidemiology, and control of microorganisms. Upon completion, students should be able to identify structures and functions of the human body and describe microorganisms and their significance in health and disease.

BIO 110	Principles of Biology	03	03	00	04
----------------	------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: 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.

BIO 111	General Biology I	03	03	00	04
----------------	--------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: BIO 111C, BIO 111L

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
BIO 112	General Biology II	03	03	00	04
Prerequisites:	BIO 111				
Corequisites:	None				
Component:	BIO 112C, BIO 112L				
<p>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.</p>					
BIO 120	Introductory Botany	03	03	00	04
Prerequisites:	BIO 111				
Corequisites:	None				
Component:	BIO 120C, BIO 120L				
<p>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.</p>					
BIO 130	Introductory Zoology	03	03	00	04
Prerequisites:	BIO 111				
Corequisites:	None				
Component:	BIO 130C, BIO 130L				
<p>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.</p>					
BIO 140	Environmental Biology	03	00	00	03
Prerequisites:	None				
Corequisites:	BIO 140A				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
BIO 140A	Environmental Biology Lab	00	03	00	01
Prerequisites:	None				
Corequisites:	BIO 140				
Component:	None				
<p>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.</p>					
BIO 161	Intro to Human Biology	03	00	00	03
Prerequisites:	OST 141 and OST 142				
Corequisites:	None				
Component:	None				
<p>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.</p>					
BIO 163	Basic Anatomy and Physiology	04	02	00	05
Prerequisites:	None				
Corequisites:	None				
Component:	BIO 163C, BIO 163L				
<p>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.</p>					
BIO 165	Anatomy and Physiology I	03	03	00	04
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
BIO 166	Anatomy and Physiology II	03	03	00	04

Prerequisites: BIO 165

Corequisites: None

Component: None

This course is the second in a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and the interrelationships of all body systems. This course has been Approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

BIO 168	Anatomy and Physiology I	03	03	00	04
----------------	---------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: BIO 168C, BIO 168L

This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

BIO 169	Anatomy and Physiology II	03	03	00	04
----------------	----------------------------------	-----------	-----------	-----------	-----------

Prerequisites: BIO 168

Corequisites: None

Component: BIO 169C, BIO 169L

This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

BIO 175	General Microbiology	02	02	00	03
----------------	-----------------------------	-----------	-----------	-----------	-----------

Prerequisites: One course required: BIO 110, BIO 163, BIO 166 or BIO 169

Corequisites: None

Component: BIO 175C, BIO 175L

This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
BIO 180	Biological Chemistry	02	02	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	BIO 180C, BIO 180L				
<p>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.</p>					
BIO 221	Botany I	03	03	00	04
Prerequisites:	BIO 112				
Corequisites:	None				
Component:	None				
<p>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.</p>					
BIO 222	Botany II	03	03	00	04
Prerequisites:	BIO 112				
Corequisites:	None				
Component:	None				
<p>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.</p>					
BIO 223	Field Botany	02	03	00	03
Prerequisites:	BIO 112				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
BIO 230	Entomology	03	03	00	04

Prerequisites: BIO 112

Corequisites: None

Component: None

This course covers the biology of insects. Topics include harmful and beneficial insects, their identification, classification, life cycles, behavior, distribution, economic importance, and the methods involved in collection and preservation. Upon completion, students should be able to identify common insects and describe their biology and ecology. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

BIO 232	Vertebrate Zoology	03	03	00	04
----------------	---------------------------	-----------	-----------	-----------	-----------

Prerequisites: BIO 112

Corequisites: None

Component: None

This course introduces the principles of animal biology of the chordate phylum. Emphasis is placed on the diversity, morphology, reproduction, development, behavior, ecology, evolution, and importance of the chordates. Upon completion, students should be able to demonstrate increased knowledge and comprehension of zoology as it applies to life. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

BIO 240	Waste Management	03	00	00	03
----------------	-------------------------	-----------	-----------	-----------	-----------

Prerequisites: One course required: BIO 110 or BIO 111

Corequisites: None

Component: None

This course is a study of human use of and impact on the environment. Topics include how human activities can negatively affect the land and water and how to avoid and cope with waste problems. Upon completion, students should be able to identify both hazardous and nonhazardous waste products and solutions for their management. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

BIO 275	Microbiology	03	03	00	04
----------------	---------------------	-----------	-----------	-----------	-----------

Prerequisites: One course required: BIO 112, BIO 163 or BIO 168

Corequisites: None

Component: BIO 275C, BIO 275L

This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
BIO 280	Biotechnology	02	03	00	03
Prerequisites:	BIO 111 or CHM 151				
Corequisites:	None				
Component:	None				
This course provides experience in selected laboratory procedures. Topics include proper laboratory techniques in biology and chemistry. Upon completion, students should be able to identify laboratory techniques and instrumentation in basic biotechnology. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					
BIO 285	Research & Measurement	02	03	00	03
Prerequisites:	BIO 112 and CHM 132				
Corequisites:	None				
Component:	None				
This course provides an intensive laboratory experience with an investigative approach. Emphasis is placed on the use of various laboratory equipment and field techniques to enhance research and measurement competencies in ecology, natural resources, and other related topics. Upon completion, students should be able to demonstrate competencies with laboratory equipment and prepare a presentation of a selected research topic. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					
BPR 111	Blueprint Reading	01	02	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces the basic principles of blueprint reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic blueprints and visualize the features of a part.					
BPR 121	Blueprint Reading: Mechanical	01	02	00	02
Prerequisites:	BPR 111				
Corequisites:	None				
Component:	None				
This course covers the interpretation of intermediate blueprints. Topics include tolerancing, auxiliary views, sectional views, and assembly drawings. Upon completion, students should be able to read and interpret a mechanical working drawing.					
BPR 130	Blueprint Reading: Construction	01	02	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course covers the interpretation of blueprints and specifications that are associated with the construction trades. Emphasis is placed on interpretation of details for foundations, floor plans, elevations, and schedules. Upon completion, students should be able to read and interpret a set of construction blueprints.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
BUS 110	Introduction to Business	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
BUS 115	Business Law I	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
BUS 116	Business Law II	03	00	00	03
Prerequisites:	BUS 115				
Corequisites:	None				
Component:	None				
<p>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.</p>					
BUS 121	Business Math	02	02	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
BUS 125	Personal Finance	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
BUS 135	Principles of Supervision	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher-level supervisors, subordinates, and associates. Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon completion, students should be able to apply supervisory principles in the work place.					
BUS 137	Principles of Management	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management.					
BUS 147	Business Insurance	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course surveys the basic concepts of risk management. Topics include principles and applications of health property, life, and casualty insurance. Upon completion, students should be able to evaluate different insurance needs and assist an organization in acquiring adequate insurance coverage.					
BUS 152	Human Relations	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces the concepts of effective human interaction in the business work environment. Topics include effective communication techniques, motivation, ego states, stress, and conflict. Upon completion, students should be able to explain the importance of human relations, apply motivational techniques, and implement strategies for resolving work-related conflicts.					
BUS 153	Human Resource Management	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
BUS 217	Employment Law and Regulations	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	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.					
BUS 225	Business Finance	02	02	00	03
Prerequisites:	ACC 120				
Corequisites:	None				
Component:	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.					
BUS 228	Business Statistics	02	02	00	03
Prerequisites:	One course required: MAT 115, MAT 140 or MAT 161				
Corequisites:	None				
Component:	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.					
BUS 230	Small Business Management	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan.					
BUS 234	Training and Development	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course covers developing, conducting, and evaluating employee training with attention to adult learning principles. Emphasis is placed on conducting a needs assessment, using various instructional approaches, designing the learning environment, and locating learning resources. Upon completion, students should be able to design, conduct, and evaluate a training program.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
BUS 235	Performance Management	03	00	00	03
Prerequisites: None					
Corequisites: None					
Component: None					
This course includes the legal background for performance management And the basic methodology used in developing and validating a performance management system. Emphasis is placed on job analysis, job descriptions, appraisal instruments, and action plans. Upon completion, students should be able to develop, implement, and maintain a performance management system.					
BUS 237	Current Management Issues	02	00	00	02
Prerequisites: None					
Corequisites: None					
Component: None					
This course introduces current management issues and problems. Emphasis is placed on the management topics and challenges faced by all employees in an organization. Upon completion, students should be able to critically analyze alternative solutions within a team environment.					
BUS 239	Business Applications Seminar	01	02	00	02
Prerequisites: A course from each set required: ACC 120 and BUS 115 and BUS 137 and MKT 120 and ECO 151 or ECO 251 or ECO252					
Corequisites: None					
Component: None					
This course is designed as a capstone course for Business Administration majors. Emphasis is placed on decision making in the areas of management, marketing, production, purchasing, and finance. Upon completion, students should be able to apply the techniques, processes, and vital professional skills needed in the work place.					
BUS 240	Business Ethics	03	00	00	03
Prerequisites: None					
Corequisites: None					
Component: None					
This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society.					
BUS 252	Labor Relations	03	00	00	03
Prerequisites: None					
Corequisites: None					
Component: None					
This course covers the history of the organized labor movement and the contractual relationship between corporate management and employees represented by a union. Topics include labor laws and unfair labor practices, the role of the NLRB, organizational campaigns, certification/decertification elections, and grievance procedures. Upon completion, students should be able to act in a proactive and collaborative manner in an environment where union representation exists.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
BUS 253	Leadership and Management Skills	03	00	00	03

Prerequisites: None

Corequisites: None

Component: None

This course includes a study of the qualities, behaviors, and personal styles exhibited by leaders. Emphasis is placed on coaching, counseling, team building, and employee involvement. Upon completion, students should be able to identify and exhibit the behaviors needed for organizational effectiveness.

BUS 256	Recruit Select & Personnel Planning	03	00	00	03
----------------	--	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course introduces the basic principles involved in managing the employment process. Topics include personnel planning, recruiting, interviewing and screening techniques, maintaining employee records; and voluntary and involuntary separations. Upon completion, students should be able to acquire and retain employees who match position requirements and fulfill organizational objectives. This course is a unique concentration requirement of the Human Resource Management concentration in the Business Administration program.

BUS 258	Compensation and Benefits	03	00	00	03
----------------	----------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course is designed to study the basic concepts of pay and its role in rewarding performance. Topics include wage and salary surveys, job analysis, job evaluation techniques, benefits, and pay-for-performance programs. Upon completion, students should be able to develop and manage a basic compensation system to attract, motivate, and retain employees. This course is a unique concentration requirement of the Human Resource Management concentration in the Business Administration program.

BUS 259	HRM Applications	03	00	00	03
----------------	-------------------------	-----------	-----------	-----------	-----------

Prerequisites: All courses required: BUS 217, BUS 234, BUS 256, BUS 258

Corequisites: None

Component: 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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
BUS 260	Business Communication	03	00	00	03
Prerequisites:	All courses required: CIS 111 and ENG 111				
Corequisites:	None				
Component:	None				
This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place.					
BUS 261	Diversity in Management	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course is designed to help managers recognize the need to incorporate diversity into all phases of organizational management. Topics include self-evaluation, management, sexual harassment, workforce diversity, dual careers, role conflict, and communication issues. Upon completion, students should be able to implement solutions that minimize policies, attitudes, and stereotypical behaviors that block effective team building.					
BUS 270	Professional Development	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	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.					
BUS 285	Business Management Issues	02	02	00	03
Prerequisites:	BUS 137				
Corequisites:	None				
Component:	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.					
CAB 110	Shop Operations	03	03	00	04
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course covers establishing and maintaining a custom cabinet shop. Topics include financing, equipment acquisition, maintenance, inventory techniques, OSHA requirements, shop organization, and safety and delivery systems. Upon completion, students should be able to organize and maintain a custom cabinet business.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CAB 111	Cabinetmaking I	04	09	00	07
Prerequisites: None					
Corequisites: None					
Component: None					
This course introduces wood technology, materials, purchasing, estimating, design considerations, and cabinet construction. Topics include wood identification and use, hand tools, safe machine operation, glue and clamping, abrasives, wood joinery, kitchen and bath layout, laminates, and finishing techniques. Upon completion, students should be able to select and process materials; make sound production decisions; and design, lay out, construct, and install cabinets.					
CAB 112	Cabinetmaking II	05	12	00	09
Prerequisites: CAB 111					
Corequisites: None					
Component: None					
This course uses previously learned skills in the design and construction of furniture, European cabinetry, and special cabinet requirements. Topics include furniture repair, wood carving, inlaying, veneering, and millwork products. Upon completion, students should be able to design and construct a piece of furniture, repair defects, and understand the foundation of the 32 mm system.					
CAB 113	Cabinetmaking III	04	06	00	06
Prerequisites: CAB 112					
Corequisites: None					
Component: None					
This course provides an opportunity to construct a cabinetmaking project. Emphasis is placed on following construction plans, quality construction, and efficient use of time and materials. Upon completion, students should be able to plan and construct an item of furniture and/or set of cabinets.					
CAR 110	Introduction to Carpentry	02	00	00	02
Prerequisites: None					
Corequisites: None					
Component: None					
This course introduces the student to the carpentry trade. Topics include duties of a carpenter, hand and power tools, building materials, construction methods, and safety. Upon completion, students should be able to identify hand and power tools, common building materials, and basic construction methods.					
CAR 111	Carpentry I	03	15	00	08
Prerequisites: None					
Corequisites: None					
Component: CAR 111A, CAR 111B					
This course introduces the theory and construction methods associated with the building industry, including framing, materials, tools, and equipment. Topics include safety, hand/power tool use, site preparation, measurement and layout, footings and foundations, construction framing, and other related topics. Upon completion, students should be able to safely lay out and perform basic framing skills with supervision.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CAR 112	Carpentry II	03	15	00	08
Prerequisites:	A set of courses is required: CAR 111 or CAR111A and CAR 111B				
Corequisites:	None				
Component:	CAR 112A, CAR112B				
This course covers the advanced theory and construction methods associated with the building industry including framing and exterior finishes. Topics include safety, hand/power tool use, measurement and layout, construction framing, exterior trim and finish, and other related topics. Upon completion, students should be able to safely frame and apply exterior finishes to a residential building with supervision.					
CAR 113	Carpentry III	03	09	00	06
Prerequisites:	A set of courses is required: CAR 111 or CAR 111A and CAR 111B				
Corequisites:	None				
Component:	None				
This course covers interior trim and finishes. Topics include safety, hand/power tool use, measurement and layout, specialty framing, interior trim and finishes, cabinetry, and other related topics. Upon completion, students should be able to safely install various interior trim and finishes in a residential building with supervision.					
CAR 114	Residential Building Codes	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course covers building codes and the requirements of state and local construction regulations. Emphasis is placed on the minimum requirements of the North Carolina building codes related to residential structures. Upon completion, students should be able to determine if a structure is in compliance with North Carolina building codes.					
CAR 115	Residential Planning/Estimating	03	00	00	03
Prerequisites:	All Courses Required: BPR 130				
Corequisites:	None				
Component:	None				
This course covers project planning, management, and estimating for residential or light commercial buildings. Topics include planning and scheduling, interpretation of working drawings and specifications, estimating practices, and other related topics. Upon completion, students should be able to perform quantity take-offs and cost estimates.					
CET 245	Internet Servers	02	03	00	03
Prerequisites:	CSC 134 or CSC 148				
Corequisites:	None				
Component:	None				
This course covers the setup and management of Internet server hardware and software. Topics include TCP/IP, FTP, SMTP, and SNMP; installation and configuration of server software for WWW, FTP, DNS, news, mail, and 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
CHM 081	Basic Chemistry I	03	02	00	04

Prerequisites: None

Corequisites: MAT 070

Component: CHM 081C, CHM 081L

This course covers basic fundamental principles and laws of chemistry. Topics include matter, energy, atomic structure, periodic classification, nomenclature, bonding, molecular geometry, measurement, chemical reactions, stoichiometry, and gas laws. Upon completion, students should be able to explain and apply the chemical concepts and laboratory skills as needed in CHM 082.

CHM 082	Basic Chemistry II	03	02	00	04
----------------	---------------------------	-----------	-----------	-----------	-----------

Prerequisites: A set of courses is required: CHM 081 or CHM 081C and CHM 081L

Corequisites: None

Component: CHM 082C, CHM 082L

This course provides a continuation of the study of basic fundamental principles and laws of chemistry. Topics include intermolecular forces, solutions, acids and bases, redox reactions, chemical equilibrium, with elements of organic and nuclear chemistry. Upon completion, students should be able to explain and apply basic chemical concepts and laboratory skills needed for success in college-level chemistry courses.

CHM 090	Chemistry Concepts	04	00	00	04
----------------	---------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course provides a non-laboratory based introduction to basic concepts of chemistry. Topics include measurements, matter, energy, atomic theory, bonding, molecular structure, nomenclature, balancing equations, stoichiometry, solutions, acids and bases, gases, and basic organic chemistry. Upon completion, students should be able to understand and apply basic chemical concepts necessary for success in college-level science courses.

CHM 092	Fundamentals of Chemistry	03	02	00	04
----------------	----------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: CHM 092C and CHM 092L

This course covers fundamentals of chemistry with laboratory applications. Topics include measurements, matter, energy, atomic theory, bonding, molecular structure, nomenclature, balancing equations, stoichiometry, solutions, acids and bases, gases, and basic organic chemistry. Upon completion, students should be able to understand and apply basic chemical concepts and demonstrate basic laboratory skills necessary for success in college-level science courses.

CHM 094	Basic Biological Chemistry	03	02	00	04
----------------	-----------------------------------	-----------	-----------	-----------	-----------

Prerequisites: MAT 060

Corequisites: MAT 070

Component: CHM 094C and CHM 094L

This course introduces the chemistry important to biological processes. Emphasis is placed on the aspects of general, organic, and biological chemistry that apply to biological systems and processes. Upon completion, students should be able to demonstrate an understanding of the basic biological chemistry necessary for success in college-level biology courses.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CHM 115	Concepts in Chemistry	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
CHM 115A	Concepts in Chemistry Lab	00	02	00	01
Prerequisites:	None				
Corequisites:	CHM 115				
Component:	None				
<p>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.</p>					
CHM 130	General, Organic, & Biochemistry	03	00	00	03
Prerequisites:	None				
Corequisites:	CHM 130A				
Component:	None				
<p>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.</p>					
CHM 130A	General, Organic, & Biochemistry Lab	00	02	00	01
Prerequisites:	None				
Corequisites:	CHM 130				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CHM 131	Introduction to Chemistry	03	00	00	03

Prerequisites: None

Corequisites: CHM 131A

Component: CHM 131C, CHM 131A

This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

CHM 131A	Introduction to Chemistry Lab	00	03	00	01
-----------------	--------------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: CHM 131

Component: None

This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

CHM 132	Organic and Biochemistry	03	03	00	04
----------------	---------------------------------	-----------	-----------	-----------	-----------

Prerequisites: CHM 131 and CHM 131A

Corequisites: None

Component: None

This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

CHM 135	Survey of Chemistry I	03	02	00	04
----------------	------------------------------	-----------	-----------	-----------	-----------

Prerequisites: MAT 070

Corequisites: None

Component: CHM 135C, CHM 135L

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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CHM 136	Survey of Chemistry II	03	02	00	04
Prerequisites:	CHM 135				
Corequisites:	None				
Component:	CHM 136C, CHM 136L				
<p>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.</p>					
CHM 151	General Chemistry I	03	03	00	04
Prerequisites:	MAT 161				
Corequisites:	None				
Component:	CHM 151C, CHM 151L				
<p>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.</p>					
CHM 152	General Chemistry II	03	03	00	04
Prerequisites:	CHM 151				
Corequisites:	None				
Component:	CHM 152C, CHM 152L				
<p>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.</p>					
CHM 251	Organic Chemistry I	03	03	00	04
Prerequisites:	CHM 152				
Corequisites:	None				
Component:	CHM 251C, CHM 251L				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CHM 252	Organic Chemistry II	03	03	00	04
Prerequisites:	CHM 251				
Corequisites:	None				
Component:	CHM 252C, CHM 252L				

This course provides continuation of the systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of aromatics, aldehydes, ketones, carboxylic acids and derivatives, amines and heterocyclics; multi-step synthesis will be emphasized. Upon completion, students should be able to demonstrate an understanding of organic concepts as needed to pursue further study in chemistry and related professional fields. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

CIS 110	Introduction to Computers	02	02	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	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.

CIS 111	Basic PC Literacy	01	02	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				

This course provides a brief overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and workplace use. Upon completion, students should be able to demonstrate basic personal computer skills.

CIS 112	Windows (tm)	01	02	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				

This course includes the fundamentals of the Windows (tm) software. Topics include graphical user interface, icons, directories, file management, accessories, and other applications. Upon completion, students should be able to use Windows(tm) software in an office environment.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CIS 113	Computer Basics	00	02	00	01
Prerequisites: None					
Corequisites: None					
Component: None					
This course introduces basic computer usage for non-computer majors. Emphasis is placed on developing basic personal computer skills. Upon completion, students should be able to demonstrate competence in basic computer applications sufficient to use computer-assisted instructional software.					
CIS 115	Introduction to Programming & Logic	02	02	00	03
Prerequisites: MAT 070					
Corequisites: None					
Component: None					
This course introduces computer programming and problem solving in a programming environment, including an introduction to operating systems, text editor, and a language translator. Topics include language syntax, data types, program organization, problem-solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. Problem solutions will be developed in COBOL using flowcharting software. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.					
CIS 120	Spreadsheet I	02	02	00	03
Prerequisites: One course required: CIS 110, CIS 111 or OST 137					
Corequisites: None					
Component: None					
This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.					
CIS 122	Introduction to Business Computers	02	02	00	03
Prerequisites: CIS 110 or CIS 111					
Corequisites: None					
Component: None					
This course provides preparation in solving business problems using computers. Topics include hardware and software concepts, the DOS operating system, Windows(tm), spreadsheets, and communications. Upon completion, students should be able to use DOS commands, navigate a Windows(tm) environment, use spreadsheet capabilities, and access information in a business environment.					
CIS 124	DTP Graphics Software	02	02	00	03
Prerequisites: CIS 110 or CIS 111					
Corequisites: None					
Component: None					
This course introduces graphic design software using a variety of software packages. Emphasis is placed on efficient utilization of software capabilities. Upon completion, students should be able to incorporate appropriate graphic designs into desktop publishing publications.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CIS 126	Graphics Software Intro	02	02	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
CIS 128	Computer Language Survey	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
CIS 130	Survey of Operating Systems	02	03	00	03
Prerequisites:	CIS 110 or CIS 111				
Corequisites:	None				
Component:	None				
<p>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.</p>					
CIS 148	Operating Sys – Windows NT	02	02	00	03
Prerequisites:	None				
Corequisites:	CIS 130				
Component:	None				
<p>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.</p>					
CIS 152	Database Concepts & Apps	02	02	00	03
Prerequisites:	One course required: CIS 110, CIS 111 or CIS 115				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CIS 154	Database Utilization	01	02	00	02
Prerequisites:	CIS 110 or CIS 111				
Corequisites:	None				
Component:	None				
This course introduces basic database functions and uses. Emphasis is placed on database manipulation with queries, reports, forms, and some table creation. Upon completion, students should be able to enter and manipulate data from the end-user mode.					
CIS 157	Database Programming I	02	02	00	03
Prerequisites:	All courses required: CIS 152				
Corequisites:	None				
Component:	None				
This course is designed to develop programming proficiency in a selected DBMS. Emphasis is placed on the 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.					
CIS 162	Multimedia Presentation Software	02	02	00	03
Prerequisites:	CIS 110 or CIS 111				
Corequisites:	None				
Component:	None				
This course is designed to integrate visual and audio resources using presentation software in a simple interactive multimedia project. Emphasis is placed upon design and audience considerations, general prototyping, and handling of media resources. Upon completion, students should be able to demonstrate an original interactive multimedia presentation implementing all of these resources in a professional manner.					
CIS 163	Prog Interfaces Internet	02	02	00	03
Prerequisites:	CIS 110 or CIS 111				
Corequisites:	None				
Component:	None				
This course creates interactive multimedia applications and applets for the Internet using web-specific languages. Emphasis is placed on audio, video, graphic, and network resources and various file formats. Upon completion, students should be able create an interactive multimedia application or applet for the Internet.					
CIS 169	Business Presentations	01	02	00	02
Prerequisites:	CIS 110 or CIS 111				
Corequisites:	None				
Component:	None				
This course provides hands-on experience with a graphics presentation package. Topics include terminology, effective chart usage, design and layout, integrating hardware components, and enhancing presentations with text and graphics. Upon completion, students should be able to design and demonstrate an effective presentation.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CIS 172	Introduction to the Internet	02	03	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces the various navigational tools and services of the Internet. Topics include using Internet protocols, search engines, file compression/decompression, FTP, e-mail, listservers, and other related topics. Upon completion, students should be able to use Internet resources, retrieve/decompress files, and use e-mail, FTP, and other Internet tools.					
CIS 174	Network System Manager I	02	02	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course covers effective network management. Topics include Network file system design and security, login scripts and user menus, printing services, e-mail and backup. Upon completion, students should be able to administer an office network system.					
CIS 175	Network Management I	02	02	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course covers fundamental network administration and system management. Topics include accessing and configuring basic network services, managing directory services, and using network management software. Upon completion, students should be able to apply system administrator skills in developing a network management strategy.					
CIS 215	Hardware Installation/Maintenance	02	03	00	03
Prerequisites:	One course required: CIS 110, CIS 111 or CIS 115				
Corequisites:	None				
Component:	None				
This course covers the basic hardware of a personal computer, including operations and interactions with software. Topics include component identification, the memory system, peripheral installation and configuration, preventive maintenance, and diagnostics and repair. Upon completion, students should be able to select appropriate computer equipment, upgrade and maintain existing equipment, and troubleshoot and repair non-functioning personal computers.					
CIS 216	Software Installation/Maintenance	01	02	00	02
Prerequisites:	CIS 130				
Corequisites:	None				
Component:	None				
This course introduces the installation and troubleshooting aspects of personal computer software. Emphasis is placed on initial installation and optimization of system software, commercial programs, system configuration files, and device drivers. Upon completion, students should be able to install, upgrade, uninstall, optimize, and troubleshoot personal computer software.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CIS 220	Spreadsheets II	01	02	00	02
Prerequisites:	CIS 120				
Corequisites:	None				
Component:	None				
This course covers advanced spreadsheet design and development. Topics include advanced functions, charting, macros, databases, and linking. Upon completion, students should be able to demonstrate competence in designing complex spreadsheets.					
CIS 226	Trends in Technology	01	02	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces emerging information systems technologies. Emphasis is placed on evolving technologies and trends in business and industry. Upon completion, students should be able to articulate an understanding of the current trends and issues in emerging technologies for information systems.					
CIS 245	Operating System – Multi-User	02	03	00	03
Prerequisites:	CIS 130				
Corequisites:	None				
Component:	None				
This course includes operating systems concepts for multi-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating system functions in a multi-user environment.					
CIS 246	Operating System – UNIX	02	03	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course includes operating systems concepts for UNIX operating systems. Topics include hardware management, file and memory management, system configuration/optimization, utilities, and other related topics. Upon completion, students should be able to effectively use the UNIX operating system and its utilities.					
CIS 274	Network System Manager II	02	02	00	03
Prerequisites:	CIS 174				
Corequisites:	None				
Component:	None				
This course is a continuation of CIS 174 focusing on advanced network management, configuration, and installation. Emphasis is placed on server configuration files, startup procedures, server protocol support, memory and performance concepts, and management and maintenance. Upon completion, students should be able to install and upgrade networks and servers for optimal performance. This course has a unique concentration requirement in the Network Administration and Support concentration in the Information Systems program.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CIS 275	Network Management II	02	02	00	03
Prerequisites:	CIS 175				
Corequisites:	None				
Component:	None				
<p>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.</p>					
CIS 286	Systems Analysis & Design	03	00	00	03
Prerequisites:	All courses required: CIS 115, CIS 152 and CIS 235				
Corequisites:	None				
Component:	None				
<p>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.</p>					
CIS 287	Network Support	02	02	00	03
Prerequisites:	CIS 274 or CIS 275				
Corequisites:	None				
Component:	None				
<p>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.</p>					
CIS 288	Systems Project	01	04	00	03
Prerequisites:	CIS 286				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CIV 110	Statics/Strength of Materials	02	06	00	04
Prerequisites:	MAT 121				
Corequisites:	None				
Component:	None				
This course includes vector analysis, equilibrium of force systems, friction, sectional properties, stress/strain, and deformation. Topics include resultants and components of forces, moments and couples, free-body diagrams, shear and moment diagrams, trusses, frames, beams, columns, connections, and combined stresses. Upon completion, students should be able to analyze simple structures.					
CIV 111	Soils and Foundations	02	03	00	03
Prerequisites:	CIV 110				
Corequisites:	None				
Component:	None				
This course presents an overview of soil as a construction material using both analysis and testing procedures. Topics include index properties, classification, stress analysis, compressibility, compaction, dewatering, excavation, stabilization, settlement, and foundations. Upon completion, students should be able to perform basic soil tests and analyze engineering properties of soil.					
CIV 125	Civil/Surveying CAD	01	06	00	03
Prerequisites:	CIS 111 and ERG 115				
Corequisites:	SRV 110				
Component:	None				
This course introduces civil/surveying computer-aided drafting (CAD) software. Topics include drawing, editing, and dimensioning commands; plotting; and other related civil/surveying topics. Upon completion, students should be able to produce civil/surveying drawings using CAD software.					
CIV 210	Engineering Materials	01	03	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course covers the behavior and properties of Portland cement and asphaltic concretes and laboratory and field testing. Topics include cementing agents and aggregates; water and admixtures; proportioning, production, placing, consolidation, and curing; and inspection methods. Upon completion, students should be able to proportion concrete mixes to attain predetermined strengths and other properties and perform standard control tests.					
CIV 211	Hydraulics and Hydrology	02	03	00	03
Prerequisites:	All courses required: CIV 110, PHY 131C and PHY 131L				
Corequisites:	None				
Component:	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.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CIV 212	Environmental Planning	02	03	00	03
Prerequisites:	CIV 211				
Corequisites:	None				
Component:	None				
<p>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.</p>					
CIV 222	Reinforced Concrete	02	03	00	03
Prerequisites:	CIV 110				
Corequisites:	None				
Component:	None				
<p>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.</p>					
CIV 230	Construction Estimating	02	03	00	03
Prerequisites:	One course required: CIS 110, CIS 111 or ERG 115				
Corequisites:	None				
Component:	None				
<p>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.</p>					
CIV 240	Project Management	02	03	00	03
Prerequisites:	CIV 210 and EGR 115				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CIV 250	Civil Eng Technology Project	01	03	00	02
Prerequisites:	Departmental approval				
Corequisites:	None				
Component:	None				
This course includes an integrated team approach to civil engineering technology projects. Emphasis is placed on project proposal, site selection, analysis/design of structures, construction material selection, time and cost estimating, planning, and management of a project. Upon completion, students should be able to apply team concepts, prepare estimates, submit bid proposals, and manage projects.					
CJC 100	Basic Law Enforcement Training	08	30	00	18
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course covers the skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics are divided into general units of study: legal, patrol duties, law enforcement communications, investigations, practical application and sheriff-specific. Upon successful completion, the student will be able to demonstrate competence in topics and areas required for the state comprehensive certification examination. This is a certificate-level course.					
CJC 111	Introduction to Criminal Justice	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					
CJC 112	Criminology	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response.					
CJC 113	Juvenile Justice	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, 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.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CJC 114	Investigative Photography	01	02	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>This course covers the operation of various photographic equipment and its application to criminal justice. Topics include using various cameras, proper exposure of film, developing film/prints, and preparing photographic evidence. Upon completion, students should be able to demonstrate and explain the role of photography and proper film exposure and development techniques.</p>					
CJC 121	Law Enforcement Operations	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
CJC 122	Community Policing	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
CJC 131	Criminal Law	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
CJC 132	Court Procedure & Evidence	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CJC 141	Corrections	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
CJC 144	Crime Scene Processing	02	03	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>This course introduces the theories and practices of crime scene processing and investigating. Topics include legal considerations at the crime scene, processing indoor and outdoor scenes, recording, note taking, collection and preservation of evidence and submission to the crime laboratory. Upon completion, the student should be able to evaluate and search various crime scenes and demonstrate the appropriate techniques.</p>					
CJC 145	Crime Scene CAD	02	03	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>This course introduces the student to CAD software for crime scenes. Topics include drawing, editing, file management and drafting theory and practices. Upon completion, students should be able to produce and plot a crime scene drawing.</p>					
CJC 146	Trace Evidence	02	03	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>This course provides a study of trace evidence as it relates to forensic science. Topics include collection, packaging, and preservation of trace evidence from crime scenes such as bombings, fires and other scenes. Upon completion, students should be able to demonstrate the fundamental concepts of trace evidence collection, preservation and submission to the crime laboratory.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CJC 151	Introduction to Loss Prevention	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
CJC 193	Selected Topics in Criminal Justice	03	00	00	03
Prerequisites:	Departmental Approval				
Corequisites:	None				
Component:	None				
<p>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.</p>					
CJC 211	Counseling	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
CJC 212	Ethics & Comm Relations	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
CJC 213	Substance Abuse	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CJC 214	Victimology	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
CJC 215	Organization & Administration	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
CJC 221	Investigative Principles	03	02	00	04
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
CJC 222	Criminalistics	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CJC 223	Organized Crime	03	00	00	03
Prerequisites: None					
Corequisites: None					
Component: None					
This course introduces the evolution of traditional and non-traditional organized crime and its effect on society and the criminal justice system. Topics include identifying individuals and groups involved in organized crime, areas of criminal activity, legal and political responses to organized crime, and other related topics. Upon completion, students should be able to identify the groups and activities involved in organized crime and the responses of the criminal justice system.					
CJC 225	Crisis Intervention	03	00	00	03
Prerequisites: None					
Corequisites: None					
Component: None					
This course introduces critical incident intervention and management techniques as they apply to operational criminal justice practitioners. Emphasis is placed on the victim/offender situation as well as job-related high stress, dangerous, or problem-solving citizen contacts. Upon completion, students should be able to provide insightful analysis of emotional, violent, drug-induced, and other critical and/or stressful incidents that require field analysis and/or resolution.					
CJC 231	Constitutional Law	03	00	00	03
Prerequisites: None					
Corequisites: None					
Component: None					
The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.					
CJC 232	Civil Liability	03	00	00	03
Prerequisites: None					
Corequisites: None					
Component: None					
This course covers liability issues for the criminal justice professional. Topics include civil rights violations, tort liability, employment issues, and other related topics. Up on completion, students should be able to explain civil trial procedures and discuss contemporary liability issues.					
CJC 233	Correctional Law	03	00	00	03
Prerequisites: None					
Corequisites: None					
Component: None					
This course introduces statutory/case law pertinent to correctional concepts, facilities, and related practices. Topics include examination of major legal issues encompassing incarceration, probation, parole, restitution, pardon, restoration of rights, and other related topics. Upon completion, students should be able to identify/discuss legal issues which directly affect correctional systems and personnel.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CJC 241	Community-Based Correction	03	00	00	03

Prerequisites: None
 Corequisites: None
 Component: None

This course covers programs for convicted offenders that are used both as alternatives to incarceration and in post-incarceration situations. Topics include offenders, diversion, house arrest, restitution, community service, probation and parole, including both public and private participation, and other related topics. Upon completion, students should be able to identify/discuss the various programs from the perspective of the criminal justice professional, the offender, and the community.

CJC 244	Footwear and Tire Imprints	02	03	00	03
----------------	-----------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None
 Corequisites: None
 Component: None

This course provides a study of the fundamental concepts of footwear and tire imprint evidence as related to forensic science. Topics include proper photographic recording, casting, recognition of wear patterns and imprint identification. Upon completion, the student should be able to recognize, record, photograph, and identify footwear and tire imprints..

CJC 245	Friction Ridge Analysis	02	03	00	03
----------------	--------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None
 Corequisites: None
 Component: None

This course introduces the basic elements of fingerprint technology and techniques applicable to the criminal justice field. Topics include the history and meaning of fingerprints, pattern types and classification, filing sequence, searching and referencing. Upon completion, students should be able to discuss and demonstrate the fundamental techniques of basic fingerprint technology.

CJC 246	Adv Friction Ridge Analy	02	03	00	03
----------------	---------------------------------	-----------	-----------	-----------	-----------

Prerequisites: CJC 245
 Corequisites: None
 Component: None

This course introduces the theories and processes of advanced friction ridge analysis. Topics include evaluation of friction ridges, chart preparation, comparative analysis for valued determination rendering proper identification, chemical enhancement and AFIS preparation and usage. Upon completion, students must show an understanding of proper procedures for friction ridge analysis through written testing and practical exercises.

CJC 251	Forensic Chemistry I	03	02	00	04
----------------	-----------------------------	-----------	-----------	-----------	-----------

Prerequisites: None
 Corequisites: None
 Component: None

This course provides a study of the fundamental concepts of chemistry as it relates to forensic science. Topics include physical and chemical properties of substances, metric measurements, chemical changes, elements, compounds, gases, and atomic structure. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of forensic chemistry.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CJC 252	Forensic Chemistry II	03	02	00	04

Prerequisites: CJC 251

Corequisites: None

Component: None

This course provides a study of specialized areas of chemistry specifically related to forensic science. Topics include properties of light, emission and absorption spectra, spectrophotometry, gas and liquid chromatography, and related topics in organic and biochemistry. Upon completion, students should be able to demonstrate an understanding of specialized concepts in forensic chemistry.

COE 110	World of Work	01	00	00	01
----------------	----------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: 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.

COE 111	Co-op Work Experience I	00	00	10	01
----------------	--------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 111A	Co-op Work Experience I	00	00	01	01
-----------------	--------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. Culinary Technology students will receive practical work experience with in the foodservice industry.

COE 111B	Co-op Work Experience I-Early Childhood	00	00	10	01
-----------------	--	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: EDU 298

Component: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. Early Childhood students will receive experience in the day-to-day operations of a child care center classroom during the last term of enrollment.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
COE 111E	Co-op Work Experience I-Office Systems	00	00	10	01
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
COE 111H	Co-op Work Experience I-Hotel/Rest Mgmt	00	00	10	01
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
COE 112	Co-op Work Experience I	00	00	20	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
COE 112A	Co-op Work Experience I-Culinary	00	00	20	02
Prerequisites:	None				
Corequisites:	COE 115A				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
COE 112D	Co-op Work Experience I-Paralegal	00	00	20	02
Prerequisites:	Department Chair Approval				
Corequisites:	None				
Component:	None				
This course provides work experience with a college approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. Paralegal students will be provided practical work experience under the direction of a licensed attorney.					
COE 112F	Co-op Work Experience I-Funeral Service	00	00	20	02
Prerequisites:	None				
Corequisites:	FSE 210				
Component:	None				
This course provides work experience with a college approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. Funeral Service Education students will acquire embalming skills under the direction of the licensed embalmer at the firm where they are employed.					
COE 113	Co-op Work Experience I	00	00	30	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.					
COE 114	Co-op Work Experience I	00	00	40	04
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course provides work experience with a college-approved employer in an area related to the students program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.					
COE 115	Work Experience Seminar I	01	00	00	01
Prerequisites:	None				
Corequisites:	One course required: COE 111, COE 112, COE 113 or COE 114				
Component:	None				
This course description may be written by the individual colleges.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
COE 115A	Work Exp Seminar I-Culinary	01	00	00	01
Prerequisites:	None				
Corequisites:	COE 112A				
Component:	None				
This course provides Culinary Technology students the opportunity to share internship experiences under the guidance of a Culinary Technology Instructor.					
COE 121	Co-op Work Experience II	00	00	10	01
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.					
COE 121B	Co-op Work Experience II-Early Childhood	00	00	10	01
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.					
COE 121H	Co-op Work Experience II-Hotel/Rest Mgmt	00	00	10	01
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course provides work experience with a college-approved employer In an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. Hotel and Restaurant Management students will be provided practical work experience within the industry.					
COE 122	Co-op Work Experience II	00	00	20	02
Prerequisites:	COE 111 or COE 112				
Corequisites:	None				
Component:	None				
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
COE 122F	Co-op Work Experience II-Funeral Service	00	00	20	02

Prerequisites: None
 Corequisites: FSE 212
 Component: None

This course provides work experience with a college-approved employer in an area related to the students program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. Funeral Service Education students will acquire embalming skills under the direction of the licensed embalmer at the firm where they are employed.

COE 123	Co-op Work Experience II	00	00	30	03
----------------	---------------------------------	-----------	-----------	-----------	-----------

Prerequisites: One course required: COE 111, COE 112 or COE 113
 Corequisites: None
 Component: None

This course provides work experience with a college-approved employer in an area related to the students program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 124	Co-op Work Experience II	00	00	40	04
----------------	---------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None
 Corequisites: None
 Component: None

This course provides work experience with a college-approved employer in an area related to the students program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 125	Work Experience Seminar II	01	00	00	01
----------------	-----------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None
 Corequisites: None
 Component: None

This course description may be written by the individual colleges.

COE 131	Co-op Work Experience III	00	00	10	01
----------------	----------------------------------	-----------	-----------	-----------	-----------

Prerequisites: One course required: COE 121, COE 122 or COE 123
 Corequisites: None
 Component: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
COE 131H	Co-op Work Experience III-Hotel/Rest Mgt	00	00	10	01
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course provides work experience with a college-approved employer In an area related to the students program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. Hotel and Restaurant Management students will receive practical work Experience within the industry.					
COE 132	Co-op Work Experience III	00	00	20	02
Prerequisites:	One course required: COE 121, COE 122 or COE 123				
Corequisites:	None				
Component:	None				
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.					
COE 133	Co-op Work Experience III	00	00	30	03
Prerequisites:	One course required: COE 123 or COE 122 or COE 123				
Corequisites:	None				
Component:	None				
This course provides work experience with a college-approved employer in an area related to the 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.					
COE 211	Co-op Work Experience IV	00	00	10	01
Prerequisites:	One course required: COE 131 or COE 132 or COE 133				
Corequisites:	None				
Component:	None				
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.					
COE 212	Co-op Work Experience IV	00	00	20	02
Prerequisites:	One course required: COE 131, COE 132 or COE 133				
Corequisites:	None				
Component:	None				
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
COM 110	Introduction to Communication	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
COM 120	Interpersonal Communication	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
COM 231	Public Speaking	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
COM 232	Election Rhetoric	03	00	00	03
Prerequisites:	None				
Corequisites:	CHM 131				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
COM 233	Persuasive Speaking	03	00	00	03
Prerequisites:	ENG 112 and ENG 113				
Corequisites:	None				
Component:	None				
This course introduces theory and history of persuasive speaking, covering critical thinking skills in analyzing problems, assessing solutions, and communicating the information to an audience. Emphasis is placed on analysis, evidence, reasoning, and library and field research used to enhance persuasive public speaking skills. Upon completion, students should be able to apply the principles of persuasive speaking in a public setting. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					
COM 251	Debate I	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces the principles of debate. Emphasis is placed on argument, refutation, research, and logic. Upon completion, students should be able to use research skills and logic in the presentation of ideas within the context of formal debate. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					
COM 252	Debate II	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course continues the study of debate begun in COM 251. Emphasis is placed on argument, refutation, research, and logic. Upon completion, students should be able to demonstrate proficiency in research skills, logic, and presentation of ideas within the context of formal debate.					
COS 111	Cosmetology Concepts I	04	00	00	04
Prerequisites:	None				
Corequisites:	COS 112 and COS 150				
Component:	None				
This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.					
COS 112	Salon I	00	24	00	08
Prerequisites:	None				
Corequisites:	All courses required: COS 111, COS 150				
Component:	None				
This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
COS 113	Cosmetology Concepts II	04	00	00	04
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.					
COS 114	Salon II	00	24	00	08
Prerequisites:	None				
Corequisites:	None				
Component:	COS 114A and COS 114B				
This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.					
COS 115	Cosmetology Concepts III	04	00	00	04
Prerequisites:	None				
Corequisites:	COS 116				
Component:	COS 115A, COS 115B				
This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.					
COS 116	Salon III	00	12	00	04
Prerequisites:	None				
Corequisites:	None				
Component:	COS 116A, COS 116B				
This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.					
COS 117	Cosmetology Concepts IV	02	00	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
COS 118	Salon IV	00	21	00	07
Prerequisites:	COS 114				
Corequisites:	COS 117				
Component:	None				
<p>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.</p>					
COS 150	Computerized Salon Operations	01	00	00	01
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
COS 191	Selected Topics in Cosmetology	01	00	00	01
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
CSC 133	C Programming	02	03	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	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>					
CSC 134	C++ Programming	02	03	00	03
Prerequisites:	CIS 115				
Corequisites:	None				
Component:	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>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CSC 135	COBOL Programming	02	03	00	03
Prerequisites:	CIS 115				
Corequisites:	None				
Component:	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>					
CSC 136	FORTRAN Programming	02	03	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	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>					
CSC 137	Pascal Programming	02	03	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
CSC 138	RPG Programming	02	03	00	03
Prerequisites:	CIS 115				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CSC 139	Visual BASIC Programming	02	03	00	03

Prerequisites: CIS 115

Corequisites: None

Component: None

This course introduces event-driven computer programming using the Visual BASIC programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays, forms, sequential files, and other related topics. Upon completion, students should be able to design, code, test, and debug Visual BASIC language programs. Emphasis is on GUI design skills to develop window-based applications.

CSC 141	Visual C++ Programming	02	03	00	03
----------------	-------------------------------	-----------	-----------	-----------	-----------

Prerequisites: CIS 115

Corequisites: None

Component: None

This course introduces event-driven computer programming using the Visual C++ programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays, and other related topics. Upon completion, students should be able to design, code, test, and debug Visual C++ language programs.

CSC 142	Visual COBOL Programming	02	03	00	03
----------------	---------------------------------	-----------	-----------	-----------	-----------

Prerequisites: CIS 115

Corequisites: None

Component: None

This course introduces computer programming using the Visual COBOL programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays/tables, and other related topics. Upon completion, students should be able to design, code, test, and debug Visual COBOL language programs.

CSC 148	JAVA Programming	02	03	00	03
----------------	-------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course introduces computer programming using the JAVA language. Topics include selection, iteration, arithmetic and logical operators, classes, inheritance, methods, arrays, user interfaces, basic applet creation and other related topics. Upon completion, students should be able to design, code, test, debug JAVA language programs.

CSC 160	Introduction to Internet Programming	02	02	00	03
----------------	---	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course introduces client-side Internet programming using HTML and Javascript. Topics include use of frames and tables, use of meta tags, Javascript techniques for site navigation. Upon completion, students should be able to write HTML documents that incorporate programming to provide web page organization and navigation functions.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CSC 234	Advanced C++	02	03	00	03

Prerequisites: CSC 134

Corequisites: None

Component: None

This course is a continuation of CSC 134 using C++ with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions.

CSC 235	Advanced COBOL	02	03	00	03
----------------	-----------------------	-----------	-----------	-----------	-----------

Prerequisites: CSC 135

Corequisites: None

Component: None

This course is a continuation of CSC 135 using COBOL with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions.

CSC 238	Advanced RPG	02	03	00	03
----------------	---------------------	-----------	-----------	-----------	-----------

Prerequisites: CSC 138

Corequisites: None

Component: None

This course is a continuation of CSC 138 using RPG with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions. Topics will also include CL programming.

CSC 239	Advanced Visual BASIC	02	03	00	03
----------------	------------------------------	-----------	-----------	-----------	-----------

Prerequisites: CSC 139

Corequisites: None

Component: None

This course is a continuation of CSC 139 using Visual BASIC with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions. Students will also learn database access and manipulation.

CSC 241	Advanced Visual C++	02	03	00	03
----------------	----------------------------	-----------	-----------	-----------	-----------

Prerequisites: CSC 141

Corequisites: None

Component: None

This course is a continuation of CSC 141 using Visual C++ with object-oriented programming principles. Emphasis is placed on advanced arrays, file management/processing techniques, data structures, sub-programs, interactive processing, algorithms, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CSC 242	Advanced Visual COBOL	02	03	00	03
Prerequisites:	CSC 142				
Corequisites:	None				
Component:	None				
This course is a continuation of CSC 142 using Visual COBOL with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions.					
CSC 248	Advanced Internet Programming	02	03	00	03
Prerequisites:	CSC 134 or CSC 140 or CSC 141 or CSC 148 or CSC 160				
Corequisites:	None				
Component:	None				
This course covers advanced programming skills required to design Internet applications. Emphasis is placed on programming techniques required to support network applications. Upon completion, students should be able to design, code, debug, and document network-based programming solutions to various real-world problems using an appropriate programming language.					
CST 131	OSHA/Safety/Certification	02	02	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course covers the concepts of work site safety. Topics include OSHA regulations, tool safety, and certifications which relate to the construction industry. Upon completion, students should be able to identify and maintain a safe working environment based on OSHA regulations and maintain proper records and certifications.					
CST 211	Construction Surveying	02	03	00	03
Prerequisites:	MAT 120 or MAT 121				
Corequisites:	None				
Component:	None				
This course covers field surveying applications for residential and commercial construction. Topics include building layout and leveling, linear measurement and turning angles, plumbing vertical members, and topographic and utilities surveys. Upon completion, students should be able to properly and accurately use surveying equipment to lay out residential and commercial buildings.					
CST 221	Statics/Structures	03	03	00	04
Prerequisites:	MAT 120 or MAT 121 and CAR 111 or CST 112				
Corequisites:	None				
Component:	None				
This course covers the principles of statics and strength of materials as applied to structural building components. Topics include forces on columns, beams, girders, and footings and connection points when timber, steel, and concrete members are used. Upon completion, students should be able to accurately analyze load conditions present in structural members.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CST 241	Planning/Estimating I	02	02	00	03
Prerequisites:	BPR 130 or MAT 120 or MAT 121				
Corequisites:	None				
Component:	None				
This course covers the procedures involved in planning and estimating a residential structure. Topics include labor and equipment with emphasis placed on quantity take-off of materials necessary to construct a residential structure. Upon completion, students should be able to accurately complete a take-off of materials and equipment needs and plan the labor to construct a residential structure.					
CUL 110	Sanitation & Safety	02	00	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces the basic principles of sanitation and safety and their relationship to the hospitality industry. Topics include personal hygiene, sanitation and safety regulations, use and care of equipment, the principles of food-borne illness, and other related topics. Upon completion, students should be able to demonstrate an understanding of sanitation and safety procedures in the hospitality industry.					
CUL 110A	Sanitation & Safety Lab	00	02	00	01
Prerequisites:	None				
Corequisites:	CUL 110				
Component:	None				
This course is a laboratory to accompany CUL 110. Emphasis is placed on practical experiences that enhance the materials presented in CUL 110. Upon completion, students should be able to demonstrate practical applications of sanitation and safety procedures in the hospitality industry.					
CUL 120	Purchasing	02	00	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course covers purchasing for hotels and restaurants. Emphasis is placed on procurement, yield tests, inventory control, specification, planning, forecasting, market trends, terminology, cost controls, pricing, and foodservice ethics. Upon completion, students should be able to apply effective purchasing techniques based on the end-use of the product.					
CUL 120A	Purchasing Lab	00	02	00	01
Prerequisites:	None				
Corequisites:	CUL 120				
Component:	None				
This course is a laboratory to accompany CUL 120. Emphasis is placed on practical experiences that enhance the materials presented in CUL 120. Upon completion, students should be able to demonstrate practical applications of purchasing within in the hospitality industry.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CUL 125	Hospitality Information Systems	01	02	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces hospitality and food service information systems. Topics include planning, cost controls, forecasting, inventory control, recipe control, production control, and nutritional analysis. Upon completion, students should be able to demonstrate competence in utilizing contemporary information application systems in a hospitality setting.					
CUL 130	Menu Design	02	00	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces menu design. Topics include development of standardized recipes, layout, nutritional concerns, product utilization, demographics, and customer needs. Upon completion, students should be able to write, lay out, and produce effective menus for a variety of hospitality settings.					
CUL 135	Food & Beverage Service	02	00	00	02
Prerequisites:	None				
Corequisites:	CUL 135A				
Component:	None				
This course covers the practical skills and knowledge for effective food and beverage service in a variety of settings. Topics include reservations, greeting and service of guests, styles of service, handling complaints, and sales and merchandising. Upon completion, students should be able to demonstrate competence in human relations and technical skills required in the service of foods and beverages.					
CUL 135A	Food & Beverage Service Lab	00	02	00	01
Prerequisites:	None				
Corequisites:	CUL 135				
Component:	None				
This course is a laboratory to accompany CUL 135. Emphasis is placed on practical experiences that enhance the materials presented in CUL 135. Upon completion, students should be able to demonstrate practical applications of skills required in the service of foods and beverages.					
CUL 140	Basic Culinary Skills	02	06	00	05
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces the fundamental concepts, skills, and techniques involved in basic cookery. Emphasis is placed on recipe conversion, measurements, terminology, knife skills, safe food handling, cooking methods, flavorings, seasonings, stocks/sauces/soups, and other related topics. Upon completion, students should be able to exhibit the basic cooking skills used in the food service industry.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CUL 150	Food Science	01	02	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
CUL 160	Baking I	01	04	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
CUL 170	Garde-Manger I	01	04	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
CUL 180	International & American Reg Cuisine	01	08	00	05
Prerequisites:	CUL 140				
Corequisites:	None				
Component:	None				
<p>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.</p>					
CUL 192	Selected Topics in Culinary	02	00	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CUL 210	Food Service for Spec Pop	01	08	00	05
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
CUL 214	Wine Appreciation	01	02	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
CUL 220	Food Service for Special Operations	01	08	00	05
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
CUL 240	Advanced Culinary Skills	01	08	00	05
Prerequisites:	CUL 140				
Corequisites:	None				
Component:	None				
<p>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.</p>					
CUL 250	Classical Cuisine	01	08	00	05
Prerequisites:	CUL 140 and CUL 240				
Corequisites:	None				
Component:	None				
<p>This course reinforces the classical culinary kitchen as established by Escoffier. Topics include the working Grand Brigade of the kitchen, table d'hôte menus, signature dishes, and classical banquets. Upon completion, students should be able to demonstrate competence in food preparation in a classical/upscale restaurant or banquet setting.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CUL 250A	Classical Cuisine Lab	00	03	00	01

Prerequisites: CUL 140 and CUL 240

Corequisites: CUL 250

Component: None

This is a laboratory course to accompany CUL 250. Emphasis is placed on the practical experiences that enhance the materials and skills presented in CUL 250. Upon completion, students should be able to exhibit culinary skills and techniques as they pertain to classical/upscale kitchens and banquet settings.

CUL 260	Baking II	01	04	00	03
----------------	------------------	-----------	-----------	-----------	-----------

Prerequisites: CUL 160

Corequisites: None

Component: None

This course is a continuation of CUL 160. Topics include specialty breads, understanding, development and maintaining of natural sourdough, classical desserts, laminated pastry dough, cake and torte decorating and dessert plating and presentation. Upon completion, students should be able to demonstrate pastry preparation and plating, specialty sourdough production, cake decorating, and dessert buffet production skills.

CUL 270	Garde-Manager II	01	04	00	03
----------------	-------------------------	-----------	-----------	-----------	-----------

Prerequisites: CUL 170

Corequisites: None

Component: None

This course is a continuation of CUL 170. Topics include pates, terrines, galantines, ice and tallow carving, chaud-froid/aspic work, charcuterie, smoking, canapes, hors d'oeuvres, and related food items. Upon completion, students should be able to design, set up, and evaluate a catering function to include a classical cold buffet with appropriate show pieces.

CUL 280	Pastry & Confections	01	04	00	03
----------------	---------------------------------	-----------	-----------	-----------	-----------

Prerequisites: CUL 160 and CUL 260

Corequisites: None

Component: None

This course is a continuation of CUL 260. Topics include confections and candy, chocolate tempering and molding, transfer sheets, pulled and blown sugar (basic pulling and ribboning), pastillage, marzipan and custom silicon molding. Upon completion, students should be able to design and produce centerpieces and showpieces made from tempered chocolate, pulled sugar, pastillage and marzipan, as produced through custom molding, pre-set molding, stencil cut-outs, pattern tracing and/or free-hand shaping. ,

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CUL 280A	Pastry & Confections Lab	00	03	00	01
Prerequisites:	CUL 160				
Corequisites:	CUL 280				
Component:	None				
This is a laboratory course to accompany CUL 280. Emphasis is placed on the practical experiences that enhance the materials and skills presented in CUL 280. Upon completion, students should be able to demonstrate proficiency in the execution of plated desserts, dessert platters and showpieces.					
DAN 110	Dance Appreciation	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course for non-dance majors surveys diverse dance forms and the religious and cultural values that shape them. Topics include dances from Europe, Africa, Asia, and America. Upon completion, students should be able to demonstrate an understanding of the diverse forms and values that dance embraces. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.					
DAN 211	Dance History I	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course provides an in-depth study of world dance from pre-history to 1800. Emphasis is placed on examining the dance and dancers of diverse cultures including Africa, Asia, and Europe. Upon completion, students should be able to analyze the common need to dance and the forms, religions, and cultural values it embodies. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.					
DAN 212	Dance History II	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course provides an in-depth study of world dance from 1800 to the present. Emphasis is placed on Western theatrical dance (ballet, modern dance, tap, and jazz) and the personalities that shaped it. Upon completion, students should be able to analyze culturally diverse dance forms and their cross-pollination which have produced the "pan world dance of today". This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.					
DDF 110	Cabinet Design/Drafting	01	02	00	02
Prerequisites:	DFT 117				
Corequisites:	None				
Component:	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
DDF 252	Solid Models & Rendering	03	02	00	04
Prerequisites:	None				
Corequisites:	DFT 153				
Component:	None				
<p>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.</p>					
DEN 100	Basic Orofacial Anatomy	02	00	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
DEN 101	Preclinical Procedures	04	06	00	07
Prerequisites:	Departmental Approval				
Corequisites:	DEN 102 and DEN 111				
Component:	DEN 101C, DEN 101L				
<p>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.</p>					
DEN 102	Dental Materials	03	04	00	05
Prerequisites:	Departmental Approval				
Corequisites:	DEN 101				
Component:	DEN 102C, DEN 102L				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
DEN 103	Dental Sciences	02	00	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course is a study of oral pathology, pharmacology, and dental office emergencies. Topics include oral pathological conditions, dental therapeutics, and management of emergency situations. Upon completion, students should be able to recognize abnormal oral conditions, identify classifications, describe actions and effects of commonly prescribed drugs, and respond to medical emergencies.					
DEN 104	Dental Health Education	02	02	00	03
Prerequisites:	A set of courses is required: DEN 101 and DEN 111 or DEN 101C and DEN 101L and DEN 111				
Corequisites:	DEN 106				
Component:	DEN 104C, DEN 104L				
This course covers the study of preventive dentistry to prepare dental assisting students for the role of dental health educator. Topics include etiology of dental diseases, preventive procedures, and patient education theory and practice. Upon completion, students should be able to demonstrate proficiency in patient counseling and oral health instruction in private practice or public health settings.					
DEN 105	Practice Management	02	00	00	02
Prerequisites:	None				
Corequisites:	DEN 106				
Component:	None				
This course provides a study of principles and procedures related to management of the dental practice. Emphasis is placed on maintaining clinical and financial records, patient scheduling, and supply and inventory control. Upon completion, students should be able to demonstrate fundamental skills in dental practice management.					
DEN 106	Clinical Practice I	01	00	12	05
Prerequisites:	All courses required: DEN 101, DEN 102 and DEN 111				
Corequisites:	All courses required: DEN 102, DEN 104, DEN 106 and DEN 112				
Component:	DEN 106C, DEN 106L				
This course is designed to provide experience assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to utilize classroom theory and laboratory and clinical skills in a dental setting.					
DEN 107	Clinical Practice II	01	00	12	05
Prerequisites:	All courses required and DEN 106				
Corequisites:	None				
Component:	None				
This course is designed to increase the level of proficiency in assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to combine theoretical and ethical principles necessary to perform entry-level skills including functions delegable to a DA II.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
DEN 110	Orofacial Anatomy	02	02	00	03
Prerequisites: None					
Corequisites: DEN 111					
Component: DEN 110C, DEN 110L					
This course introduces the structures of the head, neck, and oral cavity. Topics include tooth morphology, head and neck anatomy, histology, and embryology. Upon completion, students should be able to relate the identification of normal structures and development to the practice of dental assisting and dental hygiene.					
DEN 111	Infection/Hazard Control	02	00	00	02
Prerequisites: None					
Corequisites: None					
Component: None					
This course introduces the infection and hazard control procedures necessary for the safe practice of dentistry. Topics include microbiology, practical infection control, sterilization and monitoring, chemical disinfectants, aseptic technique, infectious diseases, OSHA standards, and applicable North Carolina laws. Upon completion, students should be able to understand infectious diseases, disease transmission, infection control procedures, biohazard management, OSHA standards, and applicable North Carolina laws. ,					
DEN 112	Dental Radiography	02	03	00	03
Prerequisites: Enrollment in Dental Assisting or Dental Hygiene Program					
Corequisites: DEN 100 or DEN 110 and DEN 111					
Component: DEN 112C and DEN 112L					
This course provides a comprehensive view of the principles and procedures of radiology as they apply to dentistry. Topics include techniques in exposing, processing, and evaluating radiographs, as well as radiation safety, quality assurance, and legal issues. Upon completion, students should be able to demonstrate proficiency in the production of diagnostically acceptable radiographs using appropriate safety precautions.					
DEN 120	Dental Hygiene Preclinical Lecture	02	00	00	02
Prerequisites: Enrollment in Dental Hygiene Program					
Corequisites: DEN 121					
Component: None					
This course introduces preoperative and clinical dental hygiene concepts. Emphasis is placed on the assessment phase of patient care as well as the theory of basic dental hygiene instrumentation. Upon completion, students should be able to collect and evaluate patient data at a basic level and demonstrate knowledge of dental hygiene instrumentation.					
DEN 121	Dental Hygiene Preclinical Lab	00	06	00	02
Prerequisites: Enrollment in Dental Hygiene Program					
Corequisites: DEN 120					
Component: None					
This course provides the opportunity to perform clinical dental hygiene procedures discussed in DEN 120. Emphasis is placed on clinical skills in patient assessment and instrumentation techniques. Upon completion, students should be able to demonstrate the ability to perform specific preclinical procedures.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
DEN 123	Nutrition/Dental Health	02	00	00	02
Prerequisites:	Enrollment in Dental Hygiene Program				
Corequisites:	DEN 121				
Component:	None				
This course introduces basic principles of nutrition with emphasis on nutritional requirements and their application to individual patient needs. Topics include the study of the food pyramid, nutrient functions, Recommended Daily Allowances, and related psychological principles. Upon completion, students should be able to recommend and counsel individuals on their food intake as related to their dental health.					
DEN 124	Periodontology	02	00	00	02
Prerequisites:	Enrollment in Dental Hygiene Program and DEN 110				
Corequisites:	DEN 130				
Component:	None				
This course provides an in-depth study of the periodontium, periodontal pathology, periodontal monitoring, and the principles of periodontal therapy. Topics include periodontal anatomy and a study of the etiology, classification, and treatment modalities of periodontal diseases. Upon completion, students should be able to describe, compare, and contrast techniques involved in periodontal/maintenance therapy, as well as patient care management. ,					
DEN 125	Dental Office Emergencies	00	02	00	01
Prerequisites:	Enrollment in Dental Hygiene Program				
Corequisites:	DEN 140				
Component:	None				
This course provides a study of the management of dental office emergencies. Topics include methods of prevention, necessary equipment/drugs, medicolegal considerations, recognition and effective initial management of a variety of emergencies. Upon completion, the student should be able to recognize, assess and manage various dental office emergencies and activate advanced medical support when indicated.					
DEN 130	Dental Hygiene Theory I	02	00	00	02
Prerequisites:	Enrollment in Dental Hygiene and DEN 120				
Corequisites:	DEN 131				
Component:	None				
This course is a continuation of the didactic dental hygiene concepts necessary for providing an oral prophylaxis. Topics include deposits/removal, instrument sharpening, patient education, fluorides, planning for dental hygiene treatment, charting, and clinical records and procedures. Upon completion, students should be able to demonstrate knowledge needed to complete a thorough oral prophylaxis.					
DEN 131	Dental Hygiene Clinic I	00	00	09	03
Prerequisites:	Enrollment in Dental Hygiene Program and DEN 121				
Corequisites:	DEN 130				
Component:	None				
This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of the recall patients with gingivitis or light deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment. ,					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
DEN 140	Dental Hygiene Theory II	01	00	00	01
Prerequisites:	Enrollment in r Dental Hygiene and DEN 130				
Corequisites:	DEN 141				
Component:	None				
This course provides a continuation of the development, theory, and practice of patient care. Topics include modification of treatment for special needs patients, advanced radiographic interpretation, and ergonomics. Upon completion, students should be able to differentiate necessary treatment modifications, effective ergonomic principles, and radiographic abnormalities.					
DEN 141	Dental Hygiene Clinic II	00	00	06	02
Prerequisites:	Enrollment in Dental Hygiene and DEN 131				
Corequisites:	DEN 140				
Component:	None				
This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of patients with early periodontal disease and subgingival deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.					
DEN 220	Dental Hygiene Theory III	02	00	00	02
Prerequisites:	Enrollment in Dental Hygiene and DEN 140				
Corequisites:	DEN 221				
Component:	None				
This course provides a continuation in developing the theories and practices of patient care. Topics include periodontal debridement, pain control, subgingival irrigation, air polishing, and case presentations. Upon completion, students should be able to demonstrate knowledge of methods of treatment and management of periodontally compromised patients.					
DEN 221	Dental Hygiene Clinic III	00	00	12	04
Prerequisites:	Enrollment in Dental Hygiene Program and DEN 141				
Corequisites:	DEN 220				
Component:	None				
This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of patients with moderate to advanced periodontal involvement and moderate deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.					
DEN 222	General & Oral Pathology	02	00	00	02
Prerequisites:	Enrollment in Dental Hygiene Program and BIO 163 or BIO 163C and BIO 163L				
Corequisites:	DEN 220				
Component:	None				
This course provides a general knowledge of oral pathological manifestations associated with selected systemic and oral diseases. Topics include developmental and degenerative diseases, selected microbial diseases, specific and nonspecific immune and inflammatory responses with emphasis on recognizing abnormalities. Upon completion, students should be able to differentiate between normal and abnormal tissues and refer unusual findings to the dentist for diagnosis.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
DEN 223	Dental Pharmacology	02	00	00	02
Prerequisites:	Enrollment in Dental Hygiene Program				
Corequisites:	A set of courses is required: DEN 220 and BIO 163 or BIO 163C and BIO 163L				
Component:	None				
This course provides basic drug terminology, general principles of drug actions, dosages, routes of administration, adverse reactions, and basic principles of anesthesiology. Emphasis is placed on knowledge of drugs in overall understanding of patient histories and health status. Upon completion, students should be able to recognize that each patient's general health or drug usage may require modification of the treatment procedures.					
DEN 224	Materials and Procedures	01	03	00	02
Prerequisites:	Enrollment in Dental Hygiene Program and DEN 111				
Corequisites:	DEN 231				
Component:	DEN 224C and DEN 224L				
This course introduces the physical properties of materials and related procedures used in dentistry. Topics include restorative and preventive materials, fabrication of casts and appliances, and 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.					
DEN 230	Dental Hygiene Theory IV	01	00	00	01
Prerequisites:	Enrollment in Dental Hygiene Program and DEN 220				
Corequisites:	DEN 231				
Component:	None				
This course provides an opportunity to increase knowledge of the profession. Emphasis is placed on dental specialties and completion of a case presentation. Upon completion, students should be able to demonstrate knowledge of various disciplines of dentistry and principles of case presentations.					
DEN 231	Dental Hygiene Clinic IV	00	00	12	04
Prerequisites:	Enrollment in Dental Hygiene Program and DEN 221				
Corequisites:	DEN 230				
Component:	None				
This course continues skill development in providing an oral prophylaxis. Emphasis is placed on periodontal maintenance and on treating patients with moderate to advanced/refractory periodontal disease. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.					
DEN 232	Community Dental Health	02	00	03	03
Prerequisites:	Enrollment in Dental Hygiene Program				
Corequisites:	DEN 220				
Component:	DEN 232C and DEN 232L				
This course provides a study of the principles and methods used in assessing, planning, implementing, and evaluating community dental health programs. Topics include epidemiology, research methodology, biostatistics, preventive dental care, dental health education, program planning, and financing and utilization of dental services. Upon completion, students should be able to assess, plan, implement, and evaluate a community dental health program.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
DEN 233	Professional Development	02	00	00	02
Prerequisites:	Enrollment in Dental Hygiene Program				
Corequisites:	DEN 230				
Component:	None				
This course includes professional development, ethics, and jurisprudence with applications to practice management. Topics include conflict management, state laws, resumes, interviews, and legal liabilities as health care professionals. Upon completion, students should be able to demonstrate the ability to practice dental hygiene within established ethical standards and state laws.					
DFT 111	Technical Drafting I	01	03	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces basic drafting skills, equipment, and applications. Topics include sketching, measurements, lettering, dimensioning, geometric construction, orthographic projections and pictorials drawings, sections, and auxiliary views. Upon completion, students should be able to understand and apply basic drawing principles and practices.					
DFT 111A	Technical Drafting Lab	00	03	00	01
Prerequisites:	None				
Corequisites:	DFT 111				
Component:	None				
This course provides a laboratory setting to enhance basic drafting skills. Emphasis is placed on practical experiences that enhance the topics presented in DFT 111. Upon completion, students should be able to apply the laboratory experience to the concepts presented in DFT 111.					
DFT 112	Technical Drafting II	01	03	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces basic drafting skills, equipment, and applications. Topics include sketching, measurements, lettering, dimensioning, geometric construction, orthographic projections and pictorials drawings, sections, and auxiliary views. Upon completion, students should be able to understand and apply basic drafting principles and practices.					
DFT 112A	Technical Drafting II Lab	00	03	00	01
Prerequisites:	None				
Corequisites:	DFT 112				
Component:	None				
This course provides a laboratory setting to enhance basic drafting skills. Emphasis is placed on practical experiences that enhance the topics Presented in DFT 112. Upon completion, students should be able to apply The laboratory experience to the concepts presented in DFT 112.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
DFT 117	Technical Drafting	01	02	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces basic drafting practices for non-drafting majors. Emphasis is placed on instrument use and care, shape and size description, sketching, and pictorials. Upon completion, students should be able to produce drawings of assigned parts.					
DFT 119	Basic CAD	01	02	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces computer-aided drafting software for specific technologies to non-drafting majors. Emphasis is placed on understanding the software command structure and drafting standards for specific technical fields. Upon completion, students should be able to create and plot basic drawings.					
DFT 121	Intro to GD & T	01	02	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces basic geometric dimensioning and tolerancing principles. Topics include symbols, annotation, theory, and applications. Upon completion, students should be able to interpret and apply basic geometric dimensioning and tolerancing principles to drawings.					
DFT 151	CAD I	02	03	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing.					
DFT 152	CAD II	02	03	00	03
Prerequisites:	DFT 151				
Corequisites:	None				
Component:	None				
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.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
DFT 153	CAD III	02	03	00	03
Prerequisites:	DFT 151				
Corequisites:	None				
Component:	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>					
DFT 214	Descriptive Geometry	01	02	00	02
Prerequisites:	DFT 111				
Corequisites:	None				
Component:	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>					
DRA 111	Theater Appreciation	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	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>					
DRA 112	Literature of the Theater	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	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>					
DRA 115	Theater Criticism	03	00	00	03
Prerequisites:	DRA 111				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
DRA 122	Oral Interpretation	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
DRA 126	Storytelling	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
DRA 211	Theatre History I	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
DRA 212	Theatre History II	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ECM 168	Electronic Business	02	02	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ECM 210	Intro. to E-Commerce	02	02	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ECM 220	E-Commerce Plan. & Implem.	02	02	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ECM 230	Capstone Project	01	06	00	03
Prerequisites:	ECM 220				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ECO 151	Survey of Economics	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ECO 251	Principles of Microeconomics	03	00	00	03

Prerequisites: None

Corequisites: None

Component: None

This course introduces economic analysis of individual, business, and industry in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

ECO 252	Principles of Macroeconomics	03	00	00	03
----------------	-------------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

EDU 111	Early Childhood Credentials I	02	00	00	02
----------------	--------------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course introduces developmentally appropriate practices, positive guidance, and standards of health, safety, and nutrition. Topics include the learning environment, planning developmentally appropriate activities, positive guidance techniques, and health, safety, and nutrition standards. Upon completion, students should be able to demonstrate developmentally appropriate activities and positive guidance techniques and describe health/sanitation/nutrition practices that promote healthy environments for children.

EDU 112	Early Childhood Credentials II	02	00	00	02
----------------	---------------------------------------	-----------	-----------	-----------	-----------

Prerequisites: EDU 111

Corequisites: None

Component: None

This course introduces developmentally appropriate practices, positive guidance, and standards of health, safety, and nutrition. Topics include the learning environment, planning developmentally appropriate activities, positive guidance techniques, and health, safety, and nutrition standards. Upon completion, students should be able to demonstrate developmentally appropriate activities and positive guidance techniques and describe health/sanitation/nutrition practices that promote healthy environments for children.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
EDU 113	Family/Early Childhood Credentials	02	00	00	02

Prerequisites: EDU 111

Corequisites: None

Component: None

This course covers business/professional practices for family early childhood providers, developmentally appropriate practices, positive guidance, and methods of providing a safe and healthy environment. Topics include developmentally appropriate practices; health, safety and nutrition; and business and professionalism. Upon completion, students should be able to develop a handbook of policies, procedures, and practices for a family child care home.

EDU 116	Introduction to Education	03	02	00	04
----------------	----------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course introduces the American educational system and the teaching profession. Topics include historical and philosophical foundations of education, contemporary educational 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.

EDU 118	Teach Assoc Princ & Prac	03	00	00	03
----------------	-------------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course covers the teacher associate's role in the educational system. Topics include history of education, professional responsibilities and ethics, cultural diversity, communication skills, and identification of the optimal learning environment. Upon completion, students should be able to describe the supporting professional role of the teacher associate, demonstrate positive communication, and discuss educational philosophy. This course is a unique concentration requirement in the Teacher Associate concentration in the Early Childhood Associate program.

EDU 119	Early Childhood Education	03	02	00	04
----------------	----------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course covers the foundations of the education profession, types of programs, professionalism, and planning quality programs for children. Topics include historical foundations, career options, types of programs, professionalism, observational skills, and planning developmentally appropriate schedules, environments, and activities for children. Upon completion, students should be able to demonstrate observational skills, identify appropriate schedules and environments, develop activity plans, and describe influences on the profession.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
EDU 131	Child, Family, & Communications	03	00	00	03

Prerequisites: None

Corequisites: None

Component: None

This course covers the relationships between the families, programs for children/schools, and the community. Emphasis is placed on establishing and maintaining positive collaborative relationships with families and community resources. Upon completion, students should be able to demonstrate strategies for effectively working with diverse families and identifying and utilizing community resources.

EDU 144	Child Development I	03	00	00	03
----------------	----------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course covers the theories of child development and the developmental sequences of children from conception through the pre-school years for early childhood educators. Emphasis is placed on sequences in physical/motor, social, emotional, cognitive, and language development and appropriate experiences for the young child. Upon completion, students should be able to identify developmental milestones, plan experiences to enhance development, and describe appropriate interaction techniques and environments for typical/atypical development.

EDU 145	Child Development II	03	00	00	03
----------------	-----------------------------	-----------	-----------	-----------	-----------

Prerequisites: EDU 144

Corequisites: None

Component: 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.

EDU 146	Child Guidance	03	00	00	03
----------------	-----------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: 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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
EDU 148	Learning Disabilities	04	02	00	05
Prerequisites: None					
Corequisites: None					
Component: None					
This course is a comprehensive study of the characteristics, teaching strategies, assessment tools, and placement alternatives for children with learning disabilities. Topics include characteristics, causes, assessment instruments, learning strategies, and collaborative methods for children with learning disabilities. Upon completion, students should be able to assist in identifying, assessing, and providing educational interventions for children with learning disabilities. This course is a unique concentration requirement in the Special Education concentration in the Early Childhood Associate program.					
EDU 153	Health, Safety, & Nutrition	03	00	00	03
Prerequisites: None					
Corequisites: None					
Component: None					
This course focuses on promoting and maintaining the health and well-being of children. Topics include health and nutritional needs, safe and healthy environments, and recognition and reporting of child abuse and neglect. Upon completion, students should be able to set up and monitor safe indoor and outdoor environments and implement a nutrition education program.					
EDU 157	Active Play	02	02	00	03
Prerequisites: None					
Corequisites: None					
Component: None					
This course introduces the use of indoor and outdoor physical activities to promote the physical, cognitive, and social/emotional development of children. Topics include the role of active play, development of play skills, playground design, selection of safe equipment, and materials and surfacing for active play. Upon completion, students should be able to discuss the stages of play, the role of teachers in play, and the design of appropriate active play areas and activities.					
EDU 161	Introduction to Exceptional Children	03	03	00	04
Prerequisites: None					
Corequisites: None					
Component: None					
This course covers exceptional children as learners within the context of the community, school, and family. Emphasis is placed on the legal, social, physical, political, and cultural issues relating to the analysis and teaching of exceptional children. Upon completion, students should be able to demonstrate knowledge of identification processes, mainstreaming techniques, and professional practices and attitudes.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
EDU 162	Early Exp/Prosp Teachers	01	02	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
EDU 171	Instructional Media	01	02	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
EDU 172	Education Tools	02	02	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
EDU 185	Cognitive & Language Activities	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
EDU 186	Reading & Writing Methods	03	00	00	03

Prerequisites: None

Corequisites: None

Component: None

This course covers concepts, resources, and methods for teaching reading and writing to school-age children. Topics include the importance of literacy, learning styles, skills assessment, various reading and writing approaches, and instructional strategies. Upon completion, students should be able to assess, plan, implement, and evaluate developmentally appropriate reading and writing experiences. This course is a unique concentration requirement in the Teacher Associate concentration in the Early Childhood Associate program.

EDU 188	Issues in Early Childhood Education	02	00	00	02
----------------	--	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course covers topics and issues in early childhood education. Emphasis is placed on current advocacy issues, emerging technology, professional growth experiences, and other related topics. Upon completion, students should be able to list, discuss, and explain current topics and issues in early childhood education.

EDU 221	Children with Special Needs	03	00	00	03
----------------	------------------------------------	-----------	-----------	-----------	-----------

Prerequisites: EDU 144 and EDU 145

Corequisites: None

Component: None

This course introduces working with children with special needs. Emphasis is placed on the characteristics and assessment of children and strategies for adapting the home and classroom environment. Upon completion, students should be able to recognize atypical development, make appropriate referrals, and work collaboratively to plan, implement, and evaluate inclusion strategies.

EDU 234	Infants, Toddlers, & Twos	03	00	00	03
----------------	--------------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course covers the skills needed to effectively implement group care for infants, toddlers, and two-year olds. Emphasis is placed on 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.

EDU 235	School-Age Development & Program	02	00	00	02
----------------	---	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course presents developmentally appropriate practices in group care for school-age children. Topics include principles of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for children five to twelve years of age and plan and implement age-appropriate activities.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
EDU 241	Adult-Child Relations	02	00	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
EDU 251	Exploration Activities	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
EDU 252	Math & Science Activities	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
EDU 254	Music & Movement for Children	01	02	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
EDU 256	Science & Social Studies Methods	03	02	00	04
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
EDU 257	Math Methods & Materials	02	02	00	03

Prerequisites: None

Corequisites: None

Component: None

This course covers concepts, activities, methods, and materials for teaching mathematics in elementary through middle school grades. Topics include individual instruction, developmental skill building, manipulatives, problem solving, critical thinking, and numerical concepts. Upon completion, students should be able to assess, plan, implement, and evaluate developmentally appropriate math experiences.

EDU 259	Curriculum Planning	03	00	00	03
----------------	----------------------------	-----------	-----------	-----------	-----------

Prerequisites: One course required: EDU 112, EDU 113 or EDU 119

Corequisites: None

Component: None

This course covers early childhood curriculum planning. Topics include philosophy, curriculum, indoor and outdoor environmental design, scheduling, observation and assessment, and instructional planning and evaluation. Upon completion, students should be able to assess children and curriculum; plan for daily, weekly, and long-range instruction; and design environments with appropriate equipment and supplies.

EDU 261	Early Childhood Administration I	02	00	00	02
----------------	---	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course covers the policies, procedures, and responsibilities for the management of early childhood education programs. Topics include implementation of goals, principles of supervision, budgeting and financial management, and meeting the standards for a NC Child Day Care license. Upon completion, students should be able to develop program goals, explain licensing standards, determine budgeting needs, and describe effective methods of personnel supervision.

EDU 262	Early Childhood Administration II	03	00	00	03
----------------	--	-----------	-----------	-----------	-----------

Prerequisites: EDU 261

Corequisites: None

Component: None

This course provides a foundation for budgetary, financial, and personnel management of the child care center. Topics include budgeting, financial management, marketing, hiring, supervision, and professional development of a child care center. Upon completion, students should be able to formulate marketing, financial management, and fund development plans and develop personnel policies, including supervision and staff development plans.

EDU 263	Developing a School-Age Program	02	00	00	02
----------------	--	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course introduces the methods and procedures for operating a school-age program in either the public or proprietary setting. Emphasis is placed on constructing and organizing the physical environment as well as planning and developing a school-age program. Upon completion, students should be able to plan and develop a quality school-age program.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
EDU 271	Media Technologies for Teachers	02	02	00	03
Prerequisites: None					
Corequisites: None					
Component: None					
This course covers the operation and maintenance of recording and projection equipment, the creation of classroom materials, and the application of new technologies in schools. Topics include audiovisual equipment and production, electronic and on-line information, instructional materials construction, and use of educational software. Upon completion, students should be able to use and maintain audiovisual equipment, develop instructional materials, and implement technologies for clerical management and instruction.					
EDU 275	Effective Teacher Training	02	00	00	02
Prerequisites: None					
Corequisites: None					
Component: None					
This course provides specialized training using an experienced-based approach to learning. Topics include instructional preparation and presentation, student interaction, time management, learning expectations, evaluation, and curriculum principles and planning. Upon completion, students should be able to prepare and present a six-step lesson plan and demonstrate ways to improve students' time-on-task.					
EDU 280	Literacy Experiences	03	00	00	03
Prerequisites: None					
Corequisites: None					
Component: None					
This course covers literacy, early literacy development, and appropriate early experiences with books and writing. Emphasis is placed on reading and writing readiness, major approaches used in teaching literacy, and strategies for sharing quality in children's literature. Upon completion, students should be able to select, plan, and evaluate appropriate early literacy experiences.					
EDU 282	Early Childhood Literature	03	00	00	03
Prerequisites: None					
Corequisites: None					
Component: None					
This course covers the history, selection, and integration of literature and language in the early childhood curriculum. Topics include the history and selection of developmentally appropriate children's literature and the use of books and other media to enhance language and literacy in the classroom. Upon completion, students should be able to select appropriate books for storytelling, reading aloud, puppetry, flannel board use, and other techniques.					
EDU 285	Internship Exp-School Age	01	00	00	01
Prerequisites: ENG 111					
Corequisites: COE 121 or COE 122					
Component: None					
This course provides an opportunity to discuss internship experiences with peers and faculty. Emphasis is placed on evaluating and integrating practicum experiences. Upon completion, students should be able to demonstrate competence in early childhood education. This course is a unique concentration requirement in the Teacher Associate concentration in the Early Childhood Associate program.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
EDU 298	Seminar in Early Childhood	03	00	00	03
Prerequisites:	Enrollment in program				
Corequisites:	None				
Component:	None				
This course provides an opportunity to explore topics of current interest. Emphasis is placed on the development of critical listening skills and the presentation of seminar topics. Upon completion, students should be able to critically analyze issues and establish informed opinions.					
EFL 083	Grammar III	05	00	00	05
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course is designed to provide high-intermediate non-native speakers of English with a knowledge of grammatical structures that improves academic communication. Emphasis is placed on using high-intermediate grammatical structures in meaningful contexts through exercised integrating the use of newly acquired structures with previously learned structures. Upon completion, students should be able to demonstrate improved proficiency, comprehension, and grammatical accuracy.					
EFL 084	Grammar IV	05	00	00	05
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course is designed to give non-native speakers of English a full understanding of advanced grammatical structures and techniques. Emphasis is placed on oral and written communicative fluency through the study of advanced grammatical forms. Upon completion, students should be able to incorporate the structures covered in both spoken and written form, demonstrating improved proficiency, comprehension, and grammatical accuracy.					
EFL 091	Composition I	05	00	00	05
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces basic sentence structure and writing paragraphs. Emphasis is placed on word order, verb tense-aspect system, auxiliaries, word forms, and simple organization and basic transitions in writing paragraphs. Upon completion, students should be able to demonstrate a basic understanding of grammar and ability to write English paragraphs using appropriate vocabulary, organization, and transitions.					
EFL 092	Composition II	05	00	00	05
Prerequisites:	EFL 091				
Corequisites:	None				
Component:	None				
This course provides preparation in low-intermediate academic and general-purpose writing. Emphasis is placed on writing as a process, paragraph development, and basic essay organization. Upon completion, students should be able to write and independently edit and understand the major elements of the writing process, sentence, paragraph, and essay.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
EFL 093	Composition III	05	00	00	05
Prerequisites:	EFL 092				
Corequisites:	None				
Component:	None				
<p>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.</p>					
EFL 094	Composition IV	05	00	00	05
Prerequisites:	EFL 093				
Corequisites:	None				
Component:	None				
<p>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.</p>					
EFL 095	Composition V	05	00	00	05
Prerequisites:	EFL 094				
Corequisites:	None				
Component:	None				
<p>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.</p>					
EGR 115	Introduction to Technology	02	06	00	04
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ELC 111	Introduction to Electricity	02	02	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ELC 112	DC/AC Electricity	03	06	00	05
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ELC 113	Basic Wiring I	02	06	00	04
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ELC 114	Basic Wiring II	02	06	00	04
Prerequisites:	ELC 113				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ELC 115	Industrial Wiring	02	06	00	04
Prerequisites:	ELC 113				
Corequisites:	None				
Component:	None				
This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.					
ELC 117	Motors and Controls	02	06	00	04
Prerequisites:	ELC 112 or ELC 131				
Corequisites:	None				
Component:	None				
This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.					
ELC 118	National Electrical Code	01	02	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course covers the use of the current National Electrical Code. Topics include the NEC history, wiring methods, overcurrent protection, materials, and other related topics. Upon completion, students should be able to effectively use the NEC.					
ELC 119	NEC Calculations	01	02	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course covers branch circuit, feeder, and service calculations. Emphasis is placed on sections of the National Electrical Code related to calculations. Upon completion, students should be able to use appropriate code sections to size wire, conduit, and overcurrent devices for branch circuits, feeders, and service.					
ELC 121	Electrical Estimating	01	02	00	02
Prerequisites:	ELC113				
Corequisites:	None				
Component:	None				
This course covers the principles involved in estimating electrical projects. Topics include take-offs of materials and equipment, labor, overhead, and profit. Upon completion, students should be able to estimate simple electrical projects.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ELC 127	Software for Technicians	01	02	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces computer software which can be used to solve electrical/electronics problems. Topics include electrical/electronics calculations, applications, and controls. Upon completion, students should be able to utilize a personal computer for electrical/electronics- related applications.					
ELC 128	Introduction to PLC	02	03	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to install PLCs and create simple programs.					
ELC 131	DC/AC Circuit Analysis	04	03	00	05
Prerequisites:	None				
Corequisites:	MAT 121				
Component:	None				
This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation software, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.					
ELC 140	Fundamentals of DC/AC Circuit	05	06	00	07
Prerequisites:	None				
Corequisites:	None				
Component:	ELC 140A, ELC 140B				
This course covers the principles of DC/AC circuit analysis as applied to electronics. Topics include atomic theory, circuit analysis, components, test equipment, troubleshooting techniques, schematics, diagrams, and other related topics. Upon completion, students should be able to interpret, construct, verify, analyze, and troubleshoot DC/AC circuits in a safe manner.					
ELC 213	Instrumentation	03	02	00	04
Prerequisites:	ELC 111 and ELC 112				
Corequisites:	None				
Component:	None				
This course covers the fundamentals of instrumentation used in industry. Emphasis is placed on electric, electronic, and pneumatic instruments. Upon completion, students should be able to design, install, maintain, and calibrate instrumentation.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ELC 215	Electrical Maintenance	02	03	00	03
Prerequisites:	ELC 117				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ELC 228	PLC Applications	02	06	00	04
Prerequisites:	ELC 128				
Corequisites:	None				
Component:	None				
<p>This course continues the study of the programming and applications of programmable logic controllers. Emphasis is placed on advanced programming, networking, advanced I/O modules, reading and interpreting error codes, and troubleshooting. Upon completion, students should be able to program and troubleshoot programmable logic controllers.</p>					
ELC 229	Applications Project	01	03	00	02
Prerequisites:	ELC 112, ELC 113, or ELC 140				
Corequisites:	None				
Component:	None				
<p>This course provides an individual and/or integrated team approach to a practical project as approved by the instructor. Topics include project selection and planning, implementation and testing, and a final presentation. Upon completion, students should be able to plan and implement an applications-oriented project.</p>					
ELN 131	Electronic Devices	03	03	00	04
Prerequisites:	ELC 131				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ELN 132	Linear IC Applications	03	03	00	04
Prerequisites:	ELN 131				
Corequisites:	None				
Component:	ELN 132C, ELN 132L				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ELN 133	Digital Electronics	03	03	00	04
Prerequisites:	ELC 131				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ELN 140	Semiconductor Devices	04	06	00	06
Prerequisites:	None				
Corequisites:	ELC 140				
Component:	ELN 140A, ELN 140B				
<p>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.</p>					
ELN 141	Digital Fundamentals	04	06	00	06
Prerequisites:	All courses required: ELN 140 or ELN 140A and ELN 140B				
Corequisites:	None				
Component:	ELN 141A, ELN 141B				
<p>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.</p>					
ELN 229	Industrial Electronics	02	04	00	04
Prerequisites:	ELC 112, ELC 131, or ELC 140				
Corequisites:	None				
Component:	None				
<p>This course covers semiconductor devices used in industrial applications. Topics include the basic theory, application, and operating characteristics of semiconductor devices (filters, rectifiers, FET, SCR, Diac, Triac, Op-amps, etc). Upon completion, students should be able to install and/or troubleshoot these devices for proper operation in an industrial electronic circuit.</p>					
ELN 231	Industrial Controls	02	03	00	03
Prerequisites:	A set of courses required: ELN 132 or ELN 132C and ELN 132L				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ELN 232	Introduction to Microprocessors	03	03	00	04

Prerequisites: ELN 133

Corequisites: None

Component: ELN 232C, ELN 232L

This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include assembly language programming, bus architecture, bus cycle types, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment.

ELN 233	Microprocessor Systems	03	03	00	04
----------------	-------------------------------	-----------	-----------	-----------	-----------

Prerequisites: ELN 232

Corequisites: None

Component: None

This course covers the application and design of microprocessor control systems. Topics include control and interfacing of systems using AD/DA, serial/parallel I/O, communication protocols, and other related applications. Upon completion, students should be able to design, construct, program, verify, analyze, and troubleshoot fundamental microprocessor interface and control circuits using related equipment.

ELN 234	Communication Systems	03	03	00	04
----------------	------------------------------	-----------	-----------	-----------	-----------

Prerequisites: ELN 132

Corequisites: None

Component: None

This course covers the application and design of microprocessor control systems. Topics include control and interfacing of systems using AD/DA, serial/parallel I/O, communication protocols, and other related applications. Upon completion, students should be able to design, construct, program, verify, analyze, and troubleshoot fundamental microprocessor interface and control circuits using related equipment.

ELN 240	Microprocessor Fundamentals	03	03	00	04
----------------	------------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: ELN 141

Component: None

This course introduces microprocessor architecture and microcomputer systems. Topics include use of technical documentation, bus architecture, I/O and memory systems, and other related topics. Upon completion, students should be able to analyze and troubleshoot basic microprocessor circuits.

ELN 243	Communication Electronics	02	03	00	03
----------------	----------------------------------	-----------	-----------	-----------	-----------

Prerequisites: A set of courses required: ELN 140 or ELN 140A and ELN 140B

Corequisites: None

Component: None

This course covers the installation, maintenance, troubleshooting, and repair of electronic communications equipment. Topics include the theory, operation, and maintenance of electronic communications equipment. Upon completion, students should be able to maintain, troubleshoot, and repair electronic communications equipment.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ELN 244	Computer Repair	03	06	00	05
Prerequisites:	ELN 133 or ELN 141				
Corequisites:	None				
Component:	None				
This course covers the assembly, upgrading, and repair of microcomputers. Topics include logic test equipment, computer motherboards, storage devices, I/O devices, power supplies, and other peripherals. Upon completion, students should be able to assemble, upgrade, maintain, troubleshoot, and repair microcomputers.					
ELN 249	Digital Communication	02	03	00	03
Prerequisites:	ELN 133				
Corequisites:	None				
Component:	None				
This course covers the core processes and applications associated with digital communication techniques. Topics include the characteristics of RF circuits, modulation, transmitters and receivers, electromagnetic transmission, antennas, and related applications. Upon completion, students should be able to demonstrate knowledge of the concepts associated with digital communication systems.					
EMS 110	EMT-Basic	05	06	00	07
Prerequisites:	Departmental Approval				
Corequisites:	None				
Component:	None				
This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children, and operations. Upon completion, students should be able to demonstrate the knowledge and skills necessary to achieve North Carolina State or National Registry EMT-Basic certification.					
EMS 115	Defense Tactics for EMS	01	03	00	02
Prerequisites:	Department Approval				
Corequisites:	None				
Component:	None				
This course is designed to provide tactics that can be used for self-protection in dangerous and violent situations. Emphasis is placed on prediction, recognition, and response to dangerous and violent situations. Upon completion, students should be able to recognize potentially hostile situations and protect themselves during a confrontation.					
EMS 120	Intermediate Interventions	02	03	00	03
Prerequisites:	EMS 110				
Corequisites:	EMS 121, EMS 130 and EMS 131				
Component:	None				
This course is designed to provide the necessary information for interventions appropriate to the EMT-Intermediate and is required for intermediate certification. Topics include automated external defibrillation, basic cardiac electrophysiology, intravenous therapy, venipuncture, acid-base balance, and fluids and electrolytes. Upon completion, students should be able to properly establish an IV line, obtain venous blood, utilize AEDs, and correctly interpret arterial blood gases.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
EMS 121	EMS Clinical Practicum I	00	00	06	02
Prerequisites:	EMS 110				
Corequisites:	EMS 120, EMS 130 and EMS 131				
Component:	None				
This course is the initial hospital and field internship and is required for intermediate and paramedic certification. Emphasis is placed on intermediate-level care. Upon completion, students should be able to demonstrate competence with intermediate-level skills.					
EMS 125	EMS Instructor Methodology	01	02	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course covers the information needed to develop and instruct EMS courses. Topics include instructional methods, lesson plan development, time management skills, and theories of adult learning. Upon completion, students should be able to teach EMS courses and meet the North Carolina EMS requirements for instructor methodology.					
EMS 130	Pharmacology I for EMS	01	03	00	02
Prerequisites:	EMS 110				
Corequisites:	EMS 120 and EMS 131				
Component:	None				
This course introduces the fundamental principles of pharmacology and medication administration and is required for intermediate and paramedic certification. Topics include terminology, pharmacokinetics, pharmacodynamics, weights, measures, drug calculations, legislation, and administration routes. Upon completion, students should be able to accurately calculate drug dosages, properly administer medications, and demonstrate general knowledge of pharmacology.					
EMS 131	Advanced Airway Management	01	02	00	02
Prerequisites:	EMS 110				
Corequisites:	EMS 120 and EMS 130				
Component:	None				
This course is designed to provide advanced airway management techniques and is required for intermediate and paramedic certification. Topics include respiratory anatomy and physiology, airway, ventilation, adjuncts, surgical intervention, and rapid sequence intubation. Upon completion, students should be able to properly utilize all airway adjuncts and pharmacology associated with airway control and maintenance.					
EMS 140	Rescue Scene Management	01	03	00	02
Prerequisites:	Departmental Approval				
Corequisites:	None				
Component:	None				
This course introduces rescue scene management and is required for paramedic certification. Topics include response to hazardous material conditions, medical incident command, and extrication of patients from a variety of situations. Upon completion, students should be able to recognize and manage rescue operations based upon initial and follow-up scene assessment.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
EMS 150	Emergency Vehicles & EMS Communication	01	03	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
EMS 210	Advanced Patient Assessment	01	03	00	02
Prerequisites:	EMS 120, EMS 121, EMS 130 and EMS 131				
Corequisites:	None				
Component:	None				
<p>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.</p>					
EMS 220	Cardiology	02	06	00	04
Prerequisites:	All courses required: EMS 120, EMS 121, EMS 130 and EMS 131				
Corequisites:	None				
Component:	None				
<p>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.</p>					
EMS 221	EMS Clinical Practicum II	00	00	09	03
Prerequisites:	EMS 121 and EMS 122				
Corequisites:	None				
Component:	None				
<p>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.</p>					
EMS 231	EMS Clinical Practicum III	00	00	09	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
EMS 235	EMS Management	02	00	00	02
Prerequisites:	Departmental Approval				
Corequisites:	None				
Component:	None				

This course stresses the principles of managing a modern emergency medical service system. Topics include structure and function of municipal governments, EMS grantsmanship, finance, regulatory agencies, system management, legal issues, and other topics relevant to the EMS manager. Upon completion, students should be able to understand the principles of managing emergency medical service delivery systems.

EMS 240	Special Needs Patients	01	02	00	02
Prerequisites:	All courses required: EMS 120, EMS 121, EMS 130 and EMS 131				
Corequisites:	None				
Component:	None				

This course includes concepts of crisis intervention and techniques of dealing with special needs patients and is required for paramedic certification. Topics include behavioral emergencies, abuse, assault, challenged patients, personal well-being, home care, and psychotherapeutic pharmacology. Upon completion, students should be able to recognize and manage frequently encountered special needs patients.

EMS 241	EMS Clinical Practicum IV	00	00	09	03
Prerequisites:	EMS 231				
Corequisites:	None				
Component:	None				

This course is a continuation of the hospital and field internship required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to provide advanced-level patient care as an entry-level paramedic.

EMS 250	Advanced Medical Emergency	02	03	00	03
Prerequisites:	All courses required: EMS 120, EMS 121, EMS 130 and EMS 131				
Corequisites:	None				
Component:	None				

This course provides an in-depth study of medical conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include pulmonology, neurology, endocrinology, anaphylaxis, gastroenterology, toxicology, and environmental emergencies integrating case presentation and emphasizing pharmacotherapeutics. Upon completion, students should be able to recognize and manage frequently encountered medical conditions based upon initial patient impression.

EMS 260	Advanced Trauma Emergencies	01	03	00	02
Prerequisites:	All courses required: EMS 120, EMS 130 and EMS 131				
Corequisites:	None				
Component:	EMS 260C, EMS 260L				

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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
EMS 270	Life Span Emergencies	02	02	00	03
Prerequisites:	All courses required: EMS 120, EMS 121, EMS 130 and EMS 131				
Corequisites:	None				
Component:	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				
Component:	None				
This course is designed to bridge the knowledge gained in a continuing education paramedic program with the knowledge gained in an EMS curriculum program. Topics include patient assessment, documentation, twelve-lead ECG analysis, thrombolytic agents, cardiac pacing, and advanced pharmacology. Upon completion, students should be able to perform advanced patient assessment documentation using the problem-oriented medical record format and manage complicated patients.					
EMS 285	EMS Capstone	01	03	00	02
Prerequisites:	All courses required: EMS 220, EMS 250 and EMS 260				
Corequisites:	None				
Component:	None				
This course provides an opportunity to demonstrate problem-solving skills as a team leader in simulated patient scenarios and is required for paramedic certification. Emphasis is placed on critical thinking, integration of didactic and psychomotor skills, and effective performance in simulated emergency situations. Upon completion, students should be able to recognize and appropriately respond to a variety of EMS-related events.					
ENG 070	Basic Language Skills	02	02	00	03
Prerequisites:	Placement				
Corequisites:	No Corequisites				
Component:	None				
This course introduces the fundamentals of standard written English. Emphasis is placed on effective word choice, recognition of sentences and sentence parts, and basic usage. Upon completion, students should be able to generate a variety of sentence types that clearly express ideas. This course does not satisfy the developmental reading and writing prerequisite for ENG 111 or ENG 111A.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ENG 080	Writing Foundations	03	02	00	04
Prerequisites:	ENG 070 or COMPASS Writing Score of 36				
Corequisites:	RED 080 or COMPASS Reading Score of 51				
Component:	None				
This course introduces the writing process and stresses effective sentences. Emphasis is placed on applying the conventions of written English, reflecting standard usage and mechanics in structuring a variety of sentences. Upon completion, students should be able to write correct sentences and a unified, coherent paragraph.					
ENG 090	Composition Strategies	03	00	00	03
Prerequisites:	ENG 080 or COMPASS Writing Score of 57				
Corequisites:	ENG 090A and RED 90 or COMPASS Reading Score of 68				
Component:	None				
This course introduces the writing process and stresses effective sentences. Emphasis is placed on applying the conventions of written English, reflecting standard usage and mechanics in structuring a variety of sentences. Upon completion, students should be able to write correct sentences and a unified, coherent paragraph.					
ENG 090A	Composition Strategies Lab	00	02	00	01
Prerequisites:	None				
Corequisites:	ENG 090				
Component:	None				
This writing lab is designed to practice the skills introduced in ENG 090. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay.					
ENG 095	Reading & Comp Strategies	05	00	00	05
Prerequisites:	ENG 085 or ENG 080 and RED 080				
Corequisites:	ENG 095A				
Component:	None				
This course uses whole language to strengthen proficiency in reading and writing for college. Emphasis is placed on applying critical reading skills to narrative and expository texts and on using the writing process. Upon completion, students should be able to comprehend, analyze, and evaluate college texts and to compose essays in preparation for college writing.					
ENG 095A	Reading & Comp Strat Lab	00	02	00	01
Prerequisites:	ENG 085 or ENG 080 and RED 080				
Corequisites:	ENG 095				
Component:	None				
This laboratory provides the opportunity to practice the skills introduced in ENG 095. Emphasis is placed on practical skills for applying critical reading skills to narrative and expository texts and on the writing process. Upon completion, students should be able to apply those skills in the production of effective essays in preparation for college writing.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ENG 101	Applied Communications I	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ENG 102	Applied Communications II	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ENG 111	Expository Writing	03	00	00	03
Prerequisites:	ENG 090 or ACCUPLACER Sentence Skills of 87; RED 090 or ACCUPLACER Reading Score of 80				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ENG 112	Argument-Based Research	03	00	00	03
Prerequisites:	ENG 111				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ENG 113	Literature-Based Research	03	00	00	03
Prerequisites:	ENG 111				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ENG 114	Professional Research & Reporting	03	00	00	03
Prerequisites:	ENG 111				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ENG 115	Oral Communication	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ENG 125	Creative Writing I	03	00	00	03
Prerequisites:	ENG 111				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ENG 126	Creative Writing II	03	00	00	03
Prerequisites:	ENG 125				
Corequisites:	None				
Component:	None				
This course is designed as a workshop approach for advancing imaginative and literary skills. Emphasis is placed on the discussion of style, techniques, and challenges for first publications. Upon completion, students should be able to submit a piece of their writing for publication. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					
ENG 131	Introduction to Literature	03	00	00	03
Prerequisites:	ENG 111				
Corequisites:	None				
Component:	None				
This course introduces the principal genres of literature. Emphasis is placed on literary terminology, devices, structure, and interpretation. Upon completion, students should be able to analyze and respond to literature. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.					
ENG 132	Introduction to Drama	03	00	00	03
Prerequisites:	ENG 111				
Corequisites:	None				
Component:	None				
This course provides intensive study of drama as a literary form, based on close reading of representative texts. Emphasis is placed on the development and analysis of drama. Upon completion, students should be able to interpret, analyze, and discuss the distinguishing features of drama. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					
ENG 133	Introduction to the Novel	03	00	00	03
Prerequisites:	ENG 111				
Corequisites:	None				
Component:	None				
This course provides intensive study of the novel as a literary form, based on close reading of representative texts. Emphasis is placed on the development and analysis of the novel. Upon completion, students should be able to interpret, analyze, and discuss the distinguishing features of the novel. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					
ENG 134	Introduction to Poetry	03	00	00	03
Prerequisites:	ENG 111				
Corequisites:	None				
Component:	None				
This course provides intensive study of the poem as a literary form, based on close reading of representative texts. Emphasis is placed on the development and analysis of poetry. Upon completion, students should be able to interpret, analyze, and discuss the distinguishing features of poetry. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ENG 135	Introduction to Short Fiction	03	00	00	03
Prerequisites:	ENG 111				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ENG 231	American Literature I	03	00	00	03
Prerequisites:	One course required: ENG 112, ENG 113, ENG 114				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ENG 232	American Literature II	03	00	00	03
Prerequisites:	One course required: ENG 112, ENG 113 or ENG 114				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ENG 233	Major American Writers	03	00	00	03
Prerequisites:	One course required: ENG 112, ENG 113 or ENG 114				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ENG 234	Modern American Poets	03	00	00	03
Prerequisites:	One course required: ENG 112, ENG 113 or ENG 114				
Corequisites:	None				
Component:	None				
This course covers the works of selected major modern American poets. Topics include each poet's theory and practice of poetry and the historical and literary traditions which influenced or were influenced by the poets. Upon completion, students should be able to read poetry with more comprehension and explicate selected poems in light of technique, theory, and poetic traditions. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					
ENG 241	British Literature I	03	00	00	03
Prerequisites:	One course required: ENG 112, ENG 113 or ENG 114				
Corequisites:	None				
Component:	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.					
ENG 242	British Literature II	03	00	00	03
Prerequisites:	One course required: ENG 112, ENG 113 or ENG 114				
Corequisites:	None				
Component:	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.					
ENG 243	Major British Writers	03	00	00	03
Prerequisites:	One course required: ENG 112, ENG 113 or ENG 114				
Corequisites:	None				
Component:	None				
This course provides an intensive study of the works of several major British authors. Emphasis is placed on British history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ENG 251	Western World Literature I	03	00	00	03
Prerequisites:	One course required: ENG 112, ENG 113 or ENG 114				
Corequisites:	None				
Component:	None				
This course provides a survey of selected European works from the Classical period through the Renaissance. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.					
ENG 252	Western World Literature II	03	00	00	03
Prerequisites:	One course required: ENG 112, ENG 113 or ENG 114				
Corequisites:	None				
Component:	None				
This course provides a survey of selected European works from the Neoclassical period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.					
ENG 253	The Bible as Literature	03	00	00	03
Prerequisites:	One course required: ENG 112, ENG 113 or ENG 114				
Corequisites:	None				
Component:	None				
This course introduces the Hebrew Old Testament and the Christian New Testament as works of literary art. Emphasis is placed on the Bible's literary aspects including history, composition, structure, and cultural contexts. Upon completion, students should be able to identify and analyze selected books and passages using appropriate literary conventions. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					
ENG 261	World Literature I	03	00	00	03
Prerequisites:	One course required: ENG 112, ENG 113 or ENG 114				
Corequisites:	None				
Component:	None				
This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginnings through the seventeenth century. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ENG 262	World Literature II	03	00	00	03
Prerequisites:	One course required: ENG 112, ENG 113 or ENG 114				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ENG 271	Contemporary Literature	03	00	00	03
Prerequisites:	One course required: ENG 112, ENG 113 or ENG 114				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ENG 272	Southern Literature	03	00	00	03
Prerequisites:	One course required: ENG 112, ENG 113 or ENG 114				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ENG 273	African-American Literature	03	00	00	03
Prerequisites:	One course required: ENG 112, ENG 113 or ENG 114				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ENG 274	Literature by Women	03	00	00	03
Prerequisites:	One course required: ENG 112, ENG 113 or ENG 114				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ENG 275	Science Fiction	03	00	00	03
Prerequisites:	One course required: ENG 112, ENG 113 or ENG 114				
Corequisites:	None				
Component:	None				
<p>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.</p>					
FIP 152	Fire Protection Law	02	00	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
FIP 156	Computers in Fire Service	01	02	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
FIP 224	Instructional Methodology	04	00	00	04

Prerequisites: None

Corequisites: None

Component: None

This course covers the knowledge, skills, and abilities needed to train others in fire service operations. Topics include planning, presenting, and evaluating lesson plans, learning styles, use of media, communication, and other related topics. Upon completion, students should be able to meet all requirements of NFPA 1041 Fire Service Instructor Level Two. FIP courses are offered under a collaborative agreement with Wilson Technical Community College.

FIP 228	Local Governmental Finance	02	00	00	02
----------------	-----------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course introduces local governmental financial principles and practices. Topics include budget preparation and justification, revenue policies, statutory requirements, taxation, audits, and the economic climate. Upon completion, students should be able to comprehend the importance of finance as it applies to the operation of a department. FIP courses are offered under a collaborative agreement with Wilson Technical Community College.

FIP 240	Fire Service Supervision	02	00	00	02
----------------	---------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course covers supervisory skills and practices in the fire protection field. Topics include the supervisor's job, supervision skills, the changing work environment, managing change, organizing for results, discipline and grievances, and loss control. Upon completion, students should be able to demonstrate an understanding of the roles and responsibilities of the effective fire service supervisor. FIP courses are offered under a collaborative agreement with Wilson Technical Community College.

FLO 189	Basic Floral Design	01	02	00	02
----------------	----------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course provides general knowledge of floral design on a non-commercial level. Topics include simple corsage work, vase arrangements, and holiday novelty items. Upon completion, students should be able to tie a bow and construct simple corsages, bud vases, and holiday items.

FMW 102	Practical Wiring I	02	06	00	04
----------------	---------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course covers the tools and materials commonly used in the electrical field. Emphasis is placed on mounting, installing, and wiring electrical fixtures common to residential and simple commercial installations. Upon completion, students should be able to properly install boxes, wires, and switches. This is a diploma-level course

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
FMW 105	Basic Heating	02	02	00	03

Prerequisites: None

Corequisites: None

Component: None

This course covers the fundamentals of heating systems, including oil, gas, and electrical systems and heat pumps. Topics include safety precautions, tools, and materials needed to safely troubleshoot and repair heating systems. Upon completion, students should be able to explain and repair the major components of a heating system. This is a diploma-level course.

FMW 107	Intro to Carpentry	01	04	00	03
----------------	---------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course introduces basic carpentry skills. Emphasis is placed on the proper and safe use of hand and power tools used by a beginning carpenter. Upon completion, students should be able to perform basic tasks involving forming, framing, and repair of windows and doors. This is a diploma-level course

FRE 111	Elementary French I	03	00	00	03
----------------	----------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

FRE 112	Elementary French II	03	00	00	03
----------------	-----------------------------	-----------	-----------	-----------	-----------

Prerequisites: FRE 111

Corequisites: None

Component: None

This course is a continuation of FRE 111 focusing on the fundamental elements of the French language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
FRE 181	French Lab 1	00	02	00	01
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
FRE 182	French Lab 2	00	02	00	01
Prerequisites:	FRE 181				
Corequisites:	None				
Component:	None				
<p>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.</p>					
FRE 211	Intermediate French I	03	00	00	03
Prerequisites:	FRE 112				
Corequisites:	None				
Component:	None				
<p>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.</p>					
FRE 212	Intermediate French II	03	00	00	03
Prerequisites:	FRE 211				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
FRE 221	French Conversation	03	00	00	03
Prerequisites:	FRE 212				
Corequisites:	None				
Component:	None				
<p>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.</p>					
FRE 281	French Lab 3	00	02	00	01
Prerequisites:	FRE 182				
Corequisites:	None				
Component:	None				
<p>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.</p>					
FRE 282	French Lab 4	00	02	00	01
Prerequisites:	FRE 281				
Corequisites:	None				
Component:	None				
<p>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.</p>					
FSE 112	Principles of Funeral Service	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
FSE 114	Embalming Chemistry	04	00	00	04
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
FSE 116	Funeral Law and Ethics	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
FSE 118	Embalming Anatomy	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
FSE 120	Embalming Microbiology	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
FSE 210	Embalming Theory I	03	00	00	03
Prerequisites:	None				
Corequisites:	FSE 211 or COE 112F				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
FSE 211	Embalming Lab I	00	04	00	02
Prerequisites:	None				
Corequisites:	FSE 210				
Component:	None				
This course provides hands-on experience with general embalming techniques. Emphasis is placed on preparation of human remains in the embalming laboratory. Upon completion, students should be able to utilize sanitation and disinfection procedures correctly and properly prepare human remains for burial.					
FSE 212	Embalming Theory II	03	00	00	03
Prerequisites:	A course from each set: FSE 210 and FSE 211 or COE112F				
Corequisites:	FSE 213 or COE 122F				
Component:	None				
This course is a continuation of FSE 210 and covers more detailed embalming procedures. Topics include anatomical consideration for embalming, case analysis, positioning features, arterial injection, cavity treatment, autopsies, and other post mortem conditions. Upon completion, students should be able to demonstrate knowledge of embalming theory and sanitation to protect the public health.					
FSE 213	Embalming Lab II	00	04	00	02
Prerequisites:	FSE 210 and FSE 211				
Corequisites:	FSE 212				
Component:	None				
This course provides hands-on experience in more advanced embalming skills. Emphasis is placed on preparation of human remains in the embalming laboratory. Upon completion, students should be able to determine the proper techniques to be utilized in each particular embalming situation.					
FSE 214	Pathology	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course is a general survey of the disease process. Topics include pathological terminology, basic body functions, trauma, disease process, and etiology. Upon completion, students should be able to recognize medical terminology used in completing death certificates and understand the disease process.					
FSE 215	Funeral Home Operations	04	00	00	04
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course covers funeral home operations, including business techniques and effective counseling skills. Topics include establishing a funeral home, choosing and financing a location, building, merchandising, caskets, vaults, planning, and counseling techniques and philosophies. Upon completion, students should be able to understand the proper procedures for operating a funeral home and relate more effectively to those experiencing grief.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
FSE 216	Restorative Arts	02	04	00	04
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
FSE 217	Funeral Service Projects	01	02	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
GEL 111	Introductory Geology	03	02	00	04
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
GEL 113	Historical Geology	03	02	00	04
Prerequisites:	GEL 111 or GEL 120				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
GEL 120	Physical Geology	03	02	00	04
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
GEL 220	Marine Geology	03	02	00	04
Prerequisites:	GEL 120				
Corequisites:	None				
Component:	None				
<p>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.</p>					
GEL 230	Environmental Geology	03	02	00	04
Prerequisites:	GEL 111, GEL 120 or PHS 130				
Corequisites:	None				
Component:	None				
<p>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.</p>					
GEO 110	Introduction to Geography	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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 for transferability as a premajor and/or elective course requirement in social/behavioral sciences.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
GEO 111	World Regional Geography	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
GEO 112	Cultural Geography	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
GEO 113	Economic Geography	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
GEO 121	North Carolina Geography	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
GEO 130	General Physical Geography	03	00	00	03

Prerequisites: None

Corequisites: None

Component: None

This course introduces both the basic physical components that help shape the earth and the study of minerals, rocks, and evolution of landforms. Emphasis is placed on the geographic grid, cartography, weather, climate, mineral composition, fluvial processes, and erosion and deposition. Upon completion, students should be able to identify these components and processes and explain how they interact. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

GEO 131	Physical Geography I	03	02	00	04
----------------	-----------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course introduces the basic physical components that help shape the earth. Emphasis is placed on the geographic grid, cartography, weather, climate, biogeography, and soils. Upon completion, students should be able to identify these components and explain how they interact. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

GEO 132	Physical Geography II	03	02	00	04
----------------	------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course introduces the study of minerals, rocks, evolution of landforms, and consequences of landscape change. Emphasis is placed on mineral composition, fluvial processes, erosion and deposition, glaciers, and coastal processes. Upon completion, students should be able to identify these components and processes and to explain how they interact. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

GER 111	Elementary German I	03	00	00	03
----------------	----------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course introduces the fundamental elements of the German language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written German and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
GER 112	Elementary German II	03	00	00	03

Prerequisites: GER 111

Corequisites: None

Component: None

This course is a continuation of GER 111 focusing on the fundamental elements of the German language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written German and demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

GER 181	German Lab 1	00	02	00	01
----------------	---------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course provides an opportunity to enhance acquisition of the fundamental elements of the German language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written German and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

GER 182	German Lab 2	00	02	00	01
----------------	---------------------	-----------	-----------	-----------	-----------

Prerequisites: GER 181

Corequisites: None

Component: None

This course provides an opportunity to enhance acquisition of the fundamental elements of the German language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written German and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

GER 211	Intermediate German I	03	00	00	03
----------------	------------------------------	-----------	-----------	-----------	-----------

Prerequisites: GER 112

Corequisites: None

Component: None

This course provides a review and expansion of the essential skills of the German language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
GER 212	Intermediate German II	03	00	00	03
Prerequisites:	GER 211				
Corequisites:	None				
Component:	None				
<p>This course provides a continuation of GER 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</p>					
GER 221	German Conversation	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>This course provides an opportunity for intensive communication in spoken German. Emphasis is placed on vocabulary acquisition and interactive communication through the discussion of media materials and authentic texts. Upon completion, students should be able to discuss selected topics, express ideas and opinions clearly, and engage in formal and informal conversations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</p>					
GER 281	German Lab 3	00	02	00	01
Prerequisites:	GER 182				
Corequisites:	None				
Component:	None				
<p>This course provides an opportunity to enhance the review and expansion of the essential skills of the German language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</p>					
GER 282	German Lab 4	00	02	00	01
Prerequisites:	GER 281				
Corequisites:	None				
Component:	None				
<p>This course provides an opportunity to enhance the review and expansion of the essential skills of the German language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
GRA 121	Graphic Arts I	02	04	00	04
Prerequisites:	GRD 110, GRD 141, and GRD 151				
Corequisites:	None				
Component:	None				
This course introduces terminology, tools and materials, procedures, and equipment used in graphic arts production. Topics include copy preparation and pre-press production relative to printing. Upon completion, students should be able to demonstrate an understanding of graphic arts production.					
GRA 140	Graphic Arts Imaging	01	02	00	02
Prerequisites:	GRD 152				
Corequisites:	None				
Component:	None				
This course covers the use of photographic and electronic imaging techniques in the printing industry. Topics include exposure control and manipulation for a variety of process photography procedures and emerging electronic imaging techniques. Upon completion, students should be able to create line, special effect, and halftone images by both conventional and computer imaging methods.					
GRD 110	Typography I	02	02	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces the history and mechanics of type and its application to layout and design. Topics include typographic fundamentals, anatomy, measurements, composition, identification, and terminology. Upon completion, students should be able to demonstrate proficiency in design application, analysis, specification, and creation of typographic elements.					
GRD 117	Design Career Exploration	02	00	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course covers opportunities in the graphic design field and employment requirements. Topics include evaluation of career choices, operations, structure of advertising and graphic design businesses, and related business issues. Upon completion, students should be able to demonstrate an understanding of the graphic design field and consider an appropriate personal direction of career specialization.					
GRD 121	Drawing Fundamentals I	01	03	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course increases observation skills using basic drawing techniques and media in graphic design. Emphasis is placed on developing the use of graphic design principles, media applications, spatial considerations, drawing styles, and approaches. Upon completion, students should be able to show competence and proficiency in finished works.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
GRD 131	Illustration I	01	03	00	02
Prerequisites:	GRD 121				
Corequisites:	None				
Component:	None				
<p>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.</p>					
GRD 132	Illustration II	01	03	00	02
Prerequisites:	GRD 131				
Corequisites:	None				
Component:	None				
<p>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.</p>					
GRD 133	Illustration III	01	03	00	02
Prerequisites:	GRD 132				
Corequisites:	None				
Component:	None				
<p>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.</p>					
GRD 141	Graphic Design I	02	04	00	04
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
GRD 142	Graphic Design II	02	04	00	04
Prerequisites:	GRA 121, GRD 141, GRD 152, GRD 192, GRD 231 and MKT 220				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
GRD 151	Computer Design Basics	01	04	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
GRD 152	Computer Design Tech I	01	04	00	03
Prerequisites:	GRD 151				
Corequisites:	None				
Component:	None				
<p>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.</p>					
GRD 153	Computer Design Tech II	01	04	00	03
Prerequisites:	GRD 152				
Corequisites:	None				
Component:	None				
<p>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.</p>					
GRD 160	Photo Fundamentals I	01	04	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
GRD 161	Photo Fundamentals II	01	04	00	03
Prerequisites:	GRD 160				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
GRD 192	Selected Topics in Design	01	03	00	02
Prerequisites:	GRD 110, GRD 141, and GRD 151				
Corequisites:	None				
Component:	None				
This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.					
GRD 220	Calligraphy	00	02	00	01
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course covers calligraphy as a design element. Emphasis is placed on the history, methods, materials, tools, and techniques of hand lettering. Upon completion, students should be able to use a variety of pens, brushes, inks, paint, and surfaces to produce several finished calligraphic works.					
GRD 230	Technical Illustration	01	03	00	02
Prerequisites:	GRD 121				
Corequisites:	None				
Component:	None				
This course introduces technical and industrial illustration techniques. Topics include orthographic, isometric, linear perspective, and exploded views. Upon completion, students should be able to demonstrate competence in various technical rendering techniques.					
GRD 231	Marker Illustration	01	03	00	02
Prerequisites:	ART 131 or GRD 121				
Corequisites:	None				
Component:	None				
This course covers marker illustration. Emphasis is placed on various marker types, techniques, and surfaces used in marker illustration. Upon completion, students should be able to demonstrate competence in the use of markers as a medium for commercial illustration.					
GRD 241	Graphic Design III	02	04	00	04
Prerequisites:	GRD 142				
Corequisites:	None				
Component:	None				
This course is an advanced exploration of various techniques and media for advertising and graphic design. Emphasis is placed on advanced concepts and solutions to complex and challenging graphic design problems. Upon completion, students should be able to demonstrate competence and professionalism in visual problem solving.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
GRD 271	Multimedia Design I	01	03	00	02
Prerequisites:	GRD 152				
Corequisites:	None				
Component:	None				
This course introduces the fundamentals of multimedia design and production for computer-related presentations. Topics include interface design, typography, storyboarding, scripting, simple animation, graphics, digital audiovideo, and copyright issues. Upon completion, students should be able to design and produce multimedia presentations.					
GRD 272	Multimedia Design II	01	03	00	02
Prerequisites:	GRD 271				
Corequisites:	None				
Component:	None				
This course is a continuation of GRD 271. Emphasis is placed on advanced animation, specialized software, quality control, and cross-platform delivery, as well as problems associated with delivery media and interactivity. Upon completion, students should be able to produce multimedia presentations and determine and adapt to technical specifications for delivery.					
GRD 280	Portfolio Design	02	04	00	04
Prerequisites:	GRD 131, GRD 142, GRD 152, GRD 153, and GRD 282				
Corequisites:	None				
Component:	None				
This course covers the organization and presentation of a design/advertising or graphic art portfolio and appropriate related materials. Emphasis is placed on development and evaluation of the portfolio, design and production of a resume and self-promotional materials, and interview techniques. Upon completion, students should be able to prepare and professionally present an effective portfolio and related self-promotional materials.					
GRD 281	Design of Advertising	02	00	00	02
Prerequisites:	GRD 192 and GRD 282				
Corequisites:	None				
Component:	None				
This course explores the origins, roles, scope, forms, and development of advertising. Emphasis is placed on advertising development from idea through production and the interrelationship of marketing to types of advertising, media, and organizational structure. Upon completion, students should be able to demonstrate an understanding of the complexities and relationships involved in advertising design.					
GRD 282	Advertising Copywriting	01	02	00	02
Prerequisites:	ENG 111				
Corequisites:	None				
Component:	None				
This course covers copywriting for print, electronic, and broadcast advertising and promotion. Topics include advertising strategies, proposals, headlines, slogans, and text copy for various types of advertising. Upon completion, students should be able to write and articulate advertising proposals and understand the ethical and regulatory environment for advertising.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
GRD 285	Client/Media Relations	01	02	00	02
Prerequisites:	ENG 115, GRD 142, GRD 152, and GRD 282				
Corequisites:	None				
Component:	None				
This course introduces media pricing, scheduling, and business ethics. Emphasis is placed on communication with clients and determination of clients' advertising needs. Upon completion, students should be able to use professional communication skills to effectively orchestrate client/media relationships.					
HEA 110	Personal Health/Wellness	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	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.					
HEA 111	First Aid & Safety	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	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.					
HEA 112	First Aid & CPR	01	02	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					
HEA 120	Community Health	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course provides information about contemporary community health and school hygiene issues. Topics include health education and current information about health trends. Upon completion, students should be able to recognize and devise strategies to prevent today's community health problems. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
HEA 130	Health-Adult Sexuality	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
HEA 140	Health-Child Sexuality	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
HEA 150	Drugs and Behavior	03	00	00	03
Prerequisites:	None				
Corequisites:	Nonw				
Component:	None				
<p>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.</p>					
HIS 111	World Civilizations I	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
HIS 112	World Civilizations II	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
HIS 114	Comparative World History	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
HIS 115	Introduction to Global History	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
HIS 116	Current World Problems	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
HIS 121	Western Civilization I	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
HIS 122	Western Civilization II	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
HIS 131	American History I	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
HIS 132	American History II	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
HIS 162	Women and History	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
HIS 167	The Vietnam War	03	00	00	03

Prerequisites: None

Corequisites: None

Component: None

This course covers the American political and military involvement in Vietnam from 1944 to 1975. Topics include the French colonial policy, Vietnamese nationalism, the war with France, American involvement, and resolution of the conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments that influenced the Vietnam War. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

HIS 221	African-American History	03	00	00	03
----------------	---------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course covers African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of African Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of African Americans. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

HIS 222	African-American History I	03	00	00	03
----------------	-----------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course covers African American history through the Civil War period. Topics include African origins, the nature of slavery, African-American participation in the American Revolution, abolitionism, and the emergence of a distinct African-American culture. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early African-American history. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

HIS 223	African-American History II	03	00	00	03
----------------	------------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course covers African American history from the Civil War to the present. Topics include Reconstruction, the Jim Crow era, urbanization, the Harlem Renaissance, the Civil Rights movement, and the philosophies of major African-American leaders. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in African-American history since the Civil War. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
HIS 224	US Diplomatic History	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
HIS 226	The Civil War	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
HIS 236	North Carolina History	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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, ante-bellum, 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.</p>					
HIS 271	The French Revolution Era	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
HMT 110	Intro to Healthcare Mgt	03	00	00	03
Prerequisites:	BUS 137				
Corequisites:	None				
Component:	None				
This course introduces the functions, practices, organizational structures, and professional issues in healthcare management. Emphasis is placed on planning, controlling, directing, and communicating within health and human services organizations. Upon completion, students should be able to apply the concepts of management within a healthcare service environment.					
HMT 210	Medical Insurance	00	00	00	03
Prerequisites:	MED 122 or OST 142				
Corequisites:	None				
Component:	None				
This course introduces the concepts of medical insurance. Topics include types and characteristics of third-party payers, coding concepts, payment systems, and manual/electronic claims form preparation. Upon completion, students should be able to process third-party claims forms.					
HMT 211	Long-Term Care Admin	03	00	00	03
Prerequisites:	HMT 110				
Corequisites:	None				
Component:	None				
This course introduces the administration of long-term care facilities and services. Emphasis is placed on nursing home care, home health care, hospice, skilled nursing facilities, and other long-term care services. Upon completion, students should be able to administer state and national standards and regulations as they apply to long-term care. None					
HMT 212	Mgt of Healthcare Org	02	00	00	02
Prerequisites:	HMT 110				
Corequisites:	None				
Component:	None				
This course examines current issues affecting the management of healthcare delivery systems. Topics include current problems, changes, and challenges in the healthcare environment. Upon completion, students should be able to identify current health care issues and their impact on healthcare management.					
HMT 220	Healthcare Financial Mgmt	04	00	00	04
Prerequisites:	HMT 110 and ACC 225				
Corequisites:	None				
Component:	None				
This course covers the methods and techniques utilized in the financial management of healthcare programs. Topics include cost determination, pricing of services, financial statement analysis, forecasting/projections, third-party billing, reimbursement, Medicare, Medicaid, and budgeting. Upon completion, students should be able to interpret and apply the principles of financial management in a healthcare environment.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
HOR 110	Introduction to Landscaping	01	02	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
HOR 112	Landscape Design I	02	03	00	03
Prerequisites:	HOR 170				
Corequisites:	None				
Component:	None				
<p>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.</p>					
HOR 114	Landscape Construction	02	02	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
HOR 116	Landscape Management I	02	02	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
HOR 118	Equipment Operation & Maintenance	01	03	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
HOR 134	Greenhouse Operations	02	02	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
HOR 142	Fruit & Vegetable Production	01	02	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
HOR 150	Introduction to Horticulture	02	00	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
HOR 152	Horticultural Practices	00	03	00	01
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
HOR 160	Plant Materials I	02	02	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
HOR 162	Applied Plant Science	02	02	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces the basic concepts of botany as they apply to horticulture. Topics include nomenclature, physiology, morphology, and anatomy as they apply to plant culture. Upon completion, students should be able to apply the basic principles of botany to horticulture.					
HOR 164	Horticultural Pest Management	02	02	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course covers the identification and control of plant pests including insects, diseases, and weeds. Topics include pest identification and chemical regulations, safety, and pesticide application. Upon completion, students should be able to meet the requirements for North Carolina Commercial Pesticide Ground Applicators license.					
HOR 166	Soils & Fertilizers	02	02	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course covers the physical and chemical properties of soils and soil fertility and management. Topics include soil formation, classification, physical and chemical properties, testing, fertilizer application, and other amendments. Upon completion, students should be able to analyze, evaluate, and properly amend soils/media.					
HOR 168	Plant Propagation	02	02	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course is a study of sexual and asexual reproduction of plants. Emphasis is placed on seed propagation, grafting, stem and root propagation, micro-propagation, and other propagation techniques. Upon completion, students should be able to successfully propagate ornamental plants.					
HOR 170	Horticultural Computer Apps	01	03	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces computer programs as they apply to the horticulture industry. Emphasis is placed on applications of software for plant identification, design, and irrigation. Upon completion, students should be able to use computer programs in horticultural situations.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
HOR 215	Landscape Irrigation	02	02	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces basic irrigation design, layout, and installation. Topics include site analysis, components of irrigation systems, safety, types of irrigation systems, and installation techniques. Upon completion, students should be able to design and install basic landscape irrigation systems.					
HOR 251	Insects & Diseases	02	02	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces insects and diseases of economic importance to horticultural crops. Topics include insect life cycles and identifying characteristics; plant diseases, including their signs and symptoms; control methods; and insect scouting for IPM. Upon completion, students should be able to demonstrate an understanding of insect and disease identification, collection, and control.					
HOR 253	Horticulture Turfgrass	02	02	00	03
Prerequisites:	HOR 162 or HOR 166				
Corequisites:	None				
Component:	None				
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.					
HOR 257	Arboriculture Practices	01	03	00	02
Prerequisites:	HOR 160				
Corequisites:	None				
Component:	None				
This course covers the culture and maintenance of trees and shrubs. Topics include fertilization, pruning, approved climbing techniques, pest control, and equipment use and safety. Upon completion, students should be able to properly prune trees and shrubs and perform arboricultural practices.					
HOR 260	Plant Materials II	02	02	00	03
Prerequisites:	HOR 160				
Corequisites:	None				
Component:	None				
This course is a continuation of HOR 160 and covers additional plants. Emphasis is placed on reinforcement of skills and the introduction of additional plants. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
HOR 275	Horticulture Production Management	03	02	00	04
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
HOR 277	Horticulture Sales & Services	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
HOR 278	Horticulture Business Entrepreneurship	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
HRM 110	Introduction to Hospitality	02	00	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
HRM 115	Housekeeping	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>This course covers the scope, responsibilities, communications, terminology, materials, and concerns specific to hotel housekeeping. Topics include management and supervision of housekeeping staff in the proper cleaning and sanitation of rooms and public areas, budgeting, purchasing, security, and inventory control. Upon completion, students should be able to understand and apply the principles of organization and management of a housekeeping department.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
HRM 115A	Housekeeping Lab	00	02	00	01
Prerequisites:	None				
Corequisites:	HRM 115				
Component:	None				
This course is a laboratory to accompany HRM 115. Emphasis is placed on the development of skills for the performance of housekeeping tasks. Upon completion, students should be able to demonstrate mastery of housekeeping skills.					
HRM 120	Front Office Procedures	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course provides a systematic approach to hotel front office procedures. Topics include reservations, registration, guest satisfaction, occupancy and rate management, security, interdepartmental communications, and related guest services. Upon completion, students should be able to demonstrate a basic understanding of current front office operating systems, including efficient and courteous guest services.					
HRM 120A	Front Office Procedures Lab	00	02	00	01
Prerequisites:	None				
Corequisites:	HRM 120				
Component:	None				
This course is laboratory to accompany HRM 120. Emphasis is placed on practical computer applications of theory covered in HRM 120. Upon completion, students should be able to demonstrate a basic proficiency in computer-based, front office applications.					
HRM 125	Hospitality Etiquette	01	00	00	01
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course covers social skills needed to effectively interact within organizational and customer situations. Topics include general social manners, personal appearance, table manners, restaurant and meeting etiquette, and business interaction. Upon completion, students should be able to function with confidence in various social, cultural, and professional situations.					
HRM 130	Bed & Breakfast Management	02	00	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course provides an overview of the management of bed and breakfast facilities. Emphasis is placed on lifestyle commitment, property needs, computer operations, business and marketing plans, customer service and facility management. Upon completion, students should be able to describe and apply the principles of management unique to the bed and breakfast industry.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
HRM 135	Facilities Management	02	00	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>This course introduces the basic elements of planning and designing hospitality facilities, including their maintenance and upkeep. Topics include equipment and plant preventive maintenance, engineering, interior design, space utilization, remodeling and expansion, and traffic and work flow patterns. Upon completion, students should be able to demonstrate an understanding of the planning, design, and maintenance of hospitality physical plants and equipment.</p>					
HRM 140	Hospitality Tourism Law	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>This course covers the rights and responsibilities that the law grants to or imposes upon the hospitality industry. Topics include federal and state regulations, historical and current practices, safety and security, risk management, loss prevention, torts, and contracts. Upon completion, students should be able to demonstrate an understanding of the legal system to prevent or minimize organizational liability.</p>					
HRM 145	Hospitality Supervision	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>This course covers principles of supervision as they apply to the hospitality industry. Topics include recruitment, selection, orientation, training, evaluation, and leadership skills. Upon completion, students should be able to understand and apply basic supervisory skills unique to the hospitality and service industry. supervisory skills unique to the hospitality and service industry.</p>					
HRM 150	Hospitality Training	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>This course introduces techniques and methodology involved in developing training programs. Topics include job specification, description and breakdown, training methods, coaching, evaluation, and management development. Upon completion, students should be able to produce job specifications, descriptions, and breakdowns and conduct technical training.</p>					
HRM 210	Meetings and Conventions	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	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>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
HRM 215	Restaurant Management	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	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>					
HRM 215A	Restaurant Management Lab	00	02	00	01
Prerequisites:	None				
Corequisites:	HRM 215				
Component:	None				
<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>					
HRM 220	Food & Beverage Controls	03	00	00	03
Prerequisites:	MAT 110				
Corequisites:	None				
Component:	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>					
HRM 220A	Food & Beverage Controls Lab	00	02	00	01
Prerequisites:	None				
Corequisites:	HRM 220				
Component:	None				
<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>					
HRM 225	Beverage Management	02	00	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
HRM 230	Club & Resort Management	02	00	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>This course introduces specific principles of managing a hospitality operation in a resort or club setting. Topics include resort and club marketing, recreational and sport activity management, and retail management. Upon completion, students should be able to demonstrate an understanding of the specialized skills involved in resort and club management.</p>					
HRM 235	Hospitality Quality Management	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>This course introduces the various schools of thought in achievement and implementation of quality standards for the hospitality industry. Emphasis is placed on developing and maintaining quality in the delivery of the tangible and intangible aspects of the service product. Upon completion, students should be able to demonstrate an understanding of quality service principles and apply them within a hospitality/service environment.</p>					
HRM 240	Hospitality Marketing	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
HRM 245	Hospitality Human Resource Management	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
HRM 280	Hospitality Management Problems	03	00	00	03
Prerequisites:	HRM 220				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
HUM 110	Technology and Society	03	00	00	03

Prerequisites: None

Corequisites: None

Component: None

This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

HUM 115	Critical Thinking	03	00	00	03
----------------	--------------------------	-----------	-----------	-----------	-----------

Prerequisites: ENG 095 or RED 090 and ENG 090

Corequisites: None

Component: None

This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course may meet the SACS humanities requirement for AAS degree programs.

HUM 120	Cultural Studies	03	00	00	03
----------------	-------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

HUM 121	The Nature of America	03	00	00	03
----------------	------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course provides an interdisciplinary survey of the American cultural, social, and political experience. Emphasis is placed on the multicultural character of American society, distinctive qualities of various regions, and the American political system. Upon completion, students should be able to analyze significant cultural, social, and political aspects of American life. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
HUM 122	Southern Culture	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
HUM 130	Myth in Human Culture	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
HUM 150	American Women's Studies	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
HUM 160	Introduction to Film	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
HUM 170	The Holocaust	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
HUM 211	Humanities I	03	00	00	03
Prerequisites:	ENG 111				
Corequisites:	None				
Component:	None				
<p>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.</p>					
HUM 212	Humanities II	03	00	00	03
Prerequisites:	ENG 111				
Corequisites:	None				
Component:	None				
<p>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.</p>					
HUM 220	Human Values and Meaning	03	00	00	03
Prerequisites:	ENG 111				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
HUM 230	Leadership Development	03	00	00	03
Prerequisites:	ENG 111				
Corequisites:	None				
Component:	None				
<p>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.</p>					
HYD 110	Hydraulics/Pneumatics I	02	03	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
INS 101	Life/Accident/Health Insurance	04	00	00	04
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
INS 102	Medicare Supplement/Long-Term Care	01	00	00	01
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
INS 103	Property & Casualty Insurance	04	00	00	04
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
INS 105	Risk Management	03	00	00	03
Prerequisites: None					
Corequisites: None					
Component: 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.					
INS 107	Claims Adjusting	03	00	00	03
Prerequisites: None					
Corequisites: None					
Component: 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.					
INS 108	Income Taxation of Insurance	03	00	00	03
Prerequisites: None					
Corequisites: None					
Component: 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.					
INS 109	Employee Benefits	02	00	00	02
Prerequisites: None					
Corequisites: None					
Component: 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.					
INT 110	International Business	03	00	00	03
Prerequisites: None					
Corequisites: None					
Component: None					
This course provides an overview of the environment, concepts, and basic differences involved in international business. Topics include forms of foreign involvement, international trade theory, governmental influences on trade and strategies, international organizations, multinational corporations, personnel management, and international marketing. Upon completion, students should be able to describe the foundation of international business.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ISC 112	Industrial Safety	02	00	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	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.					
ISC 113	Industrial Specifications	01	00	00	01
Prerequisites:	None				
Corequisites:	None				
Component:	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.					
ISC 115	Construction Safety	02	00	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces the basic concepts of construction site safety. Topics include ladders, lifting, lock-out/tag-out, personal protective devices, scaffolds, and above/below ground work based on OSHA regulations. Upon completion, students should be able to demonstrate knowledge of applicable safety regulations and safely participate in construction projects.					
ISC 121	Envir Health & Safety	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	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.					
ISC 131	Quality Management	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	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.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ISC 132	Manufacturing Quality Control	02	03	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	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.					
ISC 133	Manufacturing Management Practices	02	00	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	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.					
ISC 135	Principles of Industrial Management	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	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.					
ISC 136	Productivity Analysis I	02	03	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	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.					
ISC 140	Detailed Sched and Planning	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	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.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ISC 141	Execution and Control of Op	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ISC 151	Plant Layout	02	02	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ISC 170	Problem-Solving Skills	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ISC 210	Oper & Prod Planning	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	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>					
ISC 214	Job Analysis/Wages & Salary	02	03	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ISC 216	Work Measurement	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ISC 225	Facility Layout	03	02	00	04
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ISC 230	Simulation Production Processes	01	03	00	02
Prerequisites:	MAT 115 or MAT 161				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ISC 233	Industrial Organization & Management	03	00	00	03
Prerequisites:	ISC 133				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ISC 235	Management Problems	03	00	00	03
Prerequisites:	ISC 135				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ISC 255	Engineering Economy	02	02	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ISC 261	Methods Improvement	02	03	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ITA 111	Elementary Italian I	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ITA 112	Elementary Italian II	03	00	00	03
Prerequisites:	ITA 111				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ITA 181	Italian Lab 1	00	02	00	01

Prerequisites: None

Corequisites: None

Component: None

This course provides an opportunity to enhance acquisition of the fundamental elements of the Italian language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Italian and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ITA 182	Italian Lab 2	00	02	00	02
----------------	----------------------	-----------	-----------	-----------	-----------

Prerequisites: ITA 181

Corequisites: None

Component: None

This course provides an opportunity to enhance acquisition of the fundamental elements of the Italian language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Italian and demonstrate cultural awareness. This course as been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ITA 211	Intermediate Italian I	03	00	00	03
----------------	-------------------------------	-----------	-----------	-----------	-----------

Prerequisites: ITA 112

Corequisites: None

Component: None

This course provides a review and expansion of the essential skills of the Italian language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ITA 212	Intermediate Italian II	03	00	00	03
----------------	--------------------------------	-----------	-----------	-----------	-----------

Prerequisites: ITA 211

Corequisites: None

Component: None

This course provides a continuation of ITA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ITA 221	Italian Conversation	03	00	00	03

Prerequisites: ITA 212

Corequisites: None

Component: None

This course provides an opportunity for intensive communication in spoken Italian. Emphasis is placed on vocabulary acquisition and interactive communication through the discussion of media materials and authentic texts. Upon completion, students should be able to discuss selected topics, express ideas and opinions clearly, and engage in formal and informal conversations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ITA 281	Italian Lab 3	00	02	00	01
----------------	----------------------	-----------	-----------	-----------	-----------

Prerequisites: ITA 182

Corequisites: None

Component: None

This course provides an opportunity to enhance the review and expansion of the essential skills of the Italian language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ITA 282	Italian Lab 4	00	02	00	01
----------------	----------------------	-----------	-----------	-----------	-----------

Prerequisites: ITA 281

Corequisites: None

Component: None

This course provides an opportunity to enhance the review and expansion of the essential skills of the Italian language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ITN 110	Introduction to Web Graphics	02	02	00	03
----------------	-------------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course is the first of two courses covering the creation of web graphics, addressing problems peculiar to WWW display using appropriate software. Topics include web graphics file types, type conversion, RGB color, the browser-safe palette, elementary special effects, image maps, and other related topics. Upon completion, students should be able to create graphics such as banners, buttons, backgrounds, and other graphics for Web pages.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ITN 120	Introduction to Internet Multimedia	02	02	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ITN 130	Web Site Management	02	02	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ITN 140	Web Development Tools	02	02	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ITN 150	Internet Protocols	02	02	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ITN 160	Principals of Web Design	02	02	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ITN 170	Introduction to Internet Databases	02	02	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ITN 180	Active Server Programming	02	02	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ITN 240	Internet Security	02	02	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ITN 250	Implement Internet Services	02	02	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
ITN 270	Adv Internet Databases	02	02	00	03
Prerequisites:	ITN 170				
Corequisites:	None				
Component:	Nonr				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
LEX 110	Introduction to Paralegal Study	02	00	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces the paralegal profession and the legal system. Topics include regulations and concepts, ethics, case analysis, legal reasoning, career opportunities, certification, professional organizations, and other related topics. Upon completion, students should be able to understand the role of a paralegal and identify the skills, knowledge, and ethics required of paralegals.					
LEX 120	Legal Research/Writing I	02	02	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and updating sources of law; effective legal writing, including proper citation; and the use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.					
LEX 121	Legal Research/Writing II	02	02	00	03
Prerequisites:	LEX 120				
Corequisites:	None				
Component:	None				
This course covers advanced topics in legal research and writing. Topics include more complex legal issues and assignments involving preparation of legal memos, briefs, and other documents and the advanced use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.					
LEX 130	Civil Injuries	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course covers traditional tort concepts and the evolving body of individual rights created by statute. Topics include intentional and non-intentional torts with emphasis on negligence, strict liability, civil rights, workplace and environmental liability, remedies, and damages. Upon completion, students should be able to recognize, explain, and evaluate elements of civil injuries and related defenses.					
LEX 140	Civil Litigation I	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces the structure of the legal system and the rules governing civil litigation. Topics include jurisdiction and the state and federal rules of civil procedure and evidence. Upon completion, students should be able to assist an attorney in pre-litigation matters and preparation of pleadings and motions.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
LEX 141	Civil Litigation II	02	02	00	03
Prerequisites:	LEX 140				
Corequisites:	None				
Component:	None				
This course covers advanced topics in the civil litigation process. Topics include motions, discovery, and trial and appellate procedures. Upon completion, students should be able to assist an attorney in preparing and organizing documents for trial, settlement and post-trial practice.					
LEX 150	Commercial Law I	02	02	00	03
Prerequisites:	LEX 140				
Corequisites:	None				
Component:	None				
This course covers legally enforceable agreements, forms of organization, and selected portions of the Uniform Commercial Code. Topics include drafting and enforcement of contracts, leases, and related documents and selection and implementation of business organization forms, sales, and commercial papers. Upon completion, students should be able to apply the elements of a contract, prepare various business documents, and understand the role of commercial paper.					
LEX 160	Criminal Law & Procedure	02	02	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces substantive criminal law and procedural rights of the accused. Topics include elements of state/federal crimes, defenses, constitutional issues, pre-trial and trial process, and other related topics. Upon completion, students should be able to explain elements of specific crimes and assist an attorney in preparing a criminal case.					
LEX 180	Case Analysis & Reasoning	01	02	00	02
Prerequisites:	LEX 140				
Corequisites:	LEX 120				
Component:	None				
This course covers the techniques of reading and applying legal opinions and the skills of case analysis. Emphasis is placed on the components of opinions and on types of legal writing. Upon completion, students should be able to read, analyze, and brief opinions and prepare legal memoranda, briefs, and other legal documents.					
LEX 210	Real Property I	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces the study of real property law. Topics include the distinction between real and personal property, various estates, mechanics of conveyance and encumbrance, recordation, special proceedings, and other related topics. Upon completion, students should be able to identify estates, forms of deeds, requirements for recording, and procedures to enforce rights to real property.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
LEX 211	Real Property II	01	04	00	03
Prerequisites:	LEX 210				
Corequisites:	None				
Component:	None				
<p>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.</p>					
LEX 240	Family Law	02	00	00	02
Prerequisites:	LEX 140				
Corequisites:	None				
Component:	None				
<p>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.</p>					
LEX 250	Wills, Estates, & Trusts	02	02	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
LEX 260	Bankruptcy & Collections	02	00	00	02
Prerequisites:	LEX 210				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
LEX 270	Law Office Management/Technology	01	02	00	02
Prerequisites:	LEX 140				
Corequisites:	None				
Component:	None				
<p>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.</p>					
LEX 283	Investigation	01	02	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
LEX 285	Workers' Comp Law	02	00	00	02
Prerequisites:	LEX 130				
Corequisites:	None				
Component:	None				
<p>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.</p>					
LSG 111	Basic Landscape Technology	02	00	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
LSG 121	Fall Gardening Lab	00	06	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
LSG 122	Spring Gardening Lab	00	06	00	02
Prerequisites:	LSG 111 and LSG 121				
Corequisites:	All courses required: HOR 114, HOR 134 and TRF 110				
Component:	None				
This course provides familiarization with basic gardening techniques by performing practical hands-on exercises required for the spring season. Emphasis is placed on pruning, irrigation, planting, fertilizing, pest control, equipment operation, turf maintenance, and landscape construction. Upon completion, students should be able to satisfactorily perform various practices essential to maintaining the landscape in the spring season.					
LSG 123	Summer Gardening Lab	00	06	00	02
Prerequisites:	LSG 122				
Corequisites:	LSG 111				
Component:	None				
This course provides basic hands-on experience in summer gardening techniques. Emphasis is placed on pruning, irrigation, planting, fertilizing, pest control, equipment operation, turf maintenance, landscape construction, and maintaining fruits and vegetables. Upon completion, students should be able to perform various techniques essential to maintaining the summer landscape.					
LSG 231	Landscape Supervision	00	09	00	03
Prerequisites:	LSG 123 and HOR 260				
Corequisites:	None				
Component:	None				
This course provides experience in planning, implementing, and supervising various landscape management projects. Emphasis is placed on supervisory skills, organizing, and scheduling. Upon completion, students should be able to supervise employees in various landscape management jobs.					
LSG 232	Garden Management	00	09	00	03
Prerequisites:	LSG 123 and HOR 260				
Corequisites:	None				
Component:	None				
This course covers the implementation of knowledge gained in previous landscape gardening courses. Emphasis is placed on scheduling, designing, renovation, and plant management. Upon completion, students should be able to collate the material learned in the Landscape Gardening curriculum and apply it to various landscape gardening situations.					
MAC 111	Machining Technology I	02	12	00	06
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
MAC 112	Machining Technology II	02	12	00	06

Prerequisites: MAC 111

Corequisites: None

Component: None

This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling.

MAC 113	Machining Technology III	02	12	00	06
----------------	---------------------------------	-----------	-----------	-----------	-----------

Prerequisites: MAC 112

Corequisites: None

Component: None

This course provides an introduction to advanced and special machining operations. Emphasis is placed on working to specified tolerances with special and advanced setups. Upon completion, students should be able to produce a part to specifications.

MAC 114	Introduction to Metrology	02	00	00	02
----------------	----------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course introduces the care and use of precision measuring instruments. Emphasis is placed on the inspection of machine parts and use of a wide variety of measuring instruments. Upon completion, students should be able to demonstrate the correct use of measuring instruments.

MAC 121	Introduction to CNC	02	00	00	02
----------------	----------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course introduces the concepts and capabilities of computer numerical control machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to explain operator safety, machine protection, data input, program preparation, and program storage.

MAC 122	CNC Turning	01	03	00	02
----------------	--------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
MAC 124	CNC Milling	01	03	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.					
MAC 151	Machining Calculations	01	02	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine shop. Upon completion, students should be able to perform basic shop calculations.					
MAC 226	CNC EDM Machining	01	03	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces the programming, setup, and operation of CNC electrical discharge machines. Topics include programming formats, control functions, program editing, production of parts, and inspection. Upon completion, students should be able to manufacture simple parts using CNC electrical discharge machines.					
MAC 241	Jigs & Fixtures I	02	06	00	04
Prerequisites:	MAC 112				
Corequisites:	None				
Component:	None				
This course introduces the application and use of jigs and fixtures. Emphasis is placed on design and manufacture of simple jigs and fixtures. Upon completion, students should be able to design and build simple jigs and fixtures.					
MAC 243	Die Making I	02	06	00	04
Prerequisites:	MAC 112				
Corequisites:	None				
Component:	None				
This course introduces the principles and applications of die making. Topics include types, construction, and application of dies. Upon completion, students should be able to design and build simple dies.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
MAC 245	Mold Construction I	02	06	00	04
Prerequisites:	MAC 112				
Corequisites:	None				
Component:	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.					
MAS 110	Masonry I	05	15	00	10
Prerequisites:	None				
Corequisites:	None				
Component:	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.					
MAS 120	Masonry II	05	15	00	10
Prerequisites:	None				
Corequisites:	None				
Component:	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.					
MAS 130	Masonry III	06	06	00	08
Prerequisites:	None				
Corequisites:	None				
Component:	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.					
MAT 050	Basic Math Skills	03	02	00	04
Prerequisites:	Placement				
Corequisites:	None				
Component:	None				
This course is designed to strengthen basic math skills. Topics include properties, rounding, estimating, comparing, converting, and computing whole numbers, fractions, and decimals. Upon completion, students should be able to perform basic computations and solve relevant mathematical problems.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
MAT 060	Essential Mathematics	03	02	00	04

Prerequisites: MAT 050 or ACCUPLACER Elementary Algebra Score of 27

Corequisites: None

Component: None

This course is a comprehensive study of mathematical skills which should provide a strong mathematical foundation to pursue further study. Topics include principles and applications of decimals, fractions, percents, ratio and proportion, order of operations, geometry, measurement, and elements of algebra and statistics. Upon completion, students should be able to perform basic computations and solve relevant, multi-step mathematical problems using technology where appropriate.

MAT 070	Introductory Algebra	03	02	00	04
----------------	-----------------------------	-----------	-----------	-----------	-----------

Prerequisites: MAT 060 or ACCUPLACER Elementary Algebra Score of 39

Corequisites: None

Component: None

This course establishes a foundation in algebraic concepts and problem solving. Topics include signed numbers, exponents, order of operations, simplifying expressions, solving linear equations and inequalities, graphing, formulas, polynomials, factoring, and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.

MAT 080	Intermediate Algebra	03	02	00	04
----------------	-----------------------------	-----------	-----------	-----------	-----------

Prerequisites: MAT 070 or ACCUPLACER Elementary Algebra Score of 60

Corequisites: None

Component: None

This course continues the study of algebraic concepts with emphasis on applications. Topics include factoring; rational expressions; rational exponents; rational, radical, and quadratic equations; systems of equations; inequalities; graphing; functions; variations; complex numbers; and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.

MAT 090	Accelerated Algebra	03	02	00	04
----------------	----------------------------	-----------	-----------	-----------	-----------

Prerequisites: HS Alg I and Alg II or ACCUPLACER Elementary Algebra Score of 80

Corequisites: RED 080

Component: None

This course covers algebraic concepts with emphasis on applications. Topics include those covered in MAT 070 and MAT 080. Upon completion, students should be able to apply algebraic concepts in problem solving using appropriate technology.

MAT 095	Algebraic Concepts	03	00	00	03
----------------	---------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course covers algebraic concepts with an emphasis on applications. Topics include linear, quadratic, absolute value, rational and radical equations, sets, real and complex numbers, exponents, graphing, formulas, polynomials, systems of equations, inequalities, and functions. Upon completion, students should be able to apply the above topics in problem solving using appropriate technology.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
MAT 101	Applied Mathematics I	02	02	00	03

Prerequisites: MAT 060 or COMPASS Algebra Score of 47

Corequisites: None

Component: None

This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific areas of study.

MAT 110	Mathematical Measurement	02	02	00	03
----------------	---------------------------------	-----------	-----------	-----------	-----------

Prerequisites: MAT 070

Corequisites: None

Component: None

This course provides an activity-based approach to utilizing, interpreting, and communicating data in a variety of measurement systems. Topics include accuracy, precision, conversion, and estimation within metric, apothecary, and avoirdupois systems; ratio and proportion; measures of central tendency and dispersion; and charting of data. Upon completion, students should be able to apply proper techniques to gathering, recording, manipulating, analyzing, and communicating data.

MAT 115	Mathematical Models	02	02	00	03
----------------	----------------------------	-----------	-----------	-----------	-----------

Prerequisites: MAT 070 or COMPASS Algebra Score of 46

Corequisites: None

Component: None

This course develops the ability to utilize mathematical skills and technology to solve problems at a level found in non-mathematics-intensive programs. Topics include application to percent, ratio and proportion, formulas, statistics, functional notation, linear functions and their groups, probability, sampling techniques, scatter plots, and modeling. Upon completion, students should be able to solve practical problems, reason and communicate with mathematics, and work confidently, collaboratively, and independently.

MAT 120	Geometry and Trigonometry	02	02	00	03
----------------	----------------------------------	-----------	-----------	-----------	-----------

Prerequisites: Mat 070 or COMPASS Algebra Score of 46

Corequisites: None

Component: None

This course introduces the concepts of plane trigonometry and geometry with emphasis on applications to problem solving. Topics include the basic definitions and properties of plane and solid geometry, area and volume, right triangle trigonometry, and oblique triangles. Upon completion, students should be able to solve applied problems both independently and collaboratively using technology.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
MAT 121	Algebra/Trigonometry I	02	02	00	03

Prerequisites: One course required: MAT 080, MAT 090 or COMPASS Algebra Score of 58

Corequisites: None

Component: None

This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include simplification, evaluation, and solving of algebraic and radical functions; complex numbers; right triangle trigonometry; systems of equations; and the use of technology. Upon completion, students should be able to demonstrate an understanding of the use of mathematics and technology to solve problems and analyze and communicate results.

MAT 122	Algebra/Trigonometry II	02	02	00	03
----------------	--------------------------------	-----------	-----------	-----------	-----------

Prerequisites: MAT 121

Corequisites: None

Component: None

This course extends the concepts covered in MAT 121 to include additional topics in algebra, function analysis, and trigonometry. Topics include exponential and logarithmic functions, translation and scaling of functions, Sine Law, Cosine Law, vectors and statistics. Upon completion, students should be able to demonstrate an understanding of the use of technology to solve problems and to analyze and communicate results.

MAT 140	Survey of Mathematics	03	00	00	03
----------------	------------------------------	-----------	-----------	-----------	-----------

Prerequisites: MAT 070 or COMPASS Algebra Score of 46

Corequisites: None

Component: None

This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics may include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 140A	Survey of Mathematics Lab	00	02	00	01
-----------------	----------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: MAT 140

Component: None

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
MAT 145	Analytical Math	03	00	00	03

Prerequisites: One course required: MAT 080, MAT 090 or COMPASS Algebra Score of 58

Corequisites: None

Component: None

This course is designed to develop problem-solving and reasoning skills by the study of selected areas of mathematics. Topics include elementary and Boolean algebra, sets, logic, number theory, numeration systems, probability, statistics, and linear programming. Upon completion, students should be able to apply logic and other mathematical concepts. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

MAT 151	Statistics I	03	00	00	03
----------------	---------------------	-----------	-----------	-----------	-----------

Prerequisites: One course required: MAT 080, MAT 090 or COMPASS Algebra Score of 58

Corequisites: None

Component: None

This course provides a project-based approach to the study of basic probability, descriptive and inferential statistics, and decision making. Emphasis is placed on measures of central tendency and dispersion, correlation, regression, discrete and continuous probability distributions, quality control, population parameter estimation, and hypothesis testing. Upon completion, students should be able to describe important characteristics of a set of data and draw inferences about a population from sample data. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 151A	Statistics I Lab	00	02	00	01
-----------------	-------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: MAT 151

Component: None

This course is a laboratory for MAT 151. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

MAT 155	Statistical Analysis	03	00	00	03
----------------	-----------------------------	-----------	-----------	-----------	-----------

Prerequisites: One course required: MAT 080, MAT 090 or COMPASS Algebra Score of 58

Corequisites: None

Component: None

This course is an introduction to descriptive and inferential statistics. Topics include sampling, distributions, plotting data, central tendency, dispersion, Central Limits Theorem, confidence intervals, hypothesis testing, correlations, regressions, and multinomial experiments. Upon completion, students should be able to describe data and test inferences about populations using sample data. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
MAT 155A	Statistics Analysis Lab	00	02	00	01
Prerequisites:	None				
Corequisites:	MAT 155				
Component:	None				
<p>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.</p>					
MAT 161	College Algebra	03	00	00	03
Prerequisites:	One course required: MAT 080, MAT 090 or ACCUPLACER Elementary Algebra Score of 80				
Corequisites:	MAT 161A				
Component:	None				
<p>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.</p>					
MAT 161A	College Algebra Lab	00	02	00	01
Prerequisites:	None				
Corequisites:	MAT 161				
Component:	None				
<p>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.</p>					
MAT 162	College Trigonometry	03	00	00	03
Prerequisites:	MAT 161				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
MAT 162A	College Trigonometry Lab	00	02	00	01

Prerequisites: None
 Corequisites: MAT 162
 Component: None

This course is a laboratory for MAT 162. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

MAT 165	Finite Mathematics	03	00	00	03
----------------	---------------------------	-----------	-----------	-----------	-----------

Prerequisites: MAT 161
 Corequisites: MAT 165A
 Component: None

This course provides topics used to formulate models and to solve and interpret solutions using an algorithmic approach. Topics include linear algebra, linear programming, simplex method, sets and counting, probability, mathematics of finance, and logic. Upon completion, students should be able to demonstrate both an understanding of the theoretical concepts of finite mathematics and the ability to solve related problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 165A	Finite Mathematics Lab	00	02	00	01
-----------------	-------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None
 Corequisites: MAT 165
 Component: None

This course is a laboratory for MAT 165. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

MAT 167	Discrete Mathematics	03	00	00	03
----------------	-----------------------------	-----------	-----------	-----------	-----------

Prerequisites: MAT 121
 Corequisites: None
 Component: None

This course is a study of discrete mathematics with emphasis on applications. Topics include number systems, combinations/permutations, mathematical logic/proofs, sets/counting, Boolean algebra, mathematical induction, trees/graphs, and algorithms. Upon completion, students should be able to demonstrate competence in the topics covered. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
MAT 167A	Discrete Mathematics Lab	00	02	00	01
Prerequisites:	None				
Corequisites:	MAT 167				
Component:	None				
<p>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.</p>					
MAT 171	Precalculus Algebra	03	00	00	03
Prerequisites:	One course required: MAT 080, MAT 090 or ACCUPLACER Elementary Algebra Score of 80				
Corequisites:	MAT 171A				
Component:	None				
<p>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.</p>					
MAT 171A	Precalculus Algebra Lab	00	02	00	01
Prerequisites:	None				
Corequisites:	MAT 171				
Component:	None				
<p>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.</p>					
MAT 172	Precalculus Trigonometry	03	00	00	03
Prerequisites:	MAT 171				
Corequisites:	MAT 172A				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
MAT 172A	Precalculus Trigonometry Lab	00	02	00	01
Prerequisites:	None				
Corequisites:	MAT 172				
Component:	None				
<p>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.</p>					
MAT 175	Precalculus	04	00	00	04
Prerequisites:	One course required: MAT 080, MAT 090 or COMPASS Trig Score of 23				
Corequisites:	MAT 175A				
Component:	None				
<p>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.</p>					
MAT 175A	Precalculus Lab	00	02	00	01
Prerequisites:	None				
Corequisites:	MAT 175				
Component:	None				
<p>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.</p>					
MAT 210	Logic	03	00	00	03
Prerequisites:	MAT 161				
Corequisites:	MAT 210A				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
MAT 210A	Logic Lab	00	02	00	01
Prerequisites:	None				
Corequisites:	MAT 210				
Component:	None				
<p>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.</p>					
MAT 223	Applied Calculus	02	02	00	03
Prerequisites:	MAT 122				
Corequisites:	None				
Component:	None				
<p>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.</p>					
MAT 252	Statistics II	03	00	00	03
Prerequisites:	A set of courses required: MAT 151 and MAT 121 or MAT 161				
Corequisites:	None				
Component:	None				
<p>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.</p>					
MAT 252A	Statistics II Lab	00	02	00	01
Prerequisites:	A set of courses required: MAT 151 and MAT 121 or MAT 161				
Corequisites:	MAT 252				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
MAT 263	Brief Calculus	03	00	00	03
Prerequisites:	MAT 161				
Corequisites:	None				
Component:	None				
<p>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.</p>					
MAT 271	Calculus I	03	02	00	04
Prerequisites:	One course required: MAT 172, MAT 175 or ACCUPLACER Elementary Algebra Score of 118				
Corequisites:	None				
Component:	None				
<p>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.</p>					
MAT 272	Calculus II	03	02	00	04
Prerequisites:	MAT 271				
Corequisites:	None				
Component:	None				
<p>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.</p>					
MAT 273	Calculus III	03	02	00	04
Prerequisites:	MAT 272				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
MEC 131	Metalworking Processes	02	03	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
MEC 142	Physical Metallurgy	01	02	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
MEC 145	Manufacturing Materials I	02	03	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
MEC 172	Introduction to Metallurgy	02	02	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
MEC 180	Engineering Materials	02	03	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
MEC 181	Introduction to CIM	02	00	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces the elements of computer-integrated manufacturing (CIM). Topics include statistical process control, computer-aided design and manufacturing, numeric control, and flexible systems. Upon completion, students should be able to explain the major components of computer-integrated manufacturing.					
MEC 263	Electro-Pneumatic Components	02	04	00	04
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces principles and practical applications of electrical/pneumatic control systems, and primary control devices incorporated in those systems. Emphasis is placed on reading and interpreting ladder diagrams, building control circuits, and troubleshooting valves, switches, and sensors. Upon completion, students should be able to design, build, and troubleshoot basic electro-pneumatic control systems.					
MED 121	Medical Terminology I	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.					
MED 122	Medical Terminology II	03	00	00	03
Prerequisites:	MED 121				
Corequisites:	None				
Component:	None				
This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.					
MIT 110	Introduction to Distance Learning	02	02	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course covers the principles of distance learning, including an introduction to using an interactive distance learning classroom. Emphasis is placed on the different technologies utilized to provide distance learning events (NCIH, telecourses, Internet, etc.). Upon completion, students should be able to demonstrate an understanding of distance learning principles and the technologies that are used to implement distance learning events.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
MIT 115	Introduction to Video Concepts	02	02	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
MIT 120	Introduction to Audio Concepts	02	02	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
MIT 215	Video Integration	02	04	00	04
Prerequisites:	MIT 115				
Corequisites:	None				
Component:	None				
<p>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.</p>					
MIT 220	Audio Integration	02	04	00	04
Prerequisites:	MIT 120				
Corequisites:	None				
Component:	None				
<p>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.</p>					
MIT 230	Media System Design/Implementation	01	04	00	03
Prerequisites:	CIS 215 and MIT 220				
Corequisites:	MIT 215				
Component:	MIT 215				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
MIT 250	Technical Implementation Project	02	04	00	04
Prerequisites:	MIT 230				
Corequisites:	None				
Component:	None				
<p>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.</p>					
MKT 120	Principles of Marketing	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
MKT 121	Retailing	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
MKT 122	Visual Merchandising	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
MKT 123	Fundamentals of Selling	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
MKT 220	Advertising and Sales Promotion	03	00	00	03

Prerequisites: None

Corequisites: None

Component: None

This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application.

MKT 221	Consumer Behavior	03	00	00	03
----------------	--------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course is designed to describe consumer behavior as applied to the exchange processes involved in acquiring, consuming, and disposing of goods and services. Topics include an analysis of basic and environmental determinants of consumer behavior with emphasis on the decision-making process. Upon completion, students should be able to analyze concepts related to the study of the individual consumer.

MKT 222	Credit Procedures	03	00	00	03
----------------	--------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course covers areas of collection that provide an understanding of the expertise needed to manage collection operations. Topics include principles and practices in the extension of credit, collection procedures, and laws pertaining to credit extension and collection. Upon completion, students should be able to demonstrate an understanding of the concepts covered.

MKT 224	International Marketing	03	00	00	03
----------------	--------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course covers the basic concepts of international marketing activity and theory. Topics include product promotion, placement, and pricing strategies in the international marketing environment. Upon completion, students should be able to demonstrate a basic understanding of the concepts covered.

MKT 225	Marketing Research	03	00	00	03
----------------	---------------------------	-----------	-----------	-----------	-----------

Prerequisites: MKT 120

Corequisites: None

Component: None

This course provides information for decision making by providing guidance in developing, analyzing, and using data. Emphasis is placed on marketing research as a tool in decision making. Upon completion, students should be able to design and conduct a marketing research project and interpret the results. This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
MKT 227	Marketing Applications	03	00	00	03

Prerequisites: None

Corequisites: None

Component: None

This course extends the study of diverse marketing strategies. Emphasis is place on case studies and small-group projects involving research or planning. Upon completion, students should be able to effectively participate in the formulation a marketing study. This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program.

MKT 228	Service Marketing	03	00	00	03
----------------	--------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course is designed to define service marketing, demonstrate its importance, and note its special characteristics. Topics include basic building blocks of service marketing, distinctive aspects of services, and applications of service marketing mix. Upon completion, students should be able to demonstrate a basic understanding of the marketing mix as it applies to the service industry.

MKT 230	Public Relations	03	00	00	03
----------------	-------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course introduces public relations as it affects communications, strategic planning, and management of the organization. Topics include basic principles and functions of management that guide public relations activities as applied to businesses, services, institutions, and associations. Upon completion, students should be able to perform the communications, evaluation, planning, and research activities of the public relations professional.

MNT 110	Introduction to Maintenance Procedures	01	03	00	02
----------------	---	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course covers basic maintenance fundamentals for power transmission equipment. Topics include equipment inspection, lubrication, alignment, and other scheduled maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current industry standards.

MUS 110	Music Appreciation	03	00	00	03
----------------	---------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
MUS 112	Introduction to Jazz	03	00	00	03

Prerequisites: None

Corequisites: None

Component: None

This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

MUS 113	American Music	03	00	00	03
----------------	-----------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course introduces various musical styles, influences, and composers of the United States from pre-Colonial times to the present. Emphasis is placed on the broad variety of music particular to American culture. Upon completion, students should be able to demonstrate skills in basic listening and understanding of American music. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

MUS 114	Non-Western Music	03	00	00	03
----------------	--------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course provides a basic survey of the music of the non-Western world. Emphasis is placed on non-traditional instruments, sources, and performing practices. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of non-Western music. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

MUS 121	Music Theory I	03	02	00	04
----------------	-----------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course provides an in-depth introduction to melody, rhythm, and harmony. Emphasis is placed on fundamental melodic, rhythmic, and harmonic analysis, introduction to part writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
MUS 213	Opera and Musical Theatre	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>This course covers the origins and development of opera and musical theater from the works of Claudio Monteverdi to the present. Emphasis is placed on how the structure and components of opera and musicals effect dramaturgy through listening examples and analysis. Upon completion, students should be able to demonstrate analytical and listening skills in understanding both opera and the musical. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</p>					
NET 110	Data Communication/Networking	02	02	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
NET 112	Security Fundamentals & Policies	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of the Internet, current security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.</p>					
NET 120	Network Installation/Administration I	02	02	00	03
Prerequisites:	NET 110				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
NET 122	Secure Communications	02	02	00	03
Prerequisites:	NET 110 and NET 112				
Corequisites:	None				
Component:	None				
<p>This course provides an overview of current technologies used to provide secure transport of information across networks. Topics include data integrity through encryption, Virtual Private Networks, SSL and SSH. Upon completion, students should be able to implement secure data transmission technologies. This course is restricted to the Information Systems Security program</p>					
NET 125	Routing and Switching I	01	04	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
NET 126	Routing and Switching II	01	04	00	03
Prerequisites:	NET 125				
Corequisites:	None				
Component:	None				
<p>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.</p>					
NET 145	Introduction to Linux	02	02	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>This course develops the necessary skills for students to develop both GUI and command line skills for using and customizing a Linux workstation. Topics include Linux file system and access permissions, GNOME Interface, VI editor, X Window System expression pattern matching, I/O redirection, network and printing utilities. Upon completion, student should be able to customize and use Linux systems for command line requirements and desktop productivity roles.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
NET 155	Linux System Administrat	02	02	00	03
Prerequisites:	NET 145				
Corequisites:	None				
Component:	None				
<p>This course introduces the Linux file system, group administration, and system hardware controls. Topics include installation, creation and maintaining file systems, NIS client and DHCP client configuration, NFS, SMB/Samba, Configure X, Gnome, KDE, basic memory, processes, and security. Upon completion, students should be able to perform system administration tasks including installation, configuring and attaching a new Linux workstation to an existing network.</p>					
NET 222	Security Administration I	02	02	00	03
Prerequisites:	NET 110 and NET 112				
Corequisites:	None				
Component:	None				
<p>This course provides an overview of security administration and fundamentals of designing security architectures. Topics include TCP/IP concepts, protocols, network traffic analysis, monitoring, and security best practices. Upon completion, students should be able to identify normal network traffic using network analysis tools and design basic security defenses.</p>					
NET 225	Advanced Router and Switching I	01	04	00	03
Prerequisites:	NET 126				
Corequisites:	None				
Component:	None				
<p>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.</p>					
NET 226	Advanced Router and Switching II	01	04	00	03
Prerequisites:	NET 225				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
NET 231	Intrusion Detection	03	00	00	03
Prerequisites:	NET 222				
Corequisites:	None				
Component:	None				
<p>This course introduces the student to intrusion detection methods in use today. Topics include the types of intrusion detection products and planning and placements of intrusion detection solutions. Upon completion, students should be able to plan and implement intrusion detection solution for networks and host based systems.</p>					
NET 232	Security Administration II	02	02	00	03
Prerequisites:	NET 222				
Corequisites:	None				
Component:	None				
<p>This course provides the skills necessary to design and implement information security controls. Topics include advanced TCP/IP concepts, network vulnerability analysis, and monitoring. Upon completion, students should be able to distinguish between normal anomalous network traffic, identify common network attack patterns, and implement security solutions.</p>					
NET 233	Defense In-Depth	02	02	00	03
Prerequisites:	NET 155 and NET 222				
Corequisites:	NET 232				
Component:	None				
<p>This course introduces students to the concepts of defense in-depth, a security industry best practice. Topics include firewalls, backup systems, redundant systems, disaster recovery, and incident handling. Upon completion, students should be able to plan effective information security defenses, backup systems, and disaster recovery procedures. This course is restricted to the Information Systems Security program</p>					
NET 270	Scalable Networks Design	01	04	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
NET 271	Multi-Layer Networks	01	04	00	03
Prerequisites:	NET 270				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
NET 272	Remote Access Networks	01	04	00	03
Prerequisites:	NET 271				
Corequisites:	None				
Component:	None				
<p>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.</p>					
NET 273	Internetworking Support	01	04	00	03
Prerequisites:	NET 272				
Corequisites:	None				
Component:	None				
<p>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.</p>					
NET 275	Attack Methodology	02	02	00	03
Prerequisites:	NET 233				
Corequisites:	None				
Component:	None				
<p>This course provides the student with an in-depth look at common Internet, network, and host-based attack methodologies. Topics include common attack methods such as social engineering, spoofing, denial of service, traffic interception, session hijacking, password cracking, malicious code and web hacking techniques. Upon completion, students should be able to generate anomalous network traffic, identify common network attack patterns, and perform penetration testing. This course is restricted to the Information Systems Security program.</p>					
NET 285	Security Project	01	03	00	02
Prerequisites:	NET 233				
Corequisites:	None				
Component:	None				
<p>This course provides the student the opportunity to put into practice all the skills learned to this point. Emphasis is placed on security policy, process planning, procedure definition, business continuity, and systems security architecture. Upon completion, students should be able to design and implement comprehensive information security architecture from the planning and design phase through implementation.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
NUR 101	Practical Nursing I	07	06	06	11
Prerequisites: Departmental Approval					
Corequisites: BIO 163C, BIO 163L and NUR 102A					
Component: None					
This course introduces concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, legal/ethical/professional issues, wellness/illness patterns, and basic nursing skills. Upon completion, students should be able to demonstrate beginning understanding of nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. This course must be completed satisfactorily to progress to Nursing 102B and Nursing 103A.					
NUR 102A	Practical Nursing II	02	00	00	02
Prerequisites: Departmental Approval					
Corequisites: BIO 163C, BIO 163L and NUR 101					
Component: None					
This course includes more advanced concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, delegation, cost effectiveness, legal/ethical/professional issues, and wellness/illness patterns. Upon completion, students should be able to begin participating in the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. The focus will be on vocational and personal adjustments inherent in the development of practical nurses which must be completed satisfactorily to progress to Nursing 102B and Nursing 103A.					
NUR 102B	Practical Nursing II	06	00	12	10
Prerequisites: NUR 101 and NUR 102A					
Corequisites: CIS 113, NUR 103A and PSY 110					
Component: None					
This course includes more advanced concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, delegation, cost effectiveness, legal/ethical/professional issues, and wellness/illness patterns. Upon completion, students should be able to begin participating in the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. The focus will be on nursing care of patients with illnesses and disorders of various body systems, child-bearing family and the pediatric patient which must be completed satisfactorily to progress to Nursing 103B.					
NUR 103A	Practical Nursing III	02	00	03	03
Prerequisites: NUR 101 and NUR 102A					
Corequisites: CIS 113, NUR 102B and PSY 110					
Component: None					
This course focuses on use of nursing/related concepts by practical nurses as providers of care/members of discipline in collaboration with health team members. Emphasis is placed on the nursing process, wellness/illness patterns, entry-level issues, accountability, advocacy, professional development, evolving technology, and changing health care delivery systems. Upon completion, students should be able to use the nursing process to promote/maintain/restore 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
NUR 103B	Practical Nursing III	04	00	09	07
Prerequisites: NUR 102B and NUR 103A					
Corequisites: ENG 111					
Component: None					
This course focuses on use of nursing/related concepts by practical nurses as providers of care/members of discipline in collaboration with health team members. Emphasis is placed on the nursing process, well-ness/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.					
NUR 110	Nursing I	05	03	06	08
Prerequisites: Departmental Approval					
Corequisites: BIO 168C, BIO 168L, PSY 150 and ACA 115					
Component: None					
This course introduces concepts basic to beginning nursing practice. Emphasis is placed on introducing the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to demonstrate beginning competence in caring for individuals with common alterations in health.					
NUR 120	Nursing II	05	03	06	08
Prerequisites: NUR 110					
Corequisites: BIO 169C, BIO 169L and PSY 241					
Component: None					
This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on developing the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to participate in the delivery of nursing care for individuals with common alterations in health. The focus will be on integumentary, immune, musculoskeletal, gastrointestinal and endocrine functioning.					
NUR 130	Nursing III	04	03	06	07
Prerequisites: NUR 120					
Corequisites: CIS 113					
Component: None					
This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on expanding the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to deliver nursing care to individuals with common alterations in health. The focus will be on reproductive health, intrapartal, newborn, and postpartal nursing.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
NUR 189	Nursing Transition	01	03	00	02
Prerequisites:	Departmental Approval				
Corequisites:	None				
Component:	None				
<p>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.</p>					
NUR 210	Nursing IV	05	03	12	10
Prerequisites:	NUR 130				
Corequisites:	BIO 275C, BIO 275L and ENG 111				
Component:	None				
<p>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.</p>					
NUR 220	Nursing V	04	03	15	10
Prerequisites:	NUR 210				
Corequisites:	ENG 115 and Humanities/Fine Arts Elective				
Component:	None				
<p>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.</p>					
NUT 110	Nutrition	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>This course covers basic principles of nutrition and their relationship to human health. Topics include meeting nutritional needs of healthy people, menu modification based on special dietary needs, food habits, and contemporary problems associated with food selection. Upon completion, students should be able to apply basic nutritional concepts as they relate to health and well-being.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
OMT 110	Introduction to Operations Management	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course provides an overview of the operations management field. Topics include production and operations planning, materials management, environmental health and safety, and quality management. Upon completion, students should be able to demonstrate an understanding of the operations management functions.					
OMT 112	Materials Management	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course covers the basic principles of materials management. Emphasis is placed on the planning, procurement, movement, and storage of materials. Upon completion, students should be able to demonstrate an understanding of the concepts and techniques related to materials management.					
OMT 153	Motivation and Evaluation	02	00	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course provides skills for motivation and evaluation of individuals in a workplace setting. Topics include establishing performance 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.					
OMT 155	Meeting & Present Skills	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course is designed to develop skills for facilitating successful meetings by enhancing employee involvement and initiative. Topics include planning meetings that promote results, encouraging diverse points of view, handling disruptive behavior, encouraging participation, and taking action when required. Upon completion, students should be able to plan and participate in meetings that accomplish positive results.					
OMT 156	Problem-Solving Skills	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course provides a foundation for creating constructive relationships and presents the processes behind problem solving for groups and individuals. Emphasis is placed on building constructive relationships, confronting issues, winning support, and the basic processes of problem solving. Upon completion, students should be able to enhance relationships with others and apply a systematic approach to problem solving.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
OMT 210	Oper & Prod Planning	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<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>					
OMT 227	Maintenance Practices	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	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>					
OMT 246	Strategic Mgt. of Resourc	02	00	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	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>					
OMT 260	Issues in Operations Mgt.	03	00	00	03
Prerequisites:	ISC 121, ISC 210, OMT 112 and ISC 130, ISC 131, ISC 132 or ISC 221				
Corequisites:	None				
Component:	None				
<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>					
OST 080	Keyboarding Literacy	01	02	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	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
OST 122	Office Computations	01	02	00	02
Prerequisites: None					
Corequisites: None					
Component: None					
This course introduces the keypad and the touch method using the electronic calculator. Topics include mathematical functions in business applications. Upon completion, students should be able to use the electronic calculator to solve a wide variety of problems commonly encountered in business.					
OST 131	Keyboarding	01	02	00	02
Prerequisites: None					
Corequisites: None					
Component: None					
This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system.					
OST 132	Keyboard Skill Building	01	02	00	02
Prerequisites: None					
Corequisites: None					
Component: None					
This course provides accuracy- and speed-building drills. Emphasis is placed on diagnostic tests to identify accuracy and speed deficiencies followed by corrective drills. Upon completion, students should be able to keyboard rhythmically with greater accuracy and speed.					
OST 133	Advanced Keyboard Skill Building	01	02	00	02
Prerequisites: OST 132					
Corequisites: None					
Component: None					
This course is designed to increase speed and improve accuracy to meet employment tests and job requirements. Emphasis is placed on individualized diagnostic and prescriptive drills. Upon completion, students should be able to keyboard with greater speed and accuracy as measured by five-minute timed writings and skill-development paragraphs.					
OST 134	Text Entry & Formatting	03	02	00	04
Prerequisites: OST 132 and OST 136					
Corequisites: None					
Component: None					
This course is designed to provide the skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce mailable documents.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
OST 135	Advanced Text Entry & Formatting	03	02	00	04
Prerequisites:	All courses required: OST 134, OST 236 and OST 233				
Corequisites:	None				
Component:	None				
This course is designed to incorporate computer application skills in the generation of office documents. Emphasis is placed on the production of letters, manuscripts, business forms, tabulation, legal documents, and newsletters. Upon completion, students should be able to make independent decisions regarding planning, style, and method of presentation.					
OST 136	Word Processing	01	02	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.					
OST 137	Office Software Applications	01	02	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands on approach. Upon completion, students should be able to use software in a business environment.					
OST 141	Medical Terms I-Medical Office	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course uses a language-structure approach to present the terminology and vocabulary that will be encountered in medical office settings. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in approximately one-half of the systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.					
OST 142	Medical Terms II-Medical Office	03	00	00	03
Prerequisites:	OST 141				
Corequisites:	None				
Component:	None				
This course is a continuation of OST 141 and continues the study, using a language-structure approach, of medical office terminology and vocabulary. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in the remaining systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
OST 148	Medical Coding Billing & Insurance	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces CPT and ICD coding as they apply to medical insurance and billing. Emphasis is placed on accuracy in coding, forms preparation, and posting. Upon completion, students should be able to describe the steps of the total billing cycle and explain the importance of accuracy.					
OST 149	Medical Legal Issues	02	00	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior.					
OST 162	Executive Terminology	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course is designed to increase and improve proficiency in word usage. Topics include root words, prefixes, suffixes, homonyms, synonyms, and specialized vocabularies. Upon completion, students should be able to use acquired vocabulary skills in the global workplace.					
OST 164	Text Editing Applications	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.					
OST 181	Introduction to Office Systems	03	00	00	03
Prerequisites:	OST 131 or equivalent				
Corequisites:	None				
Component:	None				
This course introduces the skills and abilities needed in today's office. Topics include effectively interacting with co-workers and the public, processing simple financial and informational documents, and performing functions typical of today's offices. Upon completion, students should be able to display skills and decision-making abilities essential for functioning in the total office context.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
OST 184	Records Management	01	02	00	02
Prerequisites:	OST 131 or equivalent				
Corequisites:	None				
Component:	None				
This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.					
OST 192	Selected Topics in OST	01	02	00	02
Prerequisites:	ENG 111, OST 134 and OST 164				
Corequisites:	None				
Component:	None				
This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study. This course will concentrate on developing skills in writing business communications that will enable students to communicate effectively in an office environment.					
OST 223	Machine Transcription I	01	02	00	02
Prerequisites:	All courses required: ENG 111, OST 134 and OST 136				
Corequisites:	OST 164				
Component:	None				
This course covers the use of transcribing machines to produce mailable documents. Emphasis is placed on appropriate formatting, advanced text editing skills, and transcription techniques. Upon completion, students should be able to transcribe documents into mailable copy.					
OST 224	Machine Transcription II	01	02	00	02
Prerequisites:	OST 223				
Corequisites:	None				
Component:	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.					
OST 233	Office Publications Design	02	02	00	03
Prerequisites:	OST 136				
Corequisites:	None				
Component:	None				
This course provides entry-level skills in using software with desktop publishing capabilities. Topics include principles of page layout, desktop publishing terminology and applications, and legal and ethical considerations of software use. Upon completion, students should be able to design and produce professional business documents and publications.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
OST 236	Advanced Word/Information Processing	02	02	00	03
Prerequisites:	OST 135 or OST 136				
Corequisites:	None				
Component:	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.					
OST 241	Medical Office Transcription I	01	02	00	02
Prerequisites:	One course required: MED 121, OST 141 or OST 223				
Corequisites:	None				
Component:	None				
This course introduces machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable transcripts of voice recordings in the covered specialties.					
OST 242	Medical Office Transcription II	01	02	00	02
Prerequisites:	OST 241				
Corequisites:	None				
Component:	None				
This course continues building machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as continued proofreading/editing skills and vocabulary building. Upon completion, students should be able to perform competently in preparing accurate and usable transcripts of voice recordings in the covered specialties.					
OST 243	Medical Office Simulation	02	02	00	03
Prerequisites:	All courses required: OST 134, OST 142, OST 148 and OST 241				
Corequisites:	None				
Component:	None				
This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections. This course is a unique concentration requirement in the Medical Office Systems Technology concentration in the Office Systems Technology program.					
OST 244	Medical Document Production	01	02	00	02
Prerequisites:	OST 134				
Corequisites:	None				
Component:	None				
This course provides production-level skill development in processing medical documents. Emphasis is placed on producing mailable documents through the use of medical-related materials. Upon completion, students should be able to perform competently in preparing accurate, correctly formatted, and usable documents.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
OST 247	CPT Coding in the Med Off	01	02	00	02
Prerequisites:	OST 142				
Corequisites:	None				
Component:	None				
This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS rules for Medicare billing. Upon completion, students should be able to properly code procedures and services performed by physicians in ambulatory settings.					
OST 248	Diagnostic Coding	01	02	00	02
Prerequisites:	OST 142				
Corequisites:	None				
Component:	None				
This courses provides an in-depth study of diagnostic coding for the medical office. Emphasis is placed on ICD-9-CM codes used on superbills and other encounter forms. Upon completion, students should be able to apply the principles of diagnostic coding in the physician's office.					
OST 284	Emerging Technologies	01	02	00	02
Prerequisites:	ENG 111, OST 134 and OST 164				
Corequisites:	None				
Component:	None				
This course provides opportunities to explore emerging technologies. Emphasis is placed on identifying, researching, and presenting current technological topics for class consideration and discussion. Upon completion, students should be able to understand the importance of keeping abreast of technological changes that affect the office professional.					
OST 286	Professional Development	02	00	00	02
Prerequisites:	OST 236				
Corequisites:	None				
Component:	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.					
OST 289	Office Systems Management	02	02	00	03
Prerequisites:	All courses required: OST 164 and OST 134 or OST 136				
Corequisites:	None				
Component:	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.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PAD 151	Introduction to Public Administration	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				

This course includes an overview of the role of the public administrator in government and an examination of the development and implementation of public policy. Topics include public personnel administration and management, decision making, public affairs, ethics, organizational theories, budgetary functions within governmental agencies, and other governmental issues. Upon completion, students should be able to explain the functions of government in society and in the lives of people composing that society. This course is a unique concentration requirement of the Public Administration concentration in the Business Administration program.

PAD 152	Ethics in Government	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				

This course introduces the ethical issues and problems within the public administration field. Emphasis is placed on building analytical skills, stimulating moral imagination, and recognizing the discretionary power of the administrator's role. Upon completion, students should be able to understand the moral dimensions of public administrative decision making. This course is a unique concentration requirement of the Public Administration concentration in the Business Administration program.

PAD 251	Public Finance & Budgeting	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				

This course provides an overview of the public finance and budgeting processes used in the allocation of public resources to meet differing public interests. Topics include the political environment, government expenditures, revenues, taxation, budgetary process theories and techniques, and the relation of government finance to the economy. Upon completion, students should be able to recognize impacts of government revenue and expenditure policies and understand the role of budgeting in executing governmental policy. This course is a unique concentration requirement of the Public Administration concentration in the Business Administration program.

PAD 252	Public Policy Analysis	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				

This course is a study of methods and techniques used to determine the effectiveness of public programs. Emphasis is placed on the concept of ecology and environmental impact, informal groups and information networks, and the relationship between public and private sectors. Upon completion, students should be able to analyze case studies with the use of political analysis techniques. This course is a unique concentration requirement of the Public Administration concentration in the Business Administration program.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PAD 253	Introduction to Urban Planning	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course includes an analysis of current urban problems and the forces responsible for urban and regional growth. Topics include historical perspectives on the planning approach to urban phenomena and the evaluation of current proposals dealing with aspects of the urban situation. Upon completion, students should be able to evaluate urban and regional growth problems through case study analysis.					
PAD 254	Grant Writing	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course covers the basic techniques of successful grant writing. Topics include concept development, funding sources research, and writing skills relevant to the grants process. Upon completion, students should be able to demonstrate a basic understanding of the grants process.					
PAD 255	Government Contracting	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course is a study of the nature, process, and legal ramifications of contracting with and for the federal government. Emphasis is placed on developing and writing bid specifications for contracts and on negotiating and working with contractors. Upon completion, students should be able to read, write, and interpret government contracts.					
PBT 100	Phlebotomy Technology	05	02	00	06
Prerequisites:	None				
Corequisites:	PBT 101				
Component:	PBT 100C and PBT 100L				
This course provides instruction in the skills needed for the proper collection of blood and other specimens used for diagnostic testing. Emphasis is placed on ethics, legalities, medical terminology, safety and universal precautions, health care delivery systems, patient relations, anatomy and physiology, and specimen collection. Upon completion, students should be able to demonstrate competence in the theoretical comprehension of phlebotomy techniques.					
PBT 101	Phlebotomy Practicum	00	00	09	03
Prerequisites:	None				
Corequisites:	PBT 100				
Component:	None				
This course provides supervised experience in the performance of venipuncture and microcollection techniques in a clinical facility. Emphasis is placed on patient interaction and application of universal precautions, proper collection techniques, special procedures, specimen handling, and data management. Upon completion, students should be able to safely perform procedures necessary for specimen collections on patients in various health care settings.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PED 110	Fit and Well for Life	01	02	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
PED 111	Physical Fitness I	00	03	00	01
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
PED 112	Physical Fitness II	00	03	00	01
Prerequisites:	PED 111				
Corequisites:	None				
Component:	None				
<p>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.</p>					
PED 113	Aerobics I	00	03	00	01
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PED 114	Aerobics II	00	03	00	01
Prerequisites:	PED 113				
Corequisites:	None				
Component:	None				
<p>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.</p>					
PED 115	Step Aerobics I	00	03	00	01
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
PED 116	Step Aerobics II	00	03	00	01
Prerequisites:	PED 115				
Corequisites:	None				
Component:	None				
<p>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.</p>					
PED 117	Weight Training I	00	03	00	01
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PED 118	Weight Training II	00	03	00	01
Prerequisites:	PED 117				
Corequisites:	None				
Component:	None				
<p>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.</p>					
PED 119	Circuit Training	00	03	00	01
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
PED 120	Walking for Fitness	00	03	00	01
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
PED 121	Walk, Jog, Run	00	03	00	01
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PED 122	Yoga I	00	02	00	01

Prerequisites: None
 Corequisites: None
 Component: None

This course introduces the basic discipline of yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of yoga. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 123	Yoga II	00	02	00	01
----------------	----------------	-----------	-----------	-----------	-----------

Prerequisites: PED 122
 Corequisites: None
 Component: None

This course introduces more detailed aspects of the discipline of yoga. Topics include breathing and physical postures, relaxation, and mental concentration. Upon completion, students should be able to demonstrate advanced procedures of yoga. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 124	Run, Swim, Cycle	00	03	00	01
----------------	-------------------------	-----------	-----------	-----------	-----------

Prerequisites: None
 Corequisites: None
 Component: None

This course introduces the sport of the triathlon. Topics include the rules, equipment, and skills necessary for the triathlon. Upon completion, students should be able to participate in a triathlon competition. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 125	Self-Defense-Beginning	00	02	00	01
----------------	-------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None
 Corequisites: None
 Component: None

This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 126	Self-Defense-Intermediate	00	02	00	01
----------------	----------------------------------	-----------	-----------	-----------	-----------

Prerequisites: PED 125
 Corequisites: None
 Component: None

This course is designed to aid students in building on the techniques and skills developed in PED 125. Emphasis is placed on the appropriate psychological and physiological responses to various encounters. Upon completion, students should be able to demonstrate intermediate skills in self-defense stances, blocks, punches, and kick combinations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PED 127	Karate	00	03	00	01
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
PED 128	Golf-Beginning	00	02	00	01
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
PED 129	Golf-Intermediate	00	02	00	01
Prerequisites:	PED 128				
Corequisites:	None				
Component:	None				
<p>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.</p>					
PED 130	Tennis-Beginning	00	02	00	01
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
PED 131	Tennis-Intermediate	00	02	00	01
Prerequisites:	PED 130				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PED 132	Racquetball-Beginning	00	02	00	01
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces the fundamentals of racquetball. Emphasis is placed on rules, fundamentals, and strategies of beginning racquetball. Upon completion, students should be able to play recreational racquetball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					
PED 133	Racquetball-Intermediate	00	02	00	01
Prerequisites:	PED 132				
Corequisites:	None				
Component:	None				
This course covers more advanced racquetball techniques. Emphasis is placed on refining basic skills, performing advanced shots, and playing strategies for singles and doubles. Upon completion, students should be able to play competitive racquetball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					
PED 135	Fencing-Beginning	00	02	00	01
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces the fundamentals of fencing. Emphasis is placed on grip, stance, and establishment of good techniques for attacks and parries. Upon completion, students should be able to perform elementary foil techniques and demonstrate the basic skills of fencing. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					
PED 136	Fencing-Intermediate	00	02	00	01
Prerequisites:	PED 135				
Corequisites:	None				
Component:	None				
This course covers more advanced fencing techniques. Topics include advanced foil techniques and elementary sabre techniques. Upon completion, students should be able to participate in competitive fencing. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					
PED 137	Badminton	00	02	00	01
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course covers the fundamentals of badminton. Emphasis is placed on the basics of serving, clears, drops, drives, smashes, and the rules and strategies of singles and doubles. Upon completion, students should be able to apply these skills in playing situations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PED 138	Archery	00	02	00	01
Prerequisites:	None				
Corequisites:	None				
Component:	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>					
PED 139	Bowling-Beginning	00	02	00	01
Prerequisites:	None				
Corequisites:	None				
Component:	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>					
PED 140	Bowling-Intermediate	00	02	00	01
Prerequisites:	PED 139				
Corequisites:	None				
Component:	None				
<p>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.</p>					
PED 141	Tumbling and Gymnastics	00	02	00	01
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
PED 142	Lifetime Sports	00	02	00	01
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PED 143	Volleyball-Beginning	00	02	00	01
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
PED 144	Volleyball-Intermediate	00	02	00	01
Prerequisites:	PED 143				
Corequisites:	None				
Component:	None				
<p>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.</p>					
PED 145	Basketball-Beginning	00	02	00	01
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
PED 146	Basketball-Intermediate	00	02	00	01
Prerequisites:	PED 145				
Corequisites:	None				
Component:	None				
<p>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.</p>					
PED 147	Soccer	00	02	00	01
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PED 148	Softball	00	02	00	01
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to participate in recreational softball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					
PED 149	Flag Football	00	02	00	01
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces the fundamentals and rules of flag football. Emphasis is placed on proper techniques and strategies for playing in game situations. Upon completion, students should be able to participate in recreational flag football. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					
PED 150	Baseball/Beginning	00	03	00	01
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course covers the fundamentals of baseball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational baseball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					
PED 151	Baseball/Intermediate	00	03	00	01
Prerequisites:	PED 150				
Corequisites:	None				
Component:	None				
This course covers more advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					
PED 152	Swimming-Beginning	00	02	00	01
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course is designed for non-swimmers and beginners. Emphasis is placed on developing confidence in the water, learning water safety, acquiring skills in floating, and learning elementary strokes. Upon completion, students should be able to demonstrate safety skills and be able to tread water, back float, and use the crawl stroke for 20 yards. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PED 153	Swimming-Intermediate	00	02	00	01

Prerequisites: PED 152

Corequisites: None

Component: None

This course is designed for those who have mastered basic swimming skills. Emphasis is placed on refining basic skills and learning new swim strokes. Upon completion, students should be able to demonstrate the four basic strokes, the scissors kick, the underwater swim, and other related skills. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 154	Swimming for Fitness	00	03	00	01
----------------	-----------------------------	-----------	-----------	-----------	-----------

Prerequisites: PED 152

Corequisites: None

Component: None

This course introduces lap swimming, aquacises, water activities, and games. Emphasis is placed on increasing cardiovascular efficiency through aquatic exercise. Upon completion, students should be able to develop an individualized aquatic fitness program. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 155	Water Aerobics	00	03	00	03
----------------	-----------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course introduces rhythmic aerobic activities performed in water. Emphasis is placed on increasing cardiovascular fitness levels, muscular strength, muscular endurance, and flexibility. Upon completion, students should be able to participate in an individually-paced exercise program. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 156	Scuba Diving	00	02	00	01
----------------	---------------------	-----------	-----------	-----------	-----------

Prerequisites: PED 153 or proficiency at the intermediate level

Corequisites: None

Component: None

This course provides basic instruction in fundamental skills and safety procedures for scuba diving. Emphasis is placed on the history, theory, and principles of diving; development of diving skills; safety; and care and maintenance of equipment. Upon completion, students should be able to demonstrate skills, knowledge, and techniques of scuba diving in preparation for diver certification. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PED 158	Whitewater Rafting	00	02	00	01
Prerequisites:	PED 152				
Corequisites:	None				
Component:	None				
<p>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.</p>					
PED 160	Canoeing-Basic	00	02	00	01
Prerequisites:	PED 152				
Corequisites:	None				
Component:	None				
<p>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.</p>					
PED 161	Canoeing-Rivers	00	02	00	01
Prerequisites:	PED 160				
Corequisites:	None				
Component:	None				
<p>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.</p>					
PED 163	Kayaking-Basic	00	02	00	01
Prerequisites:	PED 152				
Corequisites:	None				
Component:	None				
<p>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.</p>					
PED 164	Kayaking-Whitewater	00	02	00	01
Prerequisites:	PED 163				
Corequisites:	None				
Component:	None				
<p>This course covers the skills necessary to safely negotiate Class II and some Class III rapids. Topics include execution of a river roll, maneuvering, rescuing and retrieving kayaker and equipment. Upon completion, students should be able to safely negotiate Class II and some Class III rapids and perform all rescue skills. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PED 169	Orienteering	00	02	00	01
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>This course introduces the various types of orienteering and proper orienteering techniques. Emphasis is placed on defining various types of orienteering and recognizing and drawing topographic map symbols. Upon completion, students should be able to draw topographic map symbols and negotiate a 3-5 km cross-country orienteering course in a specified time period. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</p>					
PED 170	Backpacking	00	02	00	01
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>This course covers the proper techniques for establishing a campsite, navigating in the wilderness, and planning for an overnight trip. Topics include planning for meals, proper use of maps and compass, and packing and dressing for extended periods in the outdoors. Upon completion, students should be able to identify quality backpacking equipment, identify the principles of no-trace camping, and successfully complete a backpacking experience. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</p>					
PED 171	Nature Hiking	00	02	00	01
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>This course provides instruction on how to equip and care for oneself on the trail. Topics include clothing, hygiene, trail ethics, and necessary equipment. Upon completion, students should be able to successfully participate in nature trail hikes. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</p>					
PED 172	Outdoor Living	01	02	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>This course is designed to acquaint the beginning camper with outdoor skills. Topics include camping techniques such as cooking and 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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PED 173	Rock Climbing	00	02	00	01

Prerequisites: None

Corequisites: None

Component: None

This course teaches the fundamental skills and safety of rock climbing. Topics include rock climbing, bouldering, rappelling, the correct method of belaying for climbing and rappelling, and knowledge of equipment. Upon completion, students should be able to demonstrate strong and skillful techniques in climbing and rappelling. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 175	Horseback Riding I	00	02	00	01
----------------	---------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course introduces beginning and non-riders to recreational horseback riding. Topics include riding skills, equipment, handling of horses, mounting, care of the horse, and coordinated horse-rider balance. Upon completion, students should be able to demonstrate riding, safety, and horse management skills. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 176	Horseback Riding II	00	02	00	01
----------------	----------------------------	-----------	-----------	-----------	-----------

Prerequisites: PED 175

Corequisites: None

Component: None

This course is designed to give advanced riding experiences in a variety of specialized situations. Emphasis is placed on the development of skills such as jumping, rodeo games, and trail riding. Upon completion, students should be able to demonstrate control and management of the horse and perform various riding techniques. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 181	Snow Skiing-Beginning	00	02	00	01
----------------	------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course introduces the fundamentals of snow skiing. Topics include basic techniques, safety, and equipment involved in snow skiing. Upon completion, students should be able to ski a down slope, enter and exit a ski lift, and perform basic maneuvers on skis. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PED 182	Snow Skiing Intermediate	00	02	00	01
Prerequisites:	PED 181				
Corequisites:	None				
Component:	None				
<p>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.</p>					
PED 183	Folk Dancing	00	02	00	01
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
PED 184	Square Dancing I	00	02	00	01
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
PED 185	Square Dancing II	00	02	00	01
Prerequisites:	PED 184				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PED 186	Dancing for Fitness	00	02	00	01

Prerequisites: None

Corequisites: None

Component: None

This course is designed to develop movement and recreational dance skills, safety, fitness, coordination, and techniques used to teach various groups. Emphasis is placed on participation and practice with adapting dances for ages and ability levels. Upon completion, students should be able to demonstrate knowledge of fitness through social, folk, and square dance participation and instruction. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 187	Social Dance-Beginning	00	02	00	01
----------------	-------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course introduces the fundamentals of popular social dances. Emphasis is placed on basic social dance techniques, dances, and a brief history of social dance. Upon completion, students should be able to demonstrate specific dance skills and perform some dances. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 188	Social Dance-Intermediate	00	02	00	01
----------------	----------------------------------	-----------	-----------	-----------	-----------

Prerequisites: PED 187

Corequisites: None

Component: None

This course covers advanced fundamentals of social dancing. Topics include rhythm, appearance, and routine sequence. Upon completion, students should be able to perform more difficult steps and types of dances. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 210	Team Sports	00	03	00	01
----------------	--------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course introduces the fundamentals of popular American team sports. Emphasis is placed on rules, equipment, and motor skills used in various sports. Upon completion, students should be able to demonstrate knowledge of the sports covered. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 211	New Games	00	02	00	01
----------------	------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course includes explanation, demonstration, and participation in games that provide an alternative to traditional sports. Emphasis is placed on playing for pleasure rather than for competitive purposes. Upon completion, students should be able to participate and lead others in participating in non-competitive games. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PED 220	Exercise for Physically Challenged	00	02	00	01

Prerequisites: None

Corequisites: None

Component: None

This course is designed to improve physical strength, endurance, and range of motion while focusing on individual needs. Emphasis is placed on exercises which are designed and adapted to serve those with special needs. Upon completion, students should be able to show improved physical fitness, body awareness, and an appreciation for their physical well-being. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 240	Advanced PE Skills	00	02	00	01
----------------	---------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course provides those who have mastered skills in a particular physical education area the opportunity to assist with instruction. Emphasis is placed on methods of instruction, class organization, and progressive skill development. Upon completion, students should be able to design, develop, and implement a unit lesson plan for a skill they have mastered. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 250	Officiating/Basketball/Volleyball	01	02	00	02
----------------	--	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course introduces the rules and techniques for sports officiating in basketball and volleyball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in basketball and volleyball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 251	Officiating/Football/Soccer	01	02	00	02
----------------	------------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course introduces the rules and techniques for sports officiating in football and soccer. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in football and soccer. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PED 252	Officiating/Baseball/Softball	01	02	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
PED 254	Coaching Basketball	01	02	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
PED 255	Coaching Football	01	02	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
PED 256	Coaching Baseball	01	02	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
PED 257	Coaching Soccer	01	02	00	01
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

PED 259 Prevention & Care of Athletic Injuries 01 02 00 02

Prerequisites: None
 Corequisites: None
 Component: None

This course provides information on the prevention and care of athletic injuries. Topics include safety devices, taping, therapeutic techniques, and conditioning exercises. Upon completion, students should be able to demonstrate proper preventive measures and skills in caring for athletic injuries. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 260 Lifeguard Training 01 02 00 02

Prerequisites: PED 153
 Corequisites: None
 Component: None

This course covers the skills, knowledge, and techniques of lifesaving and lifeguarding. Topics include identifying and minimizing aquatic hazards, recognizing and effectively rescuing people in distress, and developing safety skills. Upon completion, students should be able to demonstrate skills, knowledge, and techniques of lifesaving and lifeguarding to pass American Red Cross lifeguarding certification. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

PHI 210 History of Philosophy 03 00 00 03

Prerequisites: ENG 111
 Corequisites: None
 Component: None

This course introduces fundamental philosophical issues through an historical perspective. Emphasis is placed on such figures as Plato, Aristotle, Lao-Tzu, Confucius, Augustine, Aquinas, Descartes, Locke, Kant, Wollstonecraft, Nietzsche, and Sartre. Upon completion, students should be able to identify and distinguish among the key positions of the philosophers studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

PHI 215 Philosophical Issues 03 00 00 03

Prerequisites: ENG 111
 Corequisites: None
 Component: None

This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critique the philosophical components of an issue. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PHI 220	Western Philosophy I	03	00	00	03
Prerequisites:	ENG 111				
Corequisites:	None				
Component:	None				
<p>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.</p>					
PHI 221	Western Philosophy II	03	00	00	03
Prerequisites:	ENG 111				
Corequisites:	None				
Component:	None				
<p>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.</p>					
PHI 230	Introduction to Logic	03	00	00	03
Prerequisites:	ENG 111				
Corequisites:	None				
Component:	None				
<p>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.</p>					
PHI 240	Introduction to Ethics	03	00	00	03
Prerequisites:	ENG 111				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PHM 110	Introduction to Pharmacy	03	00	00	03
Prerequisites:	Departmental Approval				
Corequisites:	PHM 111, PHM 115, and PHM 115A				
Component:	None				
This course introduces pharmacy practice and the technician's role in a variety of pharmacy settings. Topics include medical terminology and abbreviations, drug delivery systems, law and ethics, prescription and medication orders, and the health care system. Upon completion, students should be able to explain the role of pharmacy technicians, read and interpret drug orders, describe quality assurance, and utilize pharmacy references.					
PHM 111	Pharmacy Practice I	03	03	00	04
Prerequisites:	Departmental Approval				
Corequisites:	PHM 110, PHM 115, and PHM 115A				
Component:	None				
This course provides instruction in the technical procedures for preparing and dispensing drugs in the hospital and retail settings under supervision of a registered pharmacist. Topics include drug packaging and labeling, out-patient dispensing, hospital dispensing procedures, controlled substance procedures, inventory control, and non-sterile compounding. Upon completion, students should be able to perform basic supervised dispensing techniques in a variety of pharmacy settings.					
PHM 115	Pharmacy Calculations	03	00	00	03
Prerequisites:	Departmental Approval				
Corequisites:	PHM 110, PHM 111 and PHM 115A				
Component:	None				
This course provides an introduction to the metric, avoirdupois, and apothecary systems of measurement and the calculations used in pharmacy practice. Topics include ratio and proportion, dosage determinations, percentage preparations, reducing and enlarging formulas, dilution and concentration, aliquots, specific gravity and density, and flow rates. Upon completion, students should be able to correctly perform calculations required to properly prepare a medication order.					
PHM 115A	Pharmacy Calculations Lab	00	02	00	01
Prerequisites:	Department Approval				
Corequisites:	PHM 110, PHM 111, and PHM 115				
Component:	None				
This course provides an opportunity to practice and perform calculations encountered in pharmacy practice. Emphasis is placed on ratio and proportion, dosage calculations, percentage, reduction/enlargement formulas, aliquots, flow rates, and specific gravity/density. Upon completion, students should be able to perform the calculations required to properly prepare a medication order.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PHM 118	Sterile Products	03	03	00	04

Prerequisites: PHM 110, PHM 111, PHM 115, and PHM 115A

Corequisites: PHM 120, PHM 136, and PHM 155

Component: None

This course provides an introduction to intravenous admixture preparation and other sterile products, including total parenteral nutrition and chemotherapy. Topics include aseptic techniques; facilities, equipment, and supplies utilized in admixture preparation; incompatibility and stability; laminar flow hoods; immunizations and irrigation solutions; and quality assurance. Upon completion, students should be able to describe and demonstrate the steps involved in preparation of intermittent and continuous infusions, total parenteral nutrition, and chemotherapy.

PHM 120	Pharmacology I	03	00	00	03
----------------	-----------------------	-----------	-----------	-----------	-----------

Prerequisites: PHM 110, PHM 111, PHM 115, and PHM 115A

Corequisites: PHM 118, PHM 136, and PHM 155

Component: None

This course introduces the study of the properties, effects, and therapeutic value of the primary agents in the major drug categories. Topics include nutritional products, blood modifiers, hormones, diuretics, cardiovascular agents, respiratory drugs, and gastrointestinal agents. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names.

PHM 125	Pharmacology II	03	00	00	03
----------------	------------------------	-----------	-----------	-----------	-----------

Prerequisites: PHM 120

Corequisites: PHM 132 and PHM 140

Component: None

This course provides a continuation of the study of the properties, effects, and therapeutic value of the primary agents in the major drug categories. Topics include autonomic and central nervous system agents, anti-inflammatory agents, and anti-infective drugs. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names.

PHM 132	Pharmacy Clinical	00	00	06	02
----------------	--------------------------	-----------	-----------	-----------	-----------

Prerequisites: PHM 136

Corequisites: PHM 125 and PHM 140

Component: None

This course provides an opportunity to work in pharmacy settings under a pharmacist's supervision. Emphasis is placed on effective communication with personnel, developing proper employee attitude, and dispensing of medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and efficiently operate computers.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PHM 136	Pharmacy Clinical	00	00	18	06
Prerequisites: PHM 110, PHM 111, PHM 115, and PHM 115A					
Corequisites: PHM 118, PHM 120 and PHM 155					
Component: None					
This courses provides an opportunity to work in pharmacy setting under a pharmacist's supervision. Emphasis is placed on effective communication with personnel, developing proper employee attitude, and dispensing of medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and efficiently operate computers.					
PHM 140	Trends in Pharmacy	02	00	00	02
Prerequisites: PHM 136					
Corequisites: PHM 125 and PHM 132					
Component: None					
This course covers the major issues, trends, and concepts in contemporary pharmacy practice. Topics include professional ethics, continuing education, job placement, and the latest developments in pharmacy technician practice. Upon completion, students should be able to demonstrate a basic knowledge of the topics discussed.					
PHM 155	Community Pharmacy	02	02	00	03
Prerequisites: PHM 110, PHM 111, PHM 115, and PHM 115A					
Corequisites: PHM 118, PHM 120, and PHM 136					
Component: None					
This course covers the operational procedures relating to retail pharmacy. Emphasis is placed on a general knowledge of over-the-counter products, prescription processing, business/inventory management, and specialty patient services. Upon completion, students should be able to provide technical assistance and support to the retail pharmacist.					
PHS 110	Basic Physical Science	03	02	00	04
Prerequisites: None					
Corequisites: None					
Component: None					
This course introduces the physical environment with emphasis on the laws and physical concepts that impact the world and universe. Topics include astronomy, geology, meteorology, general chemistry, and general physics. Upon completion, students should be able to describe the forces and composition of the earth and universe. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					
PHS 111	Physical Science I	03	02	00	04
Prerequisites: None					
Corequisites: None					
Component: None					
This course covers the general principles of chemistry and geology. Topics include measurement, matter, chemical reactions, and geological concepts. Upon completion, students should be able to perform metric measurements, describe chemical composition and reactions, and explain these in relation to the earth's composition.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PHS 112	Physical Science II	03	02	00	04
Prerequisites: None					
Corequisites: None					
Component: None					
This course covers the general principles of physics, astronomy, and meteorology. Topics include measurement, mechanics, forces, heat, light, sound, electricity, descriptive astronomy, and weather. Upon completion, students should be able to measure and analyze the forces and energy, describe the composition of the universe, and explain basic meteorology.					
PHS 121	Applied Physical Science I	03	02	00	04
Prerequisites: None					
Corequisites: None					
Component: None					
This course introduces the general principles of physics and chemistry. Topics include measurement, motion, Newton's laws of motion, momentum, energy, work, power, heat, thermodynamics, waves, sound, light, electricity, magnetism, and chemical principles. Upon completion, students should be able to demonstrate an understanding of the physical environment and be able to apply the scientific principles to observations experienced. approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					
PHS 122	Applied Physical Science II	03	02	00	04
Prerequisites: None					
Corequisites: None					
Component: None					
This course introduces the principles of nuclear energy, modern physics, geology, oceanography, meteorology, and astronomy. Topics include nuclear chemistry, relativity, composition of the earth, geologic processes and time, ocean currents and tides, eroding beaches, climate, weather, atmospheric influences, and the solar system. Upon completion, students should be able to demonstrate an understanding of the physical environment and be able to apply the scientific principles to observations experienced. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					
PHS 130	Earth Science	03	02	00	04
Prerequisites: None					
Corequisites: None					
Component: None					
This course is a survey of the forces that impact the earth. Topics include geology, oceanography, and meteorology. Upon completion, students should be able to explain and identify the forces within, on, and around the earth as they influence the earth's dynamics. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PHS 140	Weather and Climate	03	00	00	03

Prerequisites: None

Corequisites: None

Component: None

This course introduces the nature, origin, processes, and dynamics of the earth's atmospheric environment. Topics include general weather patterns, climate, and ecological influences on the atmosphere. Upon completion, students should be able to demonstrate an understanding of weather formation, precipitation, storm patterns, and processes of atmospheric pollution. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PHY 110	Conceptual Physics	03	00	00	03
----------------	---------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

PHY 110A	Conceptual Physics Lab	00	02	00	01
-----------------	-------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: PHY 110

Component: None

This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

PHY 121	Applied Physics I	03	02	00	04
----------------	--------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: PHY 121C, PHY 121L

This algebra-based course introduces fundamental physical concepts as applied to industrial and service technology fields. Topics include systems of units, problem-solving methods, graphical analyses, vectors, motion, forces, Newton's laws of motion, work, energy, power, 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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PHY 122	Applied Physics II	03	02	00	04
Prerequisites:	None				
Corequisites:	None				
Component:	PHY 122, PHY 122L				

This algebra-based course introduces fundamental physical concepts as applied to industrial and service technology fields. Emphasis is placed on systems of units, problem-solving methods, graphical analysis, static electricity, AC and DC circuits, magnetism, transformers, AC and DC motors, and generators. Upon completion, students should be able to demonstrate an understanding of the principles studied as applied in industrial and service fields.

PHY 125	Health Sciences Physics	03	02	00	04
Prerequisites:	None				
Corequisites:	None				
Component:	PHY 125C, PHY 125L				

This course introduces fundamental physical principles as they apply to health technologies. Topics include motion, force, work, power, simple machines, and other topics as required by the students' area of study. Upon completion, students should be able to demonstrate an understanding of the fundamental principles covered as they relate to practical applications in the health sciences.

PHY 131	Physics-Mechanics	03	02	00	04
Prerequisites:	MAT 121				
Corequisites:	None				
Component:	PHY 131C, PHY 131L				

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.

PHY 132	Physics-Electricity & Magnetism	03	02	00	04
Prerequisites:	PHY 131				
Corequisites:	None				
Component:	PHY 132C, PHY 132L				

This algebra/trigonometry-based course is a study of fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, waves, electricity, magnetism, circuits, transformers, motors, and generators. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.

PHY 133	Physics-Sound & Light	03	02	00	04
Prerequisites:	PHY 131				
Corequisites:	None				
Component:	PHY 133C, PHY 133L				

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.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PHY 151	College Physics I	03	02	00	04

Prerequisites: MAT 161 or MAT 171

Corequisites: None

Component: PHY 151C, PHY 151L

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

PHY 152	College Physics II	03	02	00	04
----------------	---------------------------	-----------	-----------	-----------	-----------

Prerequisites: PHY 151

Corequisites: None

Component: PHY 152C, PHY 152L

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

PHY 153	Modern Topics in Physics	03	02	00	04
----------------	---------------------------------	-----------	-----------	-----------	-----------

Prerequisites: PHY 151

Corequisites: None

Component: None

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include atomic structure, nuclear processes, natural and artificial radioactivity, basic quantum theory, and special relativity. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PHY 251	General Physics I	03	03	00	04
----------------	--------------------------	-----------	-----------	-----------	-----------

Prerequisites: MAT 271

Corequisites: MAT 272

Component: PHY 251C, PHY 251L

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PHY 252	General Physics II	03	03	00	04
Prerequisites:	MAT 272 and PHY 251				
Corequisites:	None				
Component:	PHY 252C, PHY 252L				
<p>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.</p>					
PHY 253	Modern Physics	03	03	00	04
Prerequisites:	PSY 150				
Corequisites:	None				
Component:	None				
<p>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.</p>					
PLU 110	Modern Plumbing	04	15	00	09
Prerequisites:	None				
Corequisites:	None				
Component:	PLU 110A, PLU 110B				
<p>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.</p>					
PLU 120	Plumbing Applications	04	15	00	09
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PLU 130	Plumbing Systems	03	09	00	06
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course covers the maintenance and repair of plumbing lines and fixtures. Emphasis is placed on identifying and diagnosing problems related to water, drain and vent lines, water heaters, and plumbing fixtures. Upon completion, students should be able to identify and diagnose needed repairs to the plumbing system.					
PLU 140	Introduction to Plumbing Codes	01	02	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course covers plumbing industry codes and regulations. Emphasis is placed on North Carolina regulations and the minimum requirements for plumbing materials and design. Upon completion, students should be able to research and interpret North Carolina plumbing codes.					
PLU 150	Plumbing Diagrams	01	02	00	02
Prerequisites:	PLU 110				
Corequisites:	None				
Component:	None				
This course introduces sketching diagrams and interpretation of blueprints applicable to the plumbing trades. Emphasis is placed on plumbing plans for domestic and/or commercial buildings. Upon completion, students should be able to sketch plumbing diagrams applicable to the plumbing trades.					
POL 110	Introduction to Political Science	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces basic political concepts used by governments and addresses a wide range of political issues. Topics include political theory, ideologies, legitimacy, and sovereignty in democratic and non-democratic systems. Upon completion, students should be able to discuss a variety of issues inherent in all political systems and draw logical conclusions in evaluating these systems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.					
POL 120	American Government	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
POL 130	State & Local Government	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
POL 210	Comparative Government	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
POL 220	International Relations	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
POS 110	POS History & Organization	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
POS 115	Processing and Distribution	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
POS 120	Postal Operations Support	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
POS 125	Postal Delivery/Collection	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
POS 130	POS Support & Finance	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
POS 135	Officer-in-Charge Training	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
PSY 101	Applied Psychology	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
PSY 110	Life Span Development	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
PSY 118	Interpersonal Psychology	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PSY 141	Psychology of Death and Dying	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
PSY 150	General Psychology	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
PSY 211	Psychology of Adjustment	03	00	00	03
Prerequisites:	PSY 150				
Corequisites:	None				
Component:	None				
<p>This course introduces the study of the adjustment process focusing on contemporary challenges individuals must deal with in everyday life. Topics include theories of behavior, career choices, self-understanding, coping mechanisms, human relationships, intimacy, sociocultural factors influencing healthy personal adjustment, and other related topics. Upon completion, students should be able to demonstrate an awareness of the processes of adjustment. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.</p>					
PSY 237	Social Psychology	03	00	00	03
Prerequisites:	PSY 150 or SOC 210				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PSY 239	Psychology of Personality	03	00	00	03

Prerequisites: PSY 150

Corequisites: None

Component: None

This course covers major personality theories and personality research methods. Topics include psychoanalytic, behavioristic, social learning, cognitive, humanistic, and trait theories including supporting research. Upon completion, students should be able to compare and contrast traditional and contemporary approaches to the understanding of individual differences in human behavior. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

PSY 241	Developmental Psychology	03	00	00	03
----------------	---------------------------------	-----------	-----------	-----------	-----------

Prerequisites: PSY 150

Corequisites: None

Component: None

This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

PSY 243	Child Psychology	03	00	00	03
----------------	-------------------------	-----------	-----------	-----------	-----------

Prerequisites: PSY 150

Corequisites: None

Component: None

This course provides an overview of physical, cognitive, and psychosocial development from conception through adolescence. Topics include theories and research, interaction of biological and environmental factors, language development, learning and cognitive processes, social relations, and moral development. Upon completion, students should be able to identify typical and atypical childhood behavior patterns as well as appropriate strategies for interacting with children. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PSY 246	Adolescent Psychology	03	00	00	03
----------------	------------------------------	-----------	-----------	-----------	-----------

Prerequisites: PHY 150

Corequisites: None

Component: None

This course provides an overview of the behavior patterns, life changes, and social issues that accompany the developmental stage of adolescence. Topics include developmental theories; physical, cognitive and psychosocial growth; transitions to young adulthood; and sociocultural factors that influence adolescent roles in home, school and community. Upon completion, students should be able to identify typical and atypical adolescent behavior patterns as well as appropriate strategies for interacting with adolescents. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PSY 247	Psychology of Adulthood	03	00	00	03

Prerequisites: PSY 150

Corequisites: None

Component: None

This course examines the major theories and patterns of adult development from young adulthood to late adulthood. Topics include physical, cognitive, and psychosocial changes with an emphasis on relationships, family patterns, work roles, community interactions, and the challenges of each stage of adulthood. Upon completion, students should be able to demonstrate a knowledge of adult development and an ability to apply this knowledge to their own lives. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PSY 249	Psychology of Aging	03	00	00	03
----------------	----------------------------	-----------	-----------	-----------	-----------

Prerequisites: PSY 150

Corequisites: None

Component: None

This course covers the particular needs and behaviors of the maturing adult. Emphasis is placed on psychosocial processes; biological and intellectual aspects of aging; adjustments to retirement, dying, bereavement; and the stereotypes and misconceptions concerning the elderly. Upon completion, students should be able to show an understanding of the psychological factors related to the aging process. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PSY 255	Introduction to Exceptionality	03	00	00	03
----------------	---------------------------------------	-----------	-----------	-----------	-----------

Prerequisites: PSY 150

Corequisites: None

Component: None

This course introduces the psychology of the exceptional person. Topics include theoretical perspectives, terminology, and interventions pertaining to various handicapping conditions as well as the resulting psychosocial adjustments. Upon completion, students should be able to demonstrate a basic understanding of the potentials and limitations of the exceptional person.

PSY 259	Human Sexuality	03	00	00	03
----------------	------------------------	-----------	-----------	-----------	-----------

Prerequisites: PSY 150

Corequisites: None

Component: None

This course provides the biological, psychological, and sociocultural aspects of human sexuality and related research. Topics include reproductive biology, sexual and psychosexual development, sexual orientation, contraception, sexually transmitted diseases, sexual disorders, theories of sexuality, and related issues. Upon completion, students should be able to demonstrate an overall knowledge and understanding of human sexuality. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PSY 263	Educational Psychology	03	00	00	03
Prerequisites:	PSY 150				
Corequisites:	None				
Component:	None				
<p>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.</p>					
PSY 265	Behavioral Modification	03	00	00	03
Prerequisites:	PSY 150				
Corequisites:	None				
Component:	None				
<p>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.</p>					
PSY 271	Sports Psychology	03	00	00	03
Prerequisites:	PSY 150				
Corequisites:	None				
Component:	None				
<p>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.</p>					
PSY 275	Health Psychology	03	00	00	03
Prerequisites:	PSY 150				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PSY 281	Abnormal Psychology	03	00	00	03

Prerequisites: PSY 150

Corequisites: None

Component: None

This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

PTA 110	Introduction to Physical Therapy	02	03	00	03
----------------	---	-----------	-----------	-----------	-----------

Prerequisites: Departmental Approval

Corequisites: PHY 125 and PTA 130

Component: None

This course introduces the field of physical therapy including the history and standards of practice for the physical therapist assistant and basic treatment techniques. Emphasis is placed on ethical and legal considerations, universal precautions, vital signs, documentation, basic patient preparation and treatment skills, and architectural barrier screening. Upon completion, students should be able to explain the role of the physical therapist assistant and demonstrate competence in basic techniques of patient care.

PTA 120	Functional Anatomy	01	06	00	03
----------------	---------------------------	-----------	-----------	-----------	-----------

Prerequisites: PTA 110

Corequisites: PTA 140 and PTA 150

Component: None

This course provides an organized study of anatomy and kinesiology. Emphasis is placed on the integration of structure and function of the skeletal, articular, muscular, nervous, and circulatory systems to include gait analysis. Upon completion, students should be able to describe the components and demonstrate function of these systems as applied to physical therapy.

PTA 130	Physical Therapy Procedures I	01	06	00	03
----------------	--------------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: PHY 125 and PTA 110

Component: None

This course covers superficial thermal agents, massage, ultrasound, and documentation methods. Emphasis is placed on physiological effects, indications, contraindications, and skilled applications of heat, cold, ultrasound, massage, and documentation. Upon completion, students should be able to safely, correctly, and effectively apply these techniques and procedures.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PTA 140	Therapeutic Exercise	02	06	00	04
Prerequisites: PTA 110					
Corequisites: PTA 120 and PTA 150					
Component: None					
This course covers muscle physiology, exercise concepts, testing, and applications to the spine and extremities. Topics include strength, endurance, flexibility, and exercise protocols and progressions. Upon completion, students should be able to demonstrate skill in applying therapeutic exercise principles for non-neurological conditions in a safe and appropriate manner.					
PTA 150	Physical Therapy Procedures II	01	06	00	03
Prerequisites: PTA 130 and SOC 210					
Corequisites: PTA 120 and PTA 140					
Component: None					
This course, a continuation of PTA 130, emphasizes the theory and practice of electrotherapy, ultraviolet, hydrotherapy, wound and burn care, and deep heating modalities. Topics include application of deep heating modalities, aquatic therapy, edema reduction, high and low frequency currents, and biofeedback. Upon completion, students should be able to apply these modalities and treatment techniques effectively and safely and demonstrate knowledge of physiological principles involved.					
PTA 160	Physical Therapy Procedures III	02	03	00	03
Prerequisites: PTA 150					
Corequisites: PTA 170 and PTA 180A					
Component: None					
This course introduces treatment and measurement techniques and discusses treatment programs for neuromusculoskeletal dysfunction and injury. Topics include soft tissue and joint dysfunction; assessment of girth, volume, length, sensation, pain, and muscle strength; and selected exercise programs. Upon completion, students should be able to measure strength and joint motion and identify methods to assess sensation, pain, volume, girth, length, and gait abnormalities.					
PTA 170	Pathophysiology	03	00	00	03
Prerequisites: None					
Corequisites: PTA 160 and PTA 180A					
Component: None					
This course is a survey of basic pathology with emphasis on conditions most frequently observed and treated in physical therapy. Topics include etiology, pathology, manifestation, treatment, and prognosis. Upon completion, students should be able to explain repair processes, categorize diseases, define pathology, identify organ/body systems involved, and discuss treatment and prognosis.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PTA 180	PTA Clinical Education Introduction	00	00	09	03
Prerequisites:	Departmental Approval				
Corequisites:	None				
Component:	PTA 180A, PTA 180B				
This course introduces the physical therapy clinic in planned learning experiences and practice under supervision. Emphasis is placed on reinforcement of learned skills in direct patient care and communication. Upon completion, students should be able to demonstrate satisfactory performance in learned patient care skills, communication activities, and professional behaviors. PTA 180A must be completed satisfactorily before registering for PTA 180B.					
PTA 212	Health Care/Resources	02	00	00	02
Prerequisites:	PTA 222				
Corequisites:	PTA 260				
Component:	None				
This course provides an overview of various aspects of health care delivery systems and the interrelationships of health care team members. Topics include health agencies and their functions, health care team member roles, management, and other health care issues. Upon completion, students should be able to discuss the functions of health organizations and team members and aspects of health care affecting physical therapy delivery.					
PTA 222	Professional Interactions	02	00	00	02
Prerequisites:	PTA 160				
Corequisites:	None				
Component:	None				
This course is designed to assist in the development of effective interpersonal skills in the physical therapist assistant setting. Topics include reactions to disability, the grieving process, methods of communication, motivation, health promotion, disease prevention, and aging. Upon completion, students should be able to discuss and demonstrate methods for achieving effective interaction with patients, families, the public, and other health care providers.					
PTA 240	Physical Therapy Procedures IV	03	06	00	05
Prerequisites:	PTA 160				
Corequisites:	None				
Component:	None				
This course covers normal development, adult and pediatric/CNS dysfunction, spinal cord injuries, amputee rehabilitation techniques, and cardiopulmonary rehabilitation. Topics include neurology review, selected rehabilitation techniques, ADL and functional training, prosthetic and orthotic training, and environmental access. Upon completion, students should be able to demonstrate safe and correct application of selected rehabilitation techniques for neurological dysfunction, cardiopulmonary conditions, and amputations.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PTA 260	Advanced PTA Clinical Education	00	00	30	10
Prerequisites:	PTA 180A and PTA 180B				
Corequisites:	PTA 212				
Component:	None				
This course provides full-time clinical affiliations for planned learning experiences and practice under supervision. Emphasis is placed on reinforcement of learned skills in direct patient care, communications, and professional behaviors. Upon completion, students should be able to demonstrate satisfactory performance as an entry-level physical therapist assistant and as a member of the physical therapy team.					
RAD 110	RAD Introduction & Patient Care	02	03	00	03
Prerequisites:	Departmental Approval				
Corequisites:	None				
Component:	RAD 110C, RAD 110L				
This course provides an overview of the radiography profession and student responsibilities. Emphasis is placed on basic principles of patient care, radiation protection, technical factors, and medical terminology. Upon completion, students should be able to demonstrate basic skills in these areas.					
RAD 111	RAD Procedures I	03	03	00	04
Prerequisites:	Departmental Approval				
Corequisites:	All courses required: RAD 110, RAD 151 and RAD 183				
Component:	None				
This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the chest, abdomen, extremities, spine, and pelvis. Upon completion, students should be able to demonstrate competence in these areas.					
RAD 112	RAD Procedures II	03	03	00	04
Prerequisites:	All courses required: RAD 110, RAD 111 and RAD 151				
Corequisites:	RAD 121 and RAD 161				
Component:	None				
This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the skull, bony thorax, and gastrointestinal, biliary, and urinary systems. Upon completion, students should be able to demonstrate competence in these areas.					
RAD 121	Radiographic Imaging I	02	03	00	03
Prerequisites:	All courses required: RAD 110, RAD 111 and RAD 151				
Corequisites:	RAD 112 and RAD 161				
Component:	None				
This course covers factors of image quality and methods of exposure control. Topics include density, contrast, recorded detail, distortion, technique charts, manual and automatic exposure control, and tube rating charts. Upon completion, students should be able to demonstrate an understanding of exposure control and the effects of exposure factors on image quality.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
RAD 122	Radiographic Imaging II	01	03	00	02
Prerequisites:	All courses required: RAD 112, RAD 121 and RAD 161				
Corequisites:	RAD 131 and RAD 171				
Component:	None				
This course covers image receptor systems and processing principles. Topics include film, film storage, processing, intensifying screens, grids, and beam limitation. Upon completion, students should be able to demonstrate the principles of selection and usage of imaging accessories to produce quality images.					
RAD 131	Radiographic Physics I	01	03	00	02
Prerequisites:	All courses required: RAD 112, RAD 121 and RAD 161				
Corequisites:	RAD 122 and RAD 171				
Component:	None				
This course introduces the fundamental principles of physics that underlie diagnostic X-ray production and radiography. Topics include electromagnetic waves, electricity and magnetism, electrical energy, and power and circuits as they relate to radiography. Upon completion, students should be able to demonstrate an understanding of basic principles of physics as they relate to the operation of radiographic equipment.					
RAD 151	RAD Clinical Ed I	00	00	06	02
Prerequisites:	Departmental Approval				
Corequisites:	All courses required: RAD 110, RAD 111 and RAD 183				
Component:	None				
This course introduces patient management and basic radiographic procedures in the clinical setting. Emphasis is placed on mastering positioning of the chest and extremities, manipulating equipment, and applying principles of ALARA. Upon completion, students should be able to demonstrate successful completion of clinical objectives.					
RAD 161	RAD Clinical Ed II	00	00	15	05
Prerequisites:	All courses required: RAD 110, RAD 111 and RAD 151				
Corequisites:	RAD 112 and RAD 121				
Component:	None				
This course provides additional experience in patient management and in more complex radiographic procedures. Emphasis is placed on mastering positioning of the spine, pelvis, head and neck, and thorax and adapting procedures to meet patient variations. Upon completion, students should be able to demonstrate successful completion of clinical objectives.					
RAD 171	RAD Clinical Ed III	00	00	12	04
Prerequisites:	All courses required: RAD 112, RAD 121 and RAD 161				
Corequisites:	RAD 122 and RAD 131				
Component:	None				
This course provides experience in patient management specific to fluoroscopic and advanced radiographic procedures. Emphasis is placed on applying appropriate technical factors to all studies and mastering positioning of gastrointestinal and urological studies. Upon completion, students should be able to demonstrate successful completion of clinical objectives.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
RAD 183	RAD Clinical Elective	00	00	09	03
Prerequisites:	None				
Corequisites:	All courses required: RAD 110, RAD 111 and RAD 151				
Component:	None				
This course provides advanced knowledge of clinical applications. Emphasis is placed on enhancing clinical skills. Upon completion, students should be able to successfully complete the clinical course objectives.					
RAD 211	RAD Procedures III	02	03	00	03
Prerequisites:	RAD 122				
Corequisites:	All courses required: RAD 121, RAD 241 and RAD 251				
Component:	None				
This course provides the knowledge and skills necessary to perform standard and specialty radiographic procedures. Emphasis is placed on radiographic specialty procedures, pathology, and advanced imaging. Upon completion, students should be able to demonstrate competence in these areas.					
RAD 231	Radiographic Physics II	01	03	00	02
Prerequisites:	RAD 171				
Corequisites:	All courses required: RAD 211, RAD 241 and RAD 251				
Component:	None				
This course continues the study of physics that underlie diagnostic X-ray production and radiographic and fluoroscopic equipment. Topics include X-ray production, electromagnetic interactions with matter, X-ray devices, equipment circuitry, targets, filtration, and dosimetry. Upon completion, students should be able to demonstrate an understanding of the application of physical concepts as related to image production.					
RAD 241	Radiation Protection	02	00	00	02
Prerequisites:	All courses required: RAD 122, RAD 131 and RAD 171				
Corequisites:	All courses required: RAD 211, RAD 231 and RAD 251				
Component:	None				
This course covers the principles of radiation protection and radiobiology. Topics include the effects of ionizing radiation on body tissues, protective measures for limiting exposure to the patient and personnel, and radiation monitoring devices. Upon completion, students should be able to demonstrate an understanding of the effects and uses of radiation in diagnostic radiology.					
RAD 245	Radiographic Analysis	02	03	00	03
Prerequisites:	RAD 251				
Corequisites:	RAD 261 and RAD 281				
Component:	None				
This course provides an overview of imaging concepts and introduces methods of quality assurance. Topics include a systematic approach for image evaluation and analysis of imaging service and quality assurance. Upon completion, students should be able to establish and administer a quality assurance program and conduct a critical review of images.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
RAD 251	RAD Clinical Ed IV	00	00	21	07
Prerequisites:	All courses required: AD 122, RAD 131, RAD 171				
Corequisites:	All courses required: RAD 211, RAD 231, RAD 241				
Component:	None				
This course provides the opportunity to continue mastering all basic radiographic procedures and to attain experience in advanced areas. Emphasis is placed on equipment operation, pathological recognition, pediatric and geriatric variations, and a further awareness of radiation protection requirements. Upon completion, students should be able to demonstrate successful completion of clinical objectives.					
RAD 261	RAD Clinical Ed V	00	00	21	07
Prerequisites:	RAD 251				
Corequisites:	All courses required: RAD 245, RAD 281				
Component:	None				
This course is designed to enhance expertise in all radiographic procedures, patient management, radiation protection, and image production and evaluation. Emphasis is placed on developing an autonomous approach to the diversity of clinical situations and successfully adapting to those procedures. Upon completion, students should be able to demonstrate successful completion of clinical objectives.					
RAD 281	RAD Clinical Elective	00	00	03	01
Prerequisites:	Department Approval				
Corequisites:	All courses required: AD 245, RAD 261				
Component:	None				
This course provides advanced knowledge of clinical applications. Emphasis is placed on enhancing clinical skills. Upon completion, students should be able to successfully complete the clinical course objectives.					
RCP 110	Introduction to Respiratory Care	03	03	00	04
Prerequisites:	Departmental Approval				
Corequisites:	None				
Component:	None				
This course introduces the respiratory care profession. Topics include the role of the respiratory care practitioner, medical gas administration, basic patient assessment, infection control, and medical terminology. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.					
RCP 111	Therapeutics/Diagnostics	04	03	00	05
Prerequisites:	RCP 110				
Corequisites:	None				
Component:	None				
This course is a continuation of RCP 110. Emphasis is placed on entry-level therapeutic and diagnostic procedures used in respiratory care. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.					
RCP 113	RCP Pharmacology	02	00	00	02
Prerequisites:	None				
Corequisites:	RCP 110				
Component:	None				
This course cover the drugs used in the treatment of cardiopulmonary diseases. Emphasis is place don the uses, actions, indications, administration, and hazards of pharmacological agents. Upon completion, students should be able to demonstrate competence through written evaluation.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
RCP 114	C-P Anatomy & Physiology	03	00	00	03
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				
Component:	None				
This course provides a concentrated study of cardiopulmonary anatomy and physiology essential to the practice of respiratory care. Emphasis is placed on cardiovascular and pulmonary physiology, acid/base balance, and blood gas interpretation. Upon completion, students should be able to demonstrate competence in these concepts through written evaluation.					
RCP 115	C-P Pathophysiology	02	00	00	02
Prerequisites:	A set of courses is required: BIO 168 or BIO 168C and BIO 168L				
Corequisites:	A set of courses is required: BIO 169 or BIO 169C and BIO 169L				
Component:	None				
This course introduces the etiology, pathogenesis, and physiology of cardiopulmonary diseases and disorders. Emphasis is placed on clinical signs and symptoms along with diagnoses, complications, prognoses, and management. Upon completion, students should be able to demonstrate competence in these concepts through written evaluations.					
RCP 133	RCP Clinical Practice I	00	00	09	03
Prerequisites:	Department Approval				
Corequisites:	RCP 111 and RCP 115				
Component:	None				
This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.					
RCP 142	RCP Clinical Practice II	00	00	06	02
Prerequisites:	RCP 110				
Corequisites:	RCP 210				
Component:	None				
This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.					
RCP 156	RCP Clinical Practice III	00	00	18	06
Prerequisites:	RCP 111 and RCP 142				
Corequisites:	RCP 211 and RCP 214				
Component:	None				
This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
RCP 210	Critical Care Concepts	03	03	00	04
Prerequisites:	RCP 111				
Corequisites:	RCP 142				
Component:	None				
This course provides further refinement of acute patient care and underlying pathophysiology. Topics include a continuation in the study of mechanical ventilation, underlying pathophysiology, and introduction of critical care monitoring. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.					
RCP 211	Advanced Monitoring/Procedures	03	03	00	04
Prerequisites:	RCP 210				
Corequisites:	None				
Component:	None				
This course includes advanced information gathering and decision making for the respiratory care professional. Topics include advanced cardiac monitoring and special procedures. Upon completion, students should be able to evaluate, design, and recommend appropriate care plans through written and laboratory evaluations.					
RCP 214	Neonatal/Pediatric RC	01	03	00	02
Prerequisites:	RCP 111 and RCP 210				
Corequisites:	RCP 156 and RCP 211				
Component:	None				
This course provides in-depth coverage of the concepts of neonatal and pediatric respiratory care. Emphasis is placed on neonatal and pediatric pathophysiology and on the special therapeutic needs of neonates and children. Upon completion, students should be able to demonstrate competence in these concepts through written and laboratory evaluations.					
RCP 223	Special Practice Lab	00	03	00	01
Prerequisites:	Departmental Approval				
Corequisites:	None				
Component:	None				
This course provides additional laboratory learning opportunities in respiratory care. Emphasis is placed on therapeutic procedures and equipment management. Upon completion, students should be able to demonstrate competence in concepts and procedures through laboratory evaluations.					
RCP 237	RCP Clinical Practice IV	00	00	21	07
Prerequisites:	RCP 111 and RCP 156				
Corequisites:	RCP 223				
Component:	None				
This course provides advanced practitioner clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
REA 101	Introduction Real Estate Appraisal R-1	02	00	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	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>					
REA 102	Valuation Principles & Practice R-2	02	00	00	02
Prerequisites:	REA 101				
Corequisites:	None				
Component:	None				
<p>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.</p>					
REA 103	Applied Residential Property Values R-3	01	00	00	01
Prerequisites:	REA 102				
Corequisites:	None				
Component:	None				
<p>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), 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 <i>This course is required for the Real Estate Appraisal certificate program.</i></p>					
REA 104	USPAP R-4	01	00	00	01
Prerequisites:	REA 103				
Corequisites:	None				
Component:	None				
<p>This course introduces all aspects of the appraisers conduct, ethics and competency. Topics include appraisal standards, reviews, reports, and the confidentiality provisions as set forth by the North Carolina Appraisal Board. Upon completion, students should be able to sit for the National USPAP examination.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
REA 201	Introduction Income Prop Appraisal G-1	02	00	00	02
Prerequisites:	REA 103				
Corequisites:	None				
Component:	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.					
REA 202	Advanced Income Capital Proc G-2	02	00	00	02
Prerequisites:	REA 201				
Corequisites:	A financial calculator is required for this course.				
Component:	None				
This course expands direct capitalization techniques and introduces yield capitalization. Topics include yield rates, discounted cash flow, financial leverage, and traditional yield capitalization formulas. Upon completion, students should be able to estimate the value of income producing property using yield capitalization techniques. This course is required for the Real Estate Appraisal certificate program.					
REA 203	Applied Income Property Value G-3	02	00	00	02
Prerequisites:	REA 202				
Corequisites:	None				
Component:	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.					
REC 110	Introduction to Leisure Services	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	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.					
REC 112	Outdoor Recreation Admin & Management	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	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.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
REC 113	Programming & Special Populations	03	03	00	04
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
REC 114	Wilderness Survival	01	02	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
REC 119	Environmental Awareness	01	02	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
REC 120	Introduction Special Populations	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
REC 122	Program Administration	03	00	00	03
Prerequisites:	REC 110				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
REC 124	Social Recreational Activities	01	02	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	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>					
REC 125	Public Relations	01	03	00	02
Prerequisites:	One course required: CIS 110, CIS 111 or CIS 113				
Corequisites:	None				
Component:	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>					
REC 126	Outdoor Recreation	01	02	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	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>					
REC 127	Team Sports & Games	01	02	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	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>					
REC 128	Individual Sports & Games	01	02	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	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
REC 129	Fitness Management	02	03	00	03

Prerequisites: None

Corequisites: None

Component: None

This course introduces basic fitness principles and evaluation techniques for progressive maintenance programming. Emphasis is placed on testing for physical fitness, cardiovascular conditioning, evaluation of isometric and isotonic strength, and assessing exercise programs for lifetime value. Upon completion, students should be able to assess fitness programs for their personal use and plan programs for public use in various recreational settings.

REC 131	Principles of Motor Development	03	00	00	03
----------------	--	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course covers principles of motor development. Topics include prenatal development; reflexive, rudimentary, and fundamental motor development; and basic motor skills patterns. Upon completion, students should be able to identify the sequential development of fundamental movements, motor patterns, and sports skills.

REC 192	Selected Topics in Recreation	02	00	00	02
----------------	--------------------------------------	-----------	-----------	-----------	-----------

Prerequisites: Departmental Approval

Corequisites: None

Component: None

This course provides an opportunity to explore areas of current interest in recreation. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.

REC 214	Camp Administration	03	02	00	04
----------------	----------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course covers the skills and knowledge necessary to work effectively in outdoor camping environments. Emphasis is placed on layout and design of a camp setting and programming outdoor activities and nature skills. Upon completion, students should be able to plan and conduct recreational activities for day and residential camping environments.

REC 216	Recreational Arts & Crafts	01	03	00	02
----------------	---------------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course covers the various art media with particular emphasis on their use in recreational settings. Emphasis is placed on practical hands-on experience in age-related multimedia art activities. Upon completion, students should be able to demonstrate teaching techniques and acquired hands-on skills.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
REC 217	Maintenance/Facility Management	02	02	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course provides hands-on experience in maintaining equipment and managing a recreational facility. Emphasis is placed on the use of indoor and outdoor recreational facilities and equipment. Upon completion, students should be able to lay out a recreational environment, including equipment that meets safety standards.					
REC 218	Cultural Programs	01	03	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course provides a general knowledge of music, dance, and drama required for cultural programming. Emphasis is placed on activity planning and practical skills in cultural arts. Upon completion, students should be able to discuss values, scope, and organizational patterns for cultural programming.					
REC 222	Commercial Recreation & Tourism	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	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.					
REC 224	Leisure & the Aging	02	02	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	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.					
REC 226	Pathways to Wellness	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	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
REC 228	Volunteer Services	01	03	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
RED 070	Essential Reading Skills	03	02	00	04
Prerequisites:	Placement				
Corequisites:	None				
Component:	None				
<p>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.</p>					
RED 080	Introduction to College Reading	03	02	00	04
Prerequisites:	RED 070 or COMPASS Reading Score of 57				
Corequisites:	None				
Component:	None				
<p>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.</p>					
RED 090	Improved College Reading	03	02	00	04
Prerequisites:	RED 080 or COMPASS Reading Score of 68				
Corequisites:	None				
Component:	None				
<p>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.</p>					
REL 110	World Religions	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
REL 221	Religion in America	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
RLS 112	Real Estate Fundamentals	05	00	00	05
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
RLS 113	Real Estate Mathematics	02	00	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
RLS 114	Real Estate Brokerage	02	00	00	02
Prerequisites:	RLS 112 or current Real Estate license				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
RLS 115	Real Estate Finance	02	00	00	02
Prerequisites:	RLS 112 or current Real Estate License				
Corequisites:	None				
Component:	None				
This course provides advanced instruction in financing real estate transactions and real property valuation. Topics include sources of mortgage funds, financing instruments, mortgage types, loan underwriting, essential mathematics, and property valuation. Upon completion, students should be able to demonstrate knowledge of real estate finance necessary to act as real estate brokers.					
RLS 116	Real Estate Law	02	00	00	02
Prerequisites:	RLS 112 or current Real Estate License				
Corequisites:	None				
Component:	None				
This course provides advanced instruction in legal aspects of real estate brokerage. Topics include property ownership and interests, brokerage relationships, agency law, contracts, settlement statements, and NC License Law and Commission Rules. Upon completion, students should be able to demonstrate knowledge of laws relating to real estate brokerage necessary to act as real estate brokers.					
RLS 117	Real Estate Broker	04	00	00	04
Prerequisites:	RLS 112				
Corequisites:	None				
Component:	None				
This course consists of advanced-level instruction on a variety of topics related to Real Estate law and brokerage practices. Topics include: real estate brokerage, finance and sales, RESPA, fair housing issues, selected NC Real Estate License Law and NC Real Estate Commission Rule issues. Upon completion, students should be able to demonstrate knowledge of real estate brokerage, law and finance.					
RLS 212	Real Property Management	02	00	00	02
Prerequisites:	RLS 112				
Corequisites:	None				
Component:	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.					
RLS 214	Construction Methods/Materials	02	02	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	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.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
RLS 216	Land Use Controls	02	00	00	02
Prerequisites:	RLS 112				
Corequisites:	None				
Component:	None				
<p>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.</p>					
RLS 218	Introduction Real Property Valuation	02	00	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
RUS 111	Elementary Russian I	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
RUS 112	Elementary Russian II	03	00	00	03
Prerequisites:	RUS 111				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
RUS 181	Russian Lab 1	00	02	00	01

Prerequisites: None

Corequisites: None

Component: None

This course is a continuation of RUS 111 focusing on the fundamental elements of the Russian language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Russian and to demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

RUS 182	Russian Lab 2	00	02	00	01
----------------	----------------------	-----------	-----------	-----------	-----------

Prerequisites: RUS 181

Corequisites: None

Component: None

This course provides an opportunity to enhance acquisition of the fundamental elements of the Russian language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Russian and to demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

RUS 211	Intermediate Russian I	03	00	00	03
----------------	-------------------------------	-----------	-----------	-----------	-----------

Prerequisites: RUS 112

Corequisites: None

Component: None

This course provides a review and expansion of the essential skills of the Russian language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

RUS 212	Intermediate Russian II	03	00	00	03
----------------	--------------------------------	-----------	-----------	-----------	-----------

Prerequisites: RUS 211

Corequisites: None

Component: None

This course provides a continuation of RUS 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
RUS 221	Russian Conversation	03	00	00	03
Prerequisites:	RUS 212				
Corequisites:	None				
Component:	None				
<p>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.</p>					
RUS 281	Russian Lab 3	00	02	00	01
Prerequisites:	RUS 182				
Corequisites:	None				
Component:	None				
<p>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.</p>					
RUS 282	Russian Lab 4	00	02	00	01
Prerequisites:	RUS 281				
Corequisites:	None				
Component:	None				
<p>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.</p>					
SLP 111	Ethics and Standards for SLPAs	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
SLP 112	SLP Anatomy & Physiology	03	00	00	03
Prerequisites:	A set of courses is required: BIO 163 or BIO 163C and BIO 163L or BIO 169 or BIO 169C and BIO 169L				
Corequisites:	SLP 130 and SLP 140				
Component:	None				
This course introduces the basic pathophysiology of the orofacial and thoracic structures of the human body. Emphasis is placed on the most commonly treated speech, language, and hearing disorders. Upon completion, students should be able to identify and describe basic pathophysiology related to the production of speech and hearing.					
SLP 120	SLPA Administrative Procedures and Management	02	00	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course covers organizational and functional skills appropriate to the speech-language pathology workplace. Emphasis is placed on scheduling, office etiquette, operation of office equipment, time management, and quality issues. Upon completion, students should be able to demonstrate correct operation of office equipment and work cooperatively and effectively within the speech-language pathology professional environment.					
SLP 130	Phonetics/Speech Patterns	02	02	00	03
Prerequisites:	Department Approval				
Corequisites:	SLP 112 and SLP 140				
Component:	None				
This course introduces the International Phonetic Alphabet and the categories of speech sounds, including voice, place, and manner of production. Emphasis is placed on the accurate transcription of normal and abnormal speech samples using the IPA and on the production of effective natural speech. Upon completion, students should be able to transcribe and categorize speech sounds and produce natural speech using appropriate breathing, articulation, and pronunciation.					
SLP 140	Normal Communication	03	00	00	03
Prerequisites:	Departmental Approval				
Corequisites:	None				
Component:	None				
This course introduces normal verbal and non-verbal communications across the life span, including appropriate social interaction with diverse populations. Topics include normal speech, language, and hearing in a multicultural society and an introduction to screening for normality and abnormality. Upon completion, students should be able to identify normal speech, language, and hearing patterns.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
SLP 191	Special Topics in SLP	01	00	00	01
Prerequisites:	Departmental Approval				
Corequisites:	None				
Component:	None				
This course provides an opportunity to explore areas of interest in SLPA. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.					
SLP 211	Developmental Disorders	03	02	00	04
Prerequisites:	All courses required: SLP 111, SLP 112, SLP 130 and SLP 140				
Corequisites:	All courses required: ASL 111, SLP 120 and SLP 212				
Component:	None				
This course covers screening for speech, language, and hearing disorders; use of observational checklists; and administration of therapeutic protocols. Emphasis is placed on conditions commonly treated in speech-language pathology. Upon completion, students should be able to accurately administer screening tests and therapeutic protocols and identify characteristics of developmental speech, language, and hearing disorders.					
SLP 212	Acquired Disorders	03	02	03	05
Prerequisites:	SLP 111, SLP 112 and SLP 140				
Corequisites:	SLP 120 and ASL 111				
Component:	None				
This course is a continuation of SLP 211 and includes an introduction to clinical settings. Emphasis is placed on acquired conditions commonly treated in speech-language pathology. Upon completion, students should be able to accurately administer screening tests and therapeutic protocols and identify characteristics of acquired speech, language, and hearing disorders.					
SLP 220	Assistive Technology	01	02	00	02
Prerequisites:	All courses required: SLP 111, SLP 130 and SLP 140				
Corequisites:	SLP 212				
Component:	None				
This course introduces the preparation, use, and maintenance of selected communication equipment in the treatment of respective disorders. Emphasis is placed on the collaborative use of assistive equipment for speech, language, and hearing disorders. Upon completion, students should be able to instruct the patient and caregiver in the use and maintenance of assistive communication equipment.					
SLP 230	SLP Fieldwork	00	00	12	04
Prerequisites:	SLP 211 and SLP 212				
Corequisites:	SLP 221				
Component:	None				
This course provides supervised fieldwork experience in speech-language pathology assisting in a minimum of two diverse sites. Emphasis is placed on the use of written protocols in providing patient care. Upon completion, students should be able to integrate ethical concepts into safe and effective clinical practice.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
SLP 231	SLP Fieldwork Seminar	03	00	00	03
Prerequisites:	SLP 211 and SLP 212				
Corequisites:	SLP 230				
Component:	None				
This course provides an opportunity to discuss fieldwork experiences with peers and faculty. Emphasis is placed on management of clinical problems, conflict resolution, and job seeking and retention skills. Upon completion, students should be able to meet entry-level requirements for speech-language pathology assistants.					
SOC 210	Introduction to Sociology	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.					
SOC 213	Sociology of the Family	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.					
SOC 220	Social Problems	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
SOC 225	Social Diversity	03	00	00	03

Prerequisites: None

Corequisites: None

Component: None

This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

SOC 230	Race and Ethnic Relations	03	00	00	03
----------------	----------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course includes an examination of the various aspects of race and ethnicity and how these lead to different experiences, opportunities, problems, and contributions. Topics include prejudice, discrimination, perceptions, myths, stereotypes, and intergroup relationships. Upon completion, students should be able to identify and analyze relationships among racial and ethnic groups within the larger society. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

SOC 232	Social Context of Aging	03	00	00	03
----------------	--------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course provides an overview of the social implications of the aging process. Emphasis is placed on the roles of older adults within families, work and economics, politics, religion, education, and health care. Upon completion, students should be able to identify and analyze changing perceptions, diverse lifestyles, and social and cultural realities of older adults. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

SOC 240	Social Psychology	03	00	00	03
----------------	--------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course examines the influence of culture and social groups on individual behavior and personality. Emphasis is placed on the process of socialization, communication, conformity, deviance, interpersonal attraction, intimacy, race and ethnicity, small group experiences, and social movements. Upon completion, students should be able to identify and analyze cultural and social forces that influence the individual in a society. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
SOC 244	Sociology of Death & Dying	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
SOC 250	Sociology of Religion	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
SOC 252	Sociology of Work	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
SPA 111	Elementary Spanish I	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
SPA 112	Elementary Spanish II	03	00	00	03

Prerequisites: SPA 111

Corequisites: None

Component: None

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

SPA 141	Culture and Civilization	03	00	00	03
----------------	---------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course provides an opportunity to explore issues related to the Hispanic world. Topics include historical and current events, geography, and customs. Upon completion, students should be able to identify and discuss selected topics and cultural differences related to the Hispanic world. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

SPA 181	Spanish Lab 1	00	02	00	01
----------------	----------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

SPA 182	Spanish Lab 2	00	02	00	01
----------------	----------------------	-----------	-----------	-----------	-----------

Prerequisites: SPA 181

Corequisites: None

Component: None

This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
SPA 211	Intermediate Spanish I	03	00	00	03

Prerequisites: SPA 112

Corequisites: None

Component: None

This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

SPA 212	Intermediate Spanish II	03	00	00	03
----------------	--------------------------------	-----------	-----------	-----------	-----------

Prerequisites: SPA 211

Corequisites: None

Component: None

This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

SPA 221	Spanish Conversation	03	00	00	03
----------------	-----------------------------	-----------	-----------	-----------	-----------

Prerequisites: SPA 212

Corequisites: None

Component: None

This course provides an opportunity for intensive communication in spoken Spanish. Emphasis is placed on vocabulary acquisition and interactive communication through the discussion of media materials and authentic texts. Upon completion, students should be able to discuss selected topics, express ideas and opinions clearly, and engage in formal and informal conversations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

SPA 281	Spanish Lab 3	00	02	00	01
----------------	----------------------	-----------	-----------	-----------	-----------

Prerequisites: SPA 182

Corequisites: None

Component: None

This course provides an opportunity to enhance the review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
SPA 282	Spanish Lab 4	00	02	00	01

Prerequisites: SPA 281

Corequisites: None

Component: None

This course provides an opportunity to enhance the review and expansion of the essential skills of the Spanish language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

SPI 113	Intro. to Spanish Inter.	03	00	00	03
----------------	---------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course introduces the field of interpreting, interpretation models, cognitive processes associated with interpretation, professional ethical standards, employment opportunities, and working conditions. Topics include specialized jargon, code of ethics, interpreter assessments/qualifications, and protocol associated with various settings. Upon completion, students should be able to explain the rationale for placement of interpreters and apply ethical standards to a variety of working situations.

SPI 114	Ana Skills Spanish Inter.	03	00	00	03
----------------	----------------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course is designed to improve cognitive processes associated with interpreting, listening, short-term memory, semantic equivalence, visual/auditory processing, thought organization and logic. Emphasis is placed on developing skills necessary to generate equivalent messages between Spanish and English. Upon completion, students should be able to consecutively interpret non-technical, interactive messages between Spanish and English.

SPI 213	Review of Grammar	03	00	00	03
----------------	--------------------------	-----------	-----------	-----------	-----------

Prerequisites: None

Corequisites: None

Component: None

This course is designed to review the common elements of Spanish grammar in oral and written form. Emphasis is placed on the fundamental grammatical concepts of the Spanish language. Upon completion, students should be able to demonstrate comprehension and correct usage of specified grammatical concepts in both oral and written form.

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
SPI 214	Intro to Translation	03	00	00	03
Prerequisites: None					
Corequisites: None					
Component: None					
This course is designed to improve the quality of Spanish to English and English to Spanish translation. Emphasis is placed on the practice of Spanish to English and English to Spanish translation in a variety of prose styles. Upon completion, students should be able to demonstrate the usage and understanding of the processes involved in translating.					
SRV 110	Surveying I	02	06	00	04
Prerequisites: ERG 115 and MAT 121					
Corequisites: None					
Component: None					
This course introduces the theory and practice of plane surveying. Topics include measuring distances and angles, differential and profile leveling, compass applications, topography, and mapping. Upon completion, students should be able to use/care for surveying instruments, demonstrate field note techniques, and apply the theory and practice of plane surveying.					
SRV 111	Surveying II	02	06	00	04
Prerequisites: SRV 110					
Corequisites: None					
Component: None					
This course introduces route surveying and roadway planning and layout. Topics include simple, compound, reverse, spiral, and vertical curves; geometric design and layout; planning of cross-section and grade line; drainage; earthwork calculations; and mass diagrams. Upon completion, students should be able to calculate and lay out highway curves; prepare roadway plans, profiles, and sections; and perform slope staking.					
SRV 210	Surveying III	02	06	00	04
Prerequisites: SRV 110					
Corequisites: None					
Component: None					
This course introduces boundary surveying, land partitioning, and calculations of areas. Topics include advanced traverses and adjustments, preparation of survey documents, and other related topics. Upon completion, students should be able to research, survey, and map a boundary.					
SRV 220	Surveying Law	02	02	00	03
Prerequisites: SRV 110					
Corequisites: None					
Component: None					
This course introduces the law as related to the practice of surveying. Topics include surveyors' responsibilities, deed descriptions, title searches, eminent domain, easements, weight of evidence, riparian rights, and other related topics. Upon completion, students should be able to identify and apply the basic legal aspects associated with the practice of land surveying.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
SRV 230	Subdivision Planning	01	06	00	03
Prerequisites:	All courses required: CIV 211, SRV 111 and SRV 210				
Corequisites:	None				
Component:	None				
This course covers the planning aspects of residential subdivisions from analysis of owner and municipal requirements to plat layout and design. Topics include municipal codes, lot sizing, roads, incidental drainage, esthetic considerations, and other related topics. Upon completion, students should be able to prepare a set of subdivision plans.					
SRV 240	Topo/Site Surveying	02	06	00	04
Prerequisites:	SRV 110				
Corequisites:	None				
Component:	None				
This course covers topographic, site, and construction surveying. Topics include topographic mapping, earthwork, site planning, construction staking, and other related topics. Upon completion, students should be able to prepare topographic maps and site plans and locate and stake out construction projects.					
SUR 110	Introduction to Surgical Technology	03	00	00	03
Prerequisites:	Departmental Approval				
Corequisites:	SUR 111				
Component:	None				
This course provides a comprehensive study of the operative environment, professional roles, moral/legal/ethical responsibilities, and medical communication used in surgical technology. Topics include historical development, professional behaviors, medical terminology, interdepartmental/peer/patient relationships, pharmacology, anesthesia, incision sites, and physiology of wound healing. Upon completion, students should be able to apply theoretical knowledge of the course topics to the operative environment.					
SUR 111	Periop Patient Care	05	06	00	07
Prerequisites:	Department Approval				
Corequisites:	SUR 110				
Component:	None				
This course provides theoretical knowledge for the application of essential operative skills during the peri-operative phase. Topics include surgical asepsis, sterilization/disinfection, and perioperative patient care . Upon completion, students should be able to demonstrate the principles and practices of aseptic technique, sterile attire, basic case preparation, and other relevant skills.					
SUR 122	Surgical Procedures I	05	03	00	06
Prerequisites:	SUR 110 and SUR 111				
Corequisites:	SUR 123				
Component:	None				
This course introduces a comprehensive study of surgical procedures in the following specialties: general, gastrointestinal, obstetrical/gynecology, urology, otorhinolaryngology, and plastics/reconstructive. Emphasis is placed on related surgical anatomy, pathology, and procedures thereby enhancing theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
SUR 123	SUR Clinical Practice I	00	00	21	07
Prerequisites:	All courses required: SUR 110, SUR 111				
Corequisites:	SUR 122				
Component:	None				
This course provides clinical experience with a variety of perioperative assignments to build upon skills learned in SUR 111. Emphasis is placed on the scrub and circulating roles of the surgical technologist including aseptic technique and basic case preparation for selected surgical procedures. Upon completion, students should be able to prepare, assist with, and dismantle basic surgical cases in both the scrub and circulating roles.					
SUR 134	Surgical Procedures II	05	00	00	05
Prerequisites:	SUR 123				
Corequisites:	None				
Component:	None				
This course introduces orthopedic, neurosurgical, peripheral vascular, thoracic, cardiovascular, and ophthalmology surgical specialties. Emphasis is placed on related surgical anatomy, pathology, and procedures thereby enhancing theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics.					
SUR 135	SUR Clinical Practice II	00	00	12	04
Prerequisites:	SUR 123				
Corequisites:	SUR 133 and SUR 137				
Component:	None				
This course provides clinical experience with a variety of perioperative assignments to build skills required for complex perioperative patient care. Emphasis is placed on greater technical skills, critical thinking, speed, efficiency, and autonomy in the operative setting. Upon completion, students should be able to function in the role of an entry-level surgical technologist.					
SUR 137	Prof Success Preparation	01	00	00	01
Prerequisites:	SUR 123				
Corequisites:	SUR 134 and SUR 135				
Component:	None				
This course provides job-seeking skills and an overview of theoretical knowledge in preparation for certification. Topics include test-taking strategies, resume preparation, and interviewing techniques. Upon completion, students should be able to prepare a resume, demonstrate appropriate interview techniques, and identify strengths and weaknesses in preparation for certification.					
SUR 210	Adanced SUR Clincial Practice	00	00	06	02
Prerequisites:	SUR 137				
Corequisites:	SUR 211				
Component:	None				
This course is designed to provide individualized experience in advanced practice, education, circulating, and managerial skills. Emphasis is placed on developing and demonstrating proficiency in skills necessary for advanced practice. Upon completion, students should be able to assume leadership roles in a chosen specialty area.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
SUR 211	Advanced Theoretical Concepts	02	00	00	02
Prerequisites:	SUR 137				
Corequisites:	SUR 210				
Component:	None				
This course covers theoretical knowledge required for extension of the surgical technologist role. Emphasis is placed on advanced practice in complex surgical specialties, educational methodologies, and managerial skills. Upon completion, students should be able to assume leadership roles in a chosen specialty area.					
TRE 110	Introduction to Therapeutic Recreation	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course covers the philosophy and goals of therapeutic recreation and how they relate to specific client groups. Topics include therapeutic recreation history and professional development, an introduction to the therapeutic recreation process, and a summary of therapeutic recreation effects on client functioning. Upon completion, students should be able to describe the professional development of therapeutic recreation and to explain the anticipated outcomes of therapeutic recreation service.					
TRE 111	Leisure Education	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course introduces the need to educate for leisure so that clients can use leisure to increase their independence. Emphasis is placed on developing clients' social/transportation/time/money management skills, knowledge of leisure benefits, and other areas necessary for satisfying leisure. Upon completion, students should be able to design and implement a leisure education program for clients with various disabilities.					
TRE 120	Adapted Activities	01	02	00	02
Prerequisites:	REC 120				
Corequisites:	None				
Component:	None				
This course introduces activity and equipment adaptations used in recreation in order to improve access for people with disabilities. Topics include adaptations to make sports, games, outdoor activities, dance, and hobbies accessible. Upon completion, students should be able to adapt activities and equipment to fit individual clients' needs and strengths.					
TRE 122	Activity Coordinator	04	00	00	04
Prerequisites:	None				
Corequisites:	None				
Component:	None				
This course covers topics required by state regulations relating to the development of activity programs in nursing and domiciliary homes. Topics include human development in the late adult years and methods of recreation service delivery in the activity profession. Upon completion, students should be able to design and implement a program of activities that addresses functional and quality of life needs of clients.					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
TRE 221	Behavior Management in Therapeutic Rec	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
TRE 224	Water Sports	01	02	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
TRE 226	Social, Folk, & Square Dance	00	02	00	01
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
TRE 228	Nature Interpretation	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
TRE 230	Camp Administration	02	02	00	03
Prerequisites:	REC 112				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
TRE 240	Emergency Response	03	00	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
TRE 270	Ment Retard/Development Disability Lab	00	02	00	01
Prerequisites:	None				
Corequisites:	A TRE course				
Component:	None				
<p>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.</p>					
TRF 110	Intro Turfgrass Cult & ID	03	02	00	04
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
WLD 110	Cutting Processes	01	03	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
WLD 112	Basic Welding Processes	01	03	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
WLD 115	SMAW (Stick) Plate	02	09	00	05
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
WLD 116	SMAW (Stick) Plate/Pipe	01	09	00	04
Prerequisites:	WLD 115				
Corequisites:	None				
Component:	None				
<p>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.</p>					
WLD 121	GMAW (MIG) FCAW/Plate	02	06	00	04
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
WLD 131	GTAW (TIG) Plate	02	06	00	04
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
WLD 141	Symbols & Specifications	02	02	00	03
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					

		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
WLD 212	Inert Gas Welding	01	03	00	02
Prerequisites:	None				
Corequisites:	None				
Component:	None				
<p>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.</p>					
WLD 261	Certification Practices	01	03	00	02
Prerequisites:	All courses required: WLD 115, WLD 121 and WLD 131				
Corequisites:	None				
Component:	None				
<p>This course covers certification requirements for industrial welding processes. Topics include techniques and certification requirements for prequalified joint geometry. Upon completion, students should be able to perform welds on carbon steel plate and/or pipe according to applicable codes.</p>					
WLD 262	Inspection & Testing	02	02	00	03
Prerequisites:	All courses required: WLD 115, WLD 121 and WLD 131				
Corequisites:	WLD 261				
Component:	None				
<p>This course introduces destructive and non-destructive testing methods. Emphasis is placed on safety, types and methods of testing, and the use of testing equipment and materials. Upon completion, students should be able to understand and/or perform a variety of destructive and non-destructive testing processes.</p>					

FACULTY AND STAFF



FULL-TIME ADMINISTRATIVE STAFF AS OF FEBRUARY 2003

- Joseph Alley** *Director of Media Services*
B.A. – Central Michigan University
- Mary Bailey** *Grant Coordinator*
B.A. – Fayetteville State University
M.S. – Massachusetts Inst. Of Tech.
- Catherine Barkley** *Job Placement & Co-op Education Coordinator*
B.A. – Barton College
- Charles Barlow** *Recruiter/HRD*
B.S. – Shaw University
- 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
- William Boyles** *Interim Dean Of Engineering & Applied Technology Programs*
B.A. – UNC-Pembroke
- Sanford Cain** *Facilities Services Director*
A.A.S. -Fayetteville Technical Community College
- Chadwick Carter** *Recruiter*
B.S. -Lee University
- Eugene Carter** *Instructional Program Coordinator (Basic Skills)*
B.S. – Fayetteville State University
- Norman Carter, Jr.** *Recruiter – CEC*
B.S. – UNC – Pembroke
- Vincent Castano** *Recruiter*
B.A. – UNC-Pembroke
M.A.-Western Carolina University

- Louanna Castleman** *Admissions Evaluator*
 B.A. – East Carolina University
- Lloyd Clayton** *Instructional Program Coordinator (Basic Skills)*
 B.S. – Delaware Valley Co./Sci. & Agr.
 M.A. – Central Michigan University
- Valeria Collins** *Associate Vice President for Student Services*
 B.S. – SC State College
 M.S. – Troy State University
- Barbara Copeland** *Vice President For Institutional Advancement*
 B.S. – Northern Illinois University
 M.S. – Northern Illinois University
- Phillip Crawford** *Counselor, Basic Skills*
 AGS-Central Texas College
 B.S. – Regents College
 M.S. – Jacksonville State University
- Gerald Daniel, II** *Instructional Program Coordinator (Fosused Industry Training)*
 B.S. – NC State University
 M.Div. – Southeastern Baptist Seminary
- Polly Davis** *Research and Planning Director*
 B.S. – University of Georgia
 M.Ed. – University of Georgia
 Ed.D. – NC State University
- Alisa Debnam** *Academic Dean/Health Programs*
 B.S. – East Carolina University
 M.P.H. – UNC-Chapel Hill
- Lisa DeVault** *EMS Coordinator*
 A.A.S. – Fayetteville Technical Community College
- Maria Dominguez** *Counselor*
 B.A.. – New Mexico State University
 M.A. – Webster University
- Roger Dostall** *Learning Lab Director*
 A.A. – St. John’s University
 B.S. – St. John’s University
 M.S. – Campbell University

- Bobby Ervin** *Associate Vice President For Learning Technologies*
 B.A. – Wake Forest University
 M.B.A. – Campbell University
- Deborah Foster** *Librarian*
 A.A.S. – Wingate College
 B.A. – Mars Hill College
 M.Ed. – Southern Arkansas University
 M.L.S. – Kent State University
- Deborah Friedman** *Dean of Business Programs*
 B.S. – Central Michigan University
 M.B.A. – University of Toledo
 Ed.D. – NC State University
- Carolyn Gardner** *Recruiter-CEC*
 B.S. – Fayetteville State University
- William Griffin** *Director of Student Services-Ft-Bragg/Pope AFB*
 A.A.S. – Carteret Technical Institute
 B.A. – University of South Carolina
 M.S. – Troy State University
- Arnita Rena Hall** *Director – Child Care Center*
 B.A. - University of Tennessee-Knoxville
- Brenda Hall** *Registrar/Continuing Education*
- Jennifer Hayden** *Program Coordinator (CFBG)*
 B.A. – UNC- Charlotte
- Carrie Heffney** *Director of Basic Skills Programs*
 B.S. – Fayetteville State University
 M.Ed. – NC State University
- Sharmon Herring** *Instructional Program Director (Business Services)*
 B.S. – Meredith College
 M.B.A. – Campbell University
- Edward Jackson** *Associate Vice President For Curriculum Programs*
 B.S. – Campbell University
 M. Ed. – Campbell University
 Ed.D. – Nova University
- Margarette Johnson** *CASAS Curriculum Specialist, Basic Skills*
 B.S. – Methodist College
- Robbie Johnson** *Instructional Program Director (Industry Training)*
 B.S. – Fayetteville State University
 M.A. – UNC-Pembroke

- Wanda Jones** *Network Communications Manager*
A.A.S. – Fayetteville Technical Community College
- Deborah Jordan** *Counselor*
M.Ed. – Virginia State University
- James Kelley** *Counselor*
M.A. – Cincinnati Bible College & Seminary
D.Ed. – Nova Southeastern University
- Claretha Lacy** *Admissions Evaluator*
B.S. – NC Central University
M.A. – Fayetteville State University
- Donald LaHuffman** *Director of Evening Programs*
B.A. – NC Central University
M.A. – NC Central University
- Joseph Levister, Jr.** *Vice President for Human Resources*
B.S. – NC A & T University
M.B.A. – University of Miami
M.S. – University of Miami
- Oscar Lewis** *Veterans Services Coordinator*
A.M. – West Virginia University
- Sheila Locklear** *Registrar/Curriculum*
A.A.S. – Fayetteville Technical Community College
- Bessie Locus** *Counselor – Special Populations*
B.A. – NC A & T State University
M.S. – NC A & T State University
- Barbara Marson** *Librarian*
B.A. – UNC – Chapel Hill
M.L.S. – UNC-Greensboro
Ph D. – UNC-Chapel Hill
- Joseph Masa, III** *Program Coordinator/Law Enforcement Training*
A.A.S. – Fayetteville Technical Community College
B.S. – Western Carolina University
- Roger McLean** *Director of Counseling Services*
B.A. – UNC – Chapel Hill
M.A.E. – East Carolina University
- Keith McNeill** *Program Coordinator, Basic Skills*
B.A. – UNC – Wilmington

- Janet Melvin** *Financial Aid Director*
A.A.S. – Fayetteville Technical Community College
- Carl Mitchell** *Dean of General & Service Programs*
B.S. – Methodist College
M.A. – Webster University
- Kimberly Morgan** *Counselor*
M.S. – Columbus State University
- Joe Mullis** *Associate Vice President for Continuing Education*
B.S. – Presbyterian College
M.A. – Applachian State University
Ph.D. – Commonwealth Open University
Ed.S. – Applachian State University
- Loutricia Nelson** *Career Center Supervisor*
B.A. – Winthrop University
M.ED. – Winthrop University
- Kelly Norman** *Assessment Retention Specialist*
A.A. – Methodist College
B.S. - Methodist College
- Larry Norris** *President*
B.A. – UNC-Pembroke
M.A. – University of Arkansas
Ed.D. – NC State University
- Martha Parrish** *Instructional Program Coordinator (Community Extension Education)*
B.S. – Appalachian State University
M.A. – East Carolina University
- Linwood Powell** *Vice President for Administrative Services*
B.S. – Campbell University
M.Ed. – NC State University
Ed.D. – Nova University
- Daniel Prescottt** *Director of Management Information Systems*
B.A. – University of Vermont
M.S. – Troy State University
- Carl Reid** *Counselor*
M.A. – Webster University Human Resource Development
M.A. – Webster University - Counseling

- Susan Reid** *Instructional Program Coordinator (Community Services)*
 B.S. – Eastern Kentucky University
- Richard Rice** *Coordinator/Fort Bragg Training*
 A.A.S. – El Paso Community College
 B.S. – Campbell University
- Linda Robotham** *Recruiter – Basic Skills*
- Susan Rose** *Library Services Director*
 B.A. – NC State University
 M.L.S. – UNC-Chapel Hill
- Harper Shackelford** *Counselor*
 B.S. – East Carolina University
 M.S. – East Carolina University
 M.B.A. – Fayetteville State University
- Angelia Smith** *Counselor*
 M. A. – New Mexico State University
- Betty Smith** *Vice President for Financial Services*
 B.S. – Campbell University
 M.B.A. – Campbell University
- Martha Snipes** *Admissions Evaluator*
 B.S. – Campbell University
- David Sucheski** *Assistant Admissions Director*
 Fayetteville Technical Community College
 A.A.S. – A & T College of Morrisville
 B.S. – Utica Col of Syracuse University
- Jimmy Taylor** *Auxiliary Services Coordinator*
 Fayetteville Technical Community College
- Jessie Tolar** *Instructional Program Coordinator (Basic Skills/HRD)*
 B.S. – Methodist College
- Floyd Trimmer** *Director of Fire/Rescue/EMS & Fort Bragg Training*
 B.S. – Methodist College
 M.P.S. – Shippensburg University
- Sheridan Turpin** *Instructional Program Director/Community Service*
 B.A. – UNC-Pembroke
 M.Ed. – NC State University

- W. Steve Wagoner, Sr.** *Dean of Engineering and Applied Technology Programs*
 B.S. – NC State University
 M.A.Ed. – East Carolina University
- Ernest Ward** *Coordinator, Fire/Aircraft Emergency Training*
 A.A.S. – Pikes Peak Community College
- Desandra Washington** *Program Coordinator – Testing*
 B.A. – NC Central University
 M.A. – NC Central University, Student Personnel
 M.A. – NC Central University, School Counseling
- Moses Watson** *Student Activities Director*
 B.A. – Barber Scotia College
 M.A. – Appalachian State University
- John Wheelous, III** *Counselor*
 B.S. – Appalachian State University
 M.A. – Appalachian State University

FULL-TIME FACULTY – FEBRUARY 2003

- Rachael Addison** *Surgical Technology Dept. Chair*
 Diploma – Philadelphia General Hospital
 B.B.A. – Penn. State University
 M.S. – Central Michigan University
- Saresa Aiken** *Basic Skills Education Instructor*
 B.S. – Fayetteville State University
 M.S. – Central Michigan University
- Murray Alford, Jr.** *Mathematics Instructor*
 B.S. – East Carolina University
 M.Ed. – UNC-Pembroke
- Frank Arnold** *CE Industrial Maintenance Instructor*
 Diploma – Fayetteville Technical Community College
 A.A. – University of Maryland
 B.A. – University of Maryland

- Jinx Averitte** *Public Service Division Chair*
 B.S. – Colorado State University
 M.Ed. – Colorado State University
- Joyce Bain** *Basic Skills Education Instructor*
 B.S. – NC Central University
- Ruth Baldwin** *Respiratory Care Dept Chair*
 B.S. – Medical College of Georgia
 M.A. – Fayetteville State University
- Iris Barbour** *English Instructor*
 B.A. – University of Florida
 M.Ed. – UNC-Pembroke
 M A. – NC State University
- Carol Barker** *Biology Instructor*
 B.S. – NC State University
 M.A. – University of Georgia
- Ellon Barlow** *Pharmacy Department Chair*
 B.S. – UNC-Chapel Hill
- Phyllis Bell** *Architectural Technology Dept. Chair*
 Diploma – Fayetteville Technical Community College
 A.A.S. – Fayetteville Technical Community College
- Beymer Bevell, Jr.** *Electronics Engineering Technology Instructor*
 B.S. – Georgia Institute of Technology
 B.S. – AASU 1981 & GA South College
 M.S. – NC State University
- Elizabeth Black** *Music Instructor*
 B.A. – Meredith College
 B.M. – UNC-Greensboro
 M.M. – Converse College
- James Black** *Media Integration Tech Dept. Chair*
 B.S. – US Military Academy
 M.A. – Webster University
 M.B.A. – Campbell University
- Heather Blackburn** *English Instructor*
 M.A. – UNC-Wilmington

- James Blair, Jr.** *Electrical/Electronics Tech Dept. Chair*
 Diploma – Fayetteville Technical Community College, Welding
 Diploma - Fayetteville Technical Community College, Electrical Maintenance
 A.A.S – Fayetteville Technical Community College
- Alvina Blanks** *Mathematics Instructor*
 B.A. – UNC-Pembroke
 M.A. – UNC-Pembroke
- Janice Blum** *Biology Instructor*
 B.S. – Methodist College
 M.S. – NC State University
- Mary Boudreau** *Dental Hygiene Program Coordinator*
 A.A.S. – Fayetteville Technical Community College
 B.S. – Old Dominion University
 M. Ed. – Campbell University
- Sophia Bowman** *Early Childhood Instructor*
 B.S. – South Carolina State University
 M.A. – Fayetteville State University
 Ed.D – Fayetteville State University
- Walter Boyle** *Economics Instructor*
 B.A. – University of Cincinnati
 M.S. – South Dakota State University
 M.B.A. – Fayetteville State University
- Karron Boyles** *Practical Nursing Instructor*
 B.S.N. – Atlantic Christian College
- Michael Brady** *Biology Instructor*
 B.A. – Central Washington State College
 M.S. – Central Washington State College
- Brenda Britt** *Information Systems Instructor*
 A.A.S. – Peace College
 B.A. – St. Andrews Presbyterian College
 M.S.B.E. – UNC-Greensboro
 M.B.A. – Campbell University
- Roger Britt, Jr.** *Instructor/Computer Lab Technician/CE*
 B.A . -St. Andrews Presbyterian College

- Terri Brne** *Physical Education Instructor*
 B.S. – University of South Dakota
 M.Ed. – University of South Dakota
- Frankie Brock** *Associate Degree Nursing Instructor*
 B.S. – Lenoir Rhyne College
 M.S.N. – UNC-Chapel Hill
- Winford Brock** *Industrial Safety Instructor (CE)*
 B.S. – Fayetteville State University
 B.S.B.A. – Appalachian State University
- Carmen Brown** *Program Coordinator/Dental Assisting*
 Diploma – Fayetteville Technical Community College
 A.A.S. – Fayetteville Technical Community College
 B.S. - Western Carolina University
- Jennifer Brown** *Psychology Instructor*
 B.S. - Fayetteville State University
 M.A. - Fayetteville State University
- Joe Brum, Jr.** *Business Administration Instructor*
 B.A. – Methodist College
 M.B.A. – Campbell University
 Ed.D. – Nova University
- Finley Bryan** *(CFBG) Interim Director/Instructor*
 B.S. – UNC – Wilmington
 M.A. – UNC-Greensboro
 Ph.D. – Ohio University
- Kaira Bullock** *Workforce Preparedness Instructor (Basic Skills)*
 B.S. – Fayetteville State University
- Charles Bureau** *Welding Instructor (CE)*
 Diploma – Fayetteville Technical Community College
 A.A.S. – Fayetteville Technical Community College
- Cynthia Burns** *Business Administration Department Chair.*
 B.A. – NC State University, Business Management & Economics
 B.A – NC State Univeristy, Accounting
 M.Ed. – NC State University
- William Butler** *Industrial/Transportation Technologies Division Chairperson*
 Diploma – Fayetteville Technical Community College
 A.A.S. – Fayetteville Technical Community College

- John Cade** *Automotive Systems Technology Instructor*
 Diploma – Fayetteville Technical Community College
 A.A.S – Fayetteville Technical Community College
 A.A.S. – Robeson Community College
 B.S. – Western Carolina University
- Anthony Cameron** *Computer Programming Dept Chair.*
 A.A.S.- Fayetteville Technical Community College
 B.S. – UNC-Chapel Hill
- Marcie Carroway** *Basic Skills Science Instructor*
 B.S. – Fayetteville State University
- Donald Carter** *Carpentry Instructor*
 Diploma – Fayetteville Technical Community College
- Marie Cash** *Mathematics Instructor*
 B.S. – Methodist College
 M.Ed. – Campbell University
- Donald Chavis** *A.C.Heating & Refrigeration Technology Dept Chair.*
 Diploma – Fayetteville Technical Community College
 A.A.S. – Fayetteville Technical Community College
- Tere Chipman** *Criminal Justice Technology Instructor*
 B.A. – Eastern Kentucky University
 M.A. – Webster University
- Martha Christie** *Allied Health Division Chair*
 B.S. – Columbus College
 M.S. – East Carolina University
- William Copeland** *Business Admin/Marketing Program Coordinator*
 B.S. – University of North Alabama
 M.B.A. – Golden Gate University
- Steven Core** *Automotive Systems Technology Dept Chair.*
 Diploma – Fayetteville Technical Community College, Automechanic
 Diploma – Fayetteville Technical Community College, Industrial Mechanic
 A.A.S. – Fayetteville Technical Community College, Automotive Technology
 A.A.S. – Fayetteville Technical Community College, Machinist
- Diana Coumbe** *Program Coord-Healthcare Management Technology*
 B.S. – Purdue University
 M.B.A. – Indiana Wesleyan University

Walter Craver *Social Science Instructor*
B.S. – Appalachian State University
M.A. – Appalachian State University

Melinda Creech *Dental Hygiene Instructor*
A.A.S. – Fayetteville Technical Community College
B.S. – UNC-Chapel Hill

Richard Criste *Emergency Medical Science Department Chair.*
B.H.S. – Campbell University

Mary Croghan *Learning Lab Instructor*
B.A. – Wellesley College
M.Ed. – Duke University

Jose Cruz *Humanities/Foreign Language Dept Chair.*
B.A. – Queens College City of NY
M.A. – Queens College City of NY

Jaime Cruz-Figueroa *Industrial Maintenance Technology Dept Chair.*
Diploma – Fayetteville Technical Community College, Electrical Installation
Diploma – Fayetteville Technical Community College, Industrial Mechanics
A.A.- Campbell University
B.B.A . -Campbell University

Danny Cunningham *Biology Instructor*
B.S. – UNC-Chapel Hill
M.S. – Fayetteville State University

Linda Curtin *Information Systems/Programming Instructor*
A.A.S. – Fayetteville Technical Community College
B.S. – Monmouth College
M.S. – University of Idaho

Phillip Deberry *Sociology Instructor*
B.S. – NC A&T State University
M.A. – UNC-Chapel Hill

Denise Dedeaux *Medical Office Administration Program Coordinator*
A.A.S – Tomlinson College
B.S. – Barton College
M.B.A. – Campbell University

Cara DeLong *Mathematics Instructor*
A. B. – UNC – Chapel Hill
M. A. – UNC-Pembroke

- Carol Dickey** *Paralegal Technology Department Chair.*
 B.A. – UNC-Chapel Hill
 J.D. – UNC-Chapel Hill
- Kenneth Digby** *General Occupational Technology Program Coordinator*
 B.S. – Ohio State University
 M.B.A. – University of Bridgeport
 Ed.D. – Nova University
- Robert Diggs** *Automated Control Inventory Instructor/CE*
 ARMY
- Mary Dillon** *Basic Skills Education Instructor*
 B.S. – West Virginia State University
- Christos Diorietes** *Mathematics Instructor*
 B.S. – Campbell University
 M.Ed. – UNC-Pembroke
- Stewart Ditch** *Plumbing Dept Chair.*
 Diploma – Fayetteville Technical Community College, Plumbing
 Diploma – Fayetteville Technical Community College, Heating/Air Conditioning
 A.A.S. – Fayetteville Technical Community College
- Aurelia Donald** *Information Systems/Programming Instructor*
 A.A. – Fayetteville State University
 B.S. – Fayetteville State University
 M.S. – Bowie State University
- Janis Donaldson** *English Instructor*
 M.Ed. – University of Maryland
 M.F.A. – UNC-Wilmington
- Shahpour Dowlatshahi** *Business Administration Instructor*
 B A – Kingston Poly
 M.S.- University of Surrey
- Sharron Dowless** *Practical Nursing Instructor*
 A.A.S. – Mount Olive College
 B.S. – UNC-Chapel Hill
- Sarah Dunham** *English Instructor*
 B.A. – UNC-Greensboro
 M.Ed. – Georgia State University

- Rita Eads** *Mathematics Instructor*
 B.S. – UNC – Pembroke
 M.A. Ed. – UNC-Pembroke
- William Eanes, Jr.** *Recreation and Leisure Studies Instructor*
 B.S. – Appalachian State University
 M.A.E. – East Carolina University
- Elaine Eckel** *Physical Therapist Assistant Dept Chair*
 B.S. – University of Pennsylvania
 M.A. – UNC-Chapel Hill
- John Edwards, II** *Speech Communications Instructor*
 B.A. – UNC – Charlotte
 M.A. – Murray State University
- Shari Eicher** *English Instructor*
 B.A. – Indiana University of Pennsylvani
 M.A. – UNC – Pembroke
- Mary Ellenbogen** *Associate Degree Nursing Instructor*
 A.A. – Interamerican University
 B.S.N. – Incarnate Word College
 M.S.N. – University of Texas at Austin
- Janice Elliott** *Associate Degree Nursing Instructor*
 A.A.S. – Johnston Community College
 B.S. – Fayetteville State University, Health Education
 B.S. – Fayetteville State University, Nursing
- Donald Ellis** *Masonry Department Chair*
 Diploma – Fayetteville Technical Community College
 A.A.S – Fayetteville Technical Community College
- Sharon Ellis** *Nursing Lab Instructor*
 B.S.N. – East Carolina University
 M.S.N. – East Carolina University
- Susan Ellis** *Dental Hygiene Instructor*
 B.S. – UNC-Chapel Hill
- Karen Elsom** *Accounting Instructor*
 A.A.S – Fayetteville Technical Community College
 B.S. – UNC-Chapel Hill
 M.B.A. – UNC-Chapel Hill

- Stephen Emery** *Chemistry Instructor*
 B.S. – Clemson University
 M.S. – Clemson University, Chemistry
 M.S. – Clemson University, Environmental System Engineering
 Ph.D – Clemson University
- Cathy Fann** *Office Systems Technology Instructor*
 B.S. – Campbell University
- Maurizio Ferrari** *Advertising and Graphic Design Instructor*
 A.A.S. – Fayetteville Technical Community College
- Moira Fescina** *Mathematics Instructor*
 B.A. – Ladycliff College
 M.B.A. – Campbell University
- Linwood Fields** *Welding Technology Instructor*
 Master Welder
- Garrett Flagg** *English/Communications Instructor*
 A.A.- Pima Community College
 B.A. – De La Salle College
 M.A.- University of Arizona
 M.A.- University of Florida
- Daisy Foxx** *Program Coordinator/Business Administration/Banking & Finance*
 B.S. – UNC-Greensboro
 M.B.A. – UNC-Greensboro
- Douglas Fuller** *Physical Education Program Coordinator*
 A.A. – Shenandoah Jr. College
 B.S. – Florida State University
 M.S. – Florida State University
- Joyce Fuller** *Business Services Division Chair.*
 B.A. – Concord College
 M.A. – Savannah College of Art & Design
- Frank Galluccio** *Advertising & Graphic Design Instructor*
 A.A. – Brookdale Community College
 B.S. – Utah State University
 M.Ed. – Utah State University

- Laura Galvan** *Informations Systems Instructor*
 A.A.S. – Del Mar Junior College
 B.S. – Corpus Christi College
 M.B.A. – Liberty University
- Maria Garcia** *Spanish Instructor*
 B.A. – Universidad De Castilla-La Mancha
 M. A. -Universidad De Castilla-La Mancha
- Travis Gaulden** *Physics Instructor*
 B.S. – UNC – Charlotte
 B.S. – Taylor University
 M.S. – UNC-Charlotte
- Terry Gause** *Horticulture Technology/Management Dept Chair.*
 B.S. – NC State University
 M.Ed. – NC State University
- Mary Jane Gentry** *Radiography Dept Chair*
 B.S. – University of Nebraska
 M.Ed. – NC State University
 Ed.D. – NC State University
- Kay Gilbert** *Culinary Technology Dept. Chair*
 B.S. – East Carolina University
 M.Ed. – UNC-Greensboro
- Lawrence Gilman** *Engineering Technologies Division Chairperson*
 B.S.E.E. – Union College
 M.A. – Central Connecticut State Collgee
- George Glann, Jr.** *Sociology Instructor*
 B.S. – Cameron University
 M.A.T. – Fayetteville State University
- Glenn Thomas Godwin** *Biology Instructor*
 B.S. – East Carolina College
 M.A. – East Carolina University
- Paul Goodrum** *Landscape Gardening Instructor*
 A.A.S. – Sandhills Community College
 B.A. – Furman University
- Collins Gray, Jr.** *Science Division Chair*
 B.A. – UNC – Wilmington
 M.A..- East Carolina University

- Anne Greene** *Psychology Instructor*
 B.A. – Methodist College
 M.A. – Fayetteville State University
- Mamie Griffin** *English Instructor*
 B.A. – St. Augustine College
 M.S. – NC A & T Unniversity
 C.A.S. – East Carolina University
- Joan Griswold** *Compensatory Education Instructor*
 B.A. – Fayetteville State University
- Beverly Hall** *Mathematics Instructor*
 B.S. – Texas A & M University
 M.Ed. – Campbell University
- Calton Hall** *Chemistry/Physics Dept Chair*
 B.S. – East Carolina University
 M.A. – East Carolina University
- Milton David Hall** *Funeral Service Education Instructor*
 A.A.S. – Fayetteville Technical Community College
 B.A.S. – Methodist College, Funeral Service
 B.A. – Methodist College, Business Administration
 M.A. – Webster University
- William Hall** *Accounting Dept Chair*
 B.S.B.A. – East Carolina University
 M.B.A. – East Carolina University
- Arthur Hall, Jr.** *Autobody Repair Dept Chair*
 A.A.S. – Fayetteville Technical Community College
 B.S. – Fayetteville State University
- James Hammer** *Basic Skills Education Instructor*
 B.S. – California State University
 M.A. – Fayetteville State University
- Karen Harris** *Early Childhood Associate Instructor*
 B.S. – Fayetteville State University
 M.A. – Fayetteville State University, Education Administration
 M.A. – Fayetteville State University, Elementary Education
- JoAnne Hayes** *Basic Skills Instructor*
 B.A. – NC State University
 M.Ed. – NC State University

- Tony Hayes** *Surveying Tech Prog Coordinator*
 B.S.I.T. – East Tennessee State University
 B.S.C.E. – University of Tennessee
- Jeanette Herring** *Dental Hygiene Instructor*
 A.A.S. – Fayetteville Technical Community College
 B.S. – East Carolina University
- Daniel Hicks** *Architectural Technology Instructor*
 B.E.DA. – NC State University
- Madgie Hill** *Basic Skills Education Instructor*
 B.S. – Methodist College
- Robert Hill, Jr.** *Electronic Servicing Technology Dept Chair*
 A.A.S. – Fayetteville Technical Community College
 B.E.T. – UNC – Chapel Hill
- Barbara Hill-Jones** *Accounting Instructor*
 B.S. – NC A & T University
 M.B.A. – University of Miami
- Thomas Hobgood, III** *Information Systems Computer Programming Instructor*
 A.A.S. – Fayetteville Technical Community College
 B.S. – NC State University
- James Hogan** *Real Estate/Real Estate Appraisal Dept Chair*
 B.S. – Purdue University
 M.S. – Purdue University
 M.A. – University of Miami
 Ph.D. – Miami University
- Janis Holden-Toruno** *Basic Skills Education Instructor*
 B.A. – Rollins College
 M.A. – Webster University
- Stanley Holgate** *Social Science/Humanities/PE Division Chairperson*
 B.A. – Texas Tech University
 Ph.D. – Texas Tech University
- Glenn Holley** *Machining Technology Instructor*
 A.A.S. – Fayetteville Technical Community College
- Jenneth Honeycutt** *Computer Programming Instructor*
 A.A.S. – Fayetteville Technical Community College
 B.S. – UNC-Wilmington

- Robin Horner** *Physics/Chemistry Instructor*
 B.S. – Methodist College
 M.Ed. – East Carolina University
- Annette Hornsby** *Learning Lab Instructor*
 B.A. – Methodist College
- Manton Horton** *ULLS-S4 Automated Software Instructor (DAK Contract)*
- Biancarose Howard** *Basic Skills Instructor*
- Donald Hughes** *Industrial Maintenance Instructor/CE*
- Stephen Hunter** *Information Systems/Network Admin & Support Instructor*
 A.A.S. – Fayetteville Technical Community College
 B.M. – UNC – Greensboro
 M.M. – UNC-Greensboro
- Jack Hurley, Jr.** *CATV Communications/Cabling Instructor*
 A.A. – Essex Community College
 B.S. – University of the State of NY
- Gerald Ittenbach** *Physics/Chemistry Instructor*
 B.S. – NC State University
 M.Ed. – East Carolina University
- Pamela James** *Associate Degree Nursing Instructor*
 B.S.N. – East Carolina University
 M.S.N. – East Carolina University
- Douglas Jarboe** *Information Systems Instructor*
 A.A.S. – Central Texas College
 B.B.A. – The University of Tennessee
 M.S. – Murray State University
- Teddy Jernigan** *Respiratory Care Instructor*
 A.A. – Methodist College
 A.A.S. – Sandhills Community College
 B.S. – Methodist College
- Danette Johnson** *History Instructor*
 B.S. – Methodist College
 M.A. – California State University
- Doty Johnson** *Advertising & Graphic Design Instructor*
 B.A. – Purdue University
 M.S. – Illinois Institute of Technology

- Lisa Johnson** *Dental Hygiene Instructor*
 A.A.S. – Midlands Technical College
 B.S. – NC State University
- Sue Anne Johnson** *Early Childhood Associate Instructor*
 B.S. – Black Hills State College
 M.A. – UNC-Pembroke
- Robert Jones, Jr.** *Social Science Instructor*
 A.A. – Everett Community College
 B.A. – University of Washington
 M.S. – Troy State University
- Dwain Joyce** *Office Systems Technology and Medical Office Administration Dept. Chair*
 B.S. – Campbell University
 M.Ed. – UNC-Greensboro
- Leslie Keenan** *Funeral Service Education Instructor*
 A.A.S. – Fayetteville Technical Community College
 B.S. – South Carolina State College
 M.Ed. – University of South Carolina
- Katherine Kelley** *Learning Lab Instructor*
 B.S. – Appalachian State University
- Sharon Kendrick** *Business Administration Instructor*
 B.S.F.C.S. – University of Georgia
 M.A. – University of Phoenix
- Dianne Kenney** *Mathematics Instructor*
 B.S. – Longwood College
 M.S. – Fayetteville State University
- Lori Kiel** *Mathematics Instructor*
 B.S. – Meredith College
 M.S. – UNC-Chapel Hill
- Mary Kilgore** *Early Childhood Associate Instructor*
 B.S. – University of Montevallo
 M.Ed. – Columbus State University
- Karis King** *English Instructor*
 A.A.-Arizona Western College
 B.A. – Fayetteville State University
 M.A. – Fayetteville State University

- Stella King** *Basic Skills Education Instructor*
 B.S. – Fayetteville State University
- William Kirchman** *E-Commerce/Postal Program Coordinator*
 B.S. – VA Polytechnical Institute
 M.A. – Webster University
- Kenneth Kleiner** *Internet Technology Dept. Chair*
 A.A.S. – Fayetteville Technical Community College, Computer Programming
 A.A.S. – Fayetteville Technical Community College, Media Integration
 B.A. – Fayetteville State University
- Judith Knight** *Chemistry Instructor*
 B.S. – Muskingum College
 M.S. – Wayne State University
 Ph.D. – University of Wisconsin
- Lynne Kreiser** *Even Start Family Literacy Program Instructor*
 B.Ed. – University of Wales
- Rose Kulich** *English Instructor*
 B.A. – ST. Bernard College
 M.Ed. – Georgia State University
- Michael Landon** *Funeral Service Education Dept Chair*
 B.S. – Lock Haven College
 M.A. – Fayetteville State University
- David Leonard** *Mathematics Instructor*
 B.P.A. – Embry-Riddle Aeronautical Univ.
 M.S. – Navel Postgraduate School
 M.S. – Fayetteville State University
- Eugene Li** *Physics Instructor*
 Ph.D – N.C State University
- Gerald Lininger** *Media Integration Technology Instructor*
 A.A.S. – Fayetteville Technical Community College
 B.S. – The Citadel
 M.B.A. – Campbell University
- Ralph Lipscomb** *Maintenance Instructor/CE*
 A.A.S.- Fayetteville Technical Community College
- Michelle Loudermilk** *Psychology Instructor*
 B.A. – University of North Dakota
 M.A. – Chapman University

- Marcia MacKethan** *.English Instructor*
 B.A. – UNC-Charlotte
 M.A. – Fayetteville State University
- Lucinda Mains** *.EMS Instructor (CE)*
- Betty Major** *.Mathematics Instructor*
 A.S. – Chesterfield-Marlboro College
 B.S. – UNC-Charlotte
 M.S. – Radford University
- Deborah Manning** *.Basic Skills Instructor/FAST Coordinator*
 B.A. – Methodist College
 M.A. – Campbell University
- David Martin** *.Mathematics Instructor*
 B.S. – Fayetteville State University
 M.S. – Fayetteville State University
- Jeffrey Martin** *.Biology Instructor*
 B.S. – UNC-Charlotte
 M.S. – UNC-Charlotte
- Judith Maynard** *.Associate Degree Nursing Instructor*
 B.S.N. – UNC-Greensboro
- Bonita Mays** *.Computer Instructor/CE*
- Penelope McConley** *.Certified Nursing Assistant Instructor (CE)*
 A.A.S. – Robeson Community College
- Evelyn McCray** *.Basic Skills Instructor*
 B.S. – The Fort Valley State College
 M.S. – Central Michigan University
- Sean McDaniel** *.Art Instructor*
 M.F.A. – UNC-Greensboro
- Jo McEwan** *.English Instructor*
 B.A. – Fayetteville State University
 M.A. – UNC-Chapel Hill
- John McKenzie** *.Electronics Repair Instructor (CE)*
 A.A.S. – Central Texas College
- Kathleen McLaurin** *.Emergency Medical Science Instructor*
 RN Diploma – St. Louis Municipal School of Nursing
 A.A.S. – Fayetteville Technical Community College

- Michael McLaurin** *Mathematics Division Chair*
 B.S. – UNC-Chapel Hill
 M.A.T. – Duke University
- Kathy McNamara** *Associate Degree Nursing Instructor*
 B.S.N. – University of New Mexico
 M.S.N. – University of Virginia
- James Messenger, Sr.** *EMS Instructor (CE)*
- Brent Michaels** *Business Management Division Chairperson*
 B.S. – East Carolina University
- David Miller, Jr.** *English Instructor*
 B.S. – West Point University
 M.A. – University of Pennsylvania
 M.B.A. – Farleigh Dickinson University
- Michael Mills** *English Instructor*
 B.A. – UNC – Chapel Hill
 M.A. – Temple University
 Ph.D. – Temple University
- Kelly Milward** *Speech Communication Instructor*
 M.A. – UNC-Greensboro
- Loretta Monk** *Mathematics Instructor*
 B.S. – Fayetteville State University
 M.M. – Utah State University
- Sandra Monroe** *Practical Nursing Program Coordinator*
 Diploma – U.S. Army
 B.S.N. – Hampton Institute
- James Morley** *Philosophy Instructor*
 B.A. – University of Maryland
 M.A. – University of Maryland
 Ph.D. – University of Tennessee
- Joe Motte** *Mathematics Instructor*
 B.A. – Fayetteville State University
 M.A. – Fayetteville State University
- Rebecca Moyer** *Early Childhood Instructor*
 B.S. – Fayetteville State University
 M.A. – Fayetteville State University

- Linda Mullins** *ESL/Civic Instructor*
 B.A. – University of Minnesota
- Janet Murphy** *Associate Degree Nursing Instructor*
 B.S.N. – East Carolina University
 M.S.N. – East Carolina University
- Amanda Myers** *Dental Assisting Instructor*
 Diploma – Wayne Community College
- W. Ron O'Brien** *Accounting Instructor*
 A.A. – Gordon Military College
 B.A. – Elon College
 M.B.A. – Monmouth College
- Brian Oldham** *Automotive Systems Technology Instructor*
 A.A.S. – Fayetteville Technical Community College
- Jose Ontiveros** *Computer Repair Instructor (CE)*
- Ronald Orban** *Mathematics Instructor*
 B.A. – Pfeiffer College
 M.S. – Stephen F. Austin University
- Sonja Osborne** *Communications Instructor*
 B.S. – University of the West Indies
 M.A. – Austin Peay State University
- John Page** *Electronics Engineering Tech Instructor*
 B.S. – Fairleigh Dickinson University
 M.S. – Fairleigh Dickinson University
- Rudy Pait** *Info Systems/Network Adm. Support Instructor*
 A.A.S. – Bladen Community College
 B.A. – UNC-Pembroke
 M.A. – Webster University
- John Rainey Parker** *Chemistry Instructor*
 A.B. – Elon University
 D.D.S. – Loyola University Chicago
- Vicki Pate** *Social Science Instructor*
 B.A. – Auburn University
 Master of Sociology – NC State University
- Janice Pavlikiandis** *Continuing Ed – Typing/Keyboarding Instructor*
 B.A. – UNC-Pembroke

- Ilona Pelerin** *Basic Skills Lab Instructor*
 B.S. – Fayetteville State University
 M.S. – Fayetteville State University
- Cheryl Perkins** *Basic Skills Education Instructor*
 B.S. – Fayetteville State University
- Joyce Pettengill** *Emergency Services Instructor (Paramedic)*
- John Philligin, Jr.** *Electrical/Electronics Technology Instructor*
 A.A.S. – Fayetteville Technical Community College
- Weldon Phillips** *Mathematics Instructor*
 B.S. – University of Mississippi
 M.A. – Central Michigan University
 M.S. – Fayetteville State University
- James Pilgrim, Jr.** *Dental Dept. Chair*
 B.S. – NC Central University
 D.D.S – Howard University College of Dentistry
- Mary Pines** *Recreation/Leisure Studies/Fitness Center Instructor*
 A.A.S. – Fayetteville Technical Community College
 B.S. – Mt. Olive College
- Paula Poglinco** *Associate Degree Nursing Instructor*
 Diploma – Laboure School of Nursing
 B.S.N – Pace College
 M.S.N. – UNC-Chapel Hill
- Janice Powell** *Culinary Technology Instructor*
 B.S. – East Carolina University
 M.Ed.- UNC-Greensboro
- Teresa Prober** *Basic Skills Education Instructor*
 B.A. – UNC-Pembroke
- Shelly Pruitt** *Mathematics Instructor*
 B.S. – East Carolina University
 M.A. – East Carolina University
- Phillip Pugh** *Religion/Philosophy Instructor*
 B.S. – NC State University
 M.A. – Abilene Christian University

- Robert Ralph** *Computer Programming Instructor*
 B.S. – Akron University
 M.S. – Akron University
- Bala Raman** *Mathematics Instructor*
 B.S. – C.K.N. College, Cuddalore
 M.S. – Fayetteville State University
- Gary Randle** *Radiography Instructor*
 A.S. – St. Josephs School of Rad. Tech.
 B.A. – Indiana University
 M.S. – Nova Southern University
- Susan Ritter** *Mathematics Instructor*
 B.S. – UNC Greensboro
 M.A. – UNC-Greensboro
- James Robinson** *Social Science Instructor*
 B.A. – NC A & T University
 M.S. – University of Georgia
- Christina Royal** *Recreation Inst/Program Coordinator for AA/AS/
 AGE/Huskins/College Connection & ACA*
 B.S. – NC State University
 M.A.Ed. – Fayetteville State University
- Linda Sanders** *Business Admin/Human Resources Program Coordinator*
 B.S. – Fayetteville State University
 M.B.A. – Fayetteville State University
- Sybil Sasaki** *Basic Skills Instructor (FAST)*
 B.A. – University of Iowa
- Sherry Scarlett** *Office Systems Technology Instructor*
 A.A.S. – Alamance Technical Institute
 B.S. – Appalachian State University
 M.S.B.E. – UNC-Greensboro
- Carol Scheib** *Basic Skills Education Instructor*
 B.S. – Penn State University
- Kamau Scott** *Internet Technologies Instructor*
 A.A.A. – Fayetteville Technical Community College
 CISCO Networking Certificate
 NOVELL Networking Certificate

- Shavone Scott** *HRD Instructor*
 B.S. – University of Maryland
 M.A. – University of Maryland
- Sharon Seaford** *Business Administration/Marketing Instructor*
 B.A. – Methodist College
 B.A. – Lenior-Rhyn College
 M.B.A. – Campbell University
- Brenda Shepherd-Powell** *Learning Lab Instructor*
 B.S. – Fayetteville State University
- Dennis Sheridan** *Postal Service Technology Program Coordinator*
 B.A. – Saint Peter’s College
 M.B.A. – Syracuse University
- James Shirley** *Prog.Coord/ Information Systems/Network Admin & Support*
 A.A.S. – University of South Carolina
 B.A.-University of South Carolina
 Certifications – Microsoft Corporation
- David Sholter** *Advertising and Graphic Design Instructor*
 A.A.S. – Fayetteville Technical Community College
 B.A. – Fayetteville State University
- Angela Simmons** *Dental Instructor*
 A.A. – Fayetteville Technical Community College
- Benjamin Sloan** *English Instructor*
 B.A. – Washington University
 M.F.A. – Brooklyn College
 Ph.D. – C.U.N.Y. Graduate School
- Carol Smith** *Certified Nursing Assistant Instructor*
 Diploma – Kate Bitting School of Nursing
- Frederick Smith** *Biology Instructor*
 B.S. – Campbell University
 M.A.Ed. – East Carolina University
- Lydia Smith** *Basic Skills Instructor*
 B.S. – Methodist College
- Stephen Smith** *Program Coordinator/Bus. Adm/Public Administration*
 B.S. – Marian College
 M.P.S. – Western Kentucky University

- Kimberly Snead-McDaniel** *Biology Instructor*
 B.S. – Fayetteville State University
 M.S. – Fayetteville State University
- Tomecia Sobers** *Sociology Instructor*
 B.S. – Fayetteville State University
 M.A. – Fayetteville State University
- Carralee Spain** *Mathematics Instructor*
 B.S. – Wake Forest University
 M.A. – Wake Forest University
- Stephen Spear** *English/Communications Instructor*
 B.A. – Stephen F. Austin University
 M.A. – Stephen F. Austin University
 Ph.D. – Indiana University
- James Speed** *English Instructor*
 B.S. – Jackson State University
 M.A.T. – Jackson State University
- Linda Starling** *Phlebotomy Program Coordinator*
 B.S. – UNC-Chapel Hill
- Carolyn Stovall** *Associate Degree Nursing Instructor*
 B.S.N. – NC A&T State University
 M.S.N. – Wichita State University
- Beverly Strickland** *Criminal Justice Technology Dept Chair*
 A.A.S. – Emmanuel College
 B.S. – Campbell University
 M.A. – Webster University
- Thomas Strommer** *Mathematics Instructor*
 B.S. – University of Washington
 M.S. – University of Washington
 Ph.D. – University of Washington
- Deborah Stuckey** *Basic Skills Education Instructor*
 B.A. – Boston College
- Margene Sunderland** *Business Administration Instructor*
 A.B. – Notre Dame University
 M.A. – Central Michigan University

- Ann Taylor** *Paralegal Technology Instructor*
 B.A. – Campbell University
 J.D. – Campbell University
- Cheryl Thomas** *Business Administration Instructor*
 B.S.C.J. – Appalachian State University
 J.D. – Mercer University
- Roseann Thomas** *Computer Technology Division Chair*
 B.S. - Fayetteville State University
 B.S. – NC State University
- Ernest Thornton, Jr.** *Electrical/Electronics Instructor*
 Diploma – Fayetteville Technical Community College
 A.A.S. – Fayetteville Technical Community College
- Samuel Tukes** *GED Instructor*
 B.S. – Fayetteville State University
 M.A. – Fayetteville State University
- Larry Vick** *Criminal Justice Instructor*
 J.D. – Rutgers University
- Lisa Volk** *Biology Instructor*
 A.A. – Rine Lake College
 B.A. – Southern Illinois University
 M.S. – Southern Illinois University
- Brian Wagoner** *Basic Skills Education Instructor*
 B.A. – Methodist College
- Gloria Walker** *Business Administration Instructor*
 B.S. – Hampton University
 M.B.A. – Winthrop College
- Margaret Walter** *Basic Skills Education Instructor*
 B.S. – University of Pittsburgh
 M.Ed. – University of Pittsburgh
- Ray Walters** *Program Coord/Bus.Adm/Operations Management*
 B.S. – Southern Illinois University
 M.S. – University of Southern California
- Betty Ward** *Learning Lab Instructor*

- Phillip Warren** *Physical Therapy Assistant Instructor*
 B.S. – Barton College
 M.P.H. – UNC-Chapel Hill
 M.P.T. – Baylor University
 D.P.T. – University of St. Augustine
- Tadashi Watson** *Information Systems/Network Admin & Support Instructor*
 M.A. – Webster University, Public Administration
 M.A. – Webster University, Computer Resource/Information Management
- Patricia Weaver** *Early Childhood Associate Dept Chair*
 B.A. – Methodist College
 M.Ed. – Campbell University
- Kathy Weeks** *Nursing & Health Support Division Chairperson*
 B.S.N. – Western Carolina University
 M.S.N. – UNC-Greensboro
- Robert West** *Mathematics Instructor*
 B.S. – UNC-Pembroke
 M.Ed. – Campbell University
- Johanna Weyant** *English Instructor*
 A.A.S. – Fayetteville Technical Community College
 B.A. – Fayetteville State University
 M.A. – Fayetteville State University
- Joseph White** *English Instructor*
 A.B. – UNC-Chapel Hill
 M.A.T. – University of Virginia
- Bruce Whitney** *Computer Instructor/CE*
- Donald Wilkinson** *Cabinet Making Dept Chair*
 Master Carpenter
- Alisa Williams** *Mathematics Instructor*
 B.S. – Campbell College
 M.Ed. – Campbell University
- Daphne Williams** *English/Communications Division Chairperson*
 B.A. – East Carolina University
 M.A. – Appalachian State University
- Randolph Williams** *Basic Skills Education Instructor*
 B.A. – Fayetteville State University

- Danny Wood** *Machining Technology Dept Chair*
 Diploma – Fayetteville Technical Community College, Tool & Die
 Diploma – Fayetteville Technical Community College, Machinist Technology
 A.A.S. – Fayetteville Technical Community College
- Gary Yates** *A/C, Heating and Refrigeration Technology Instructor*
 A.A.S. – Fayetteville Technical Community College
- David Young** *French Instructor*
 B.A. – Wheaton College
 M.A. – Wayne State University
- Samuel Zahran** *English Instructor*
 B.A. – NC State University
 M.A. – NC State University

A

AC, Heating & Refrigeration Technology	95, 97
Academic Appeals	72
Academic Calendars	9
Academic Life	50
Academic Policies	50
Academic Probation and Suspension	70
Academic Probation	55
Academic Standards	55
Academic Suspension	56
Accounting	70
ACCUPLACER	23
Admission of International Students	28
Admission of Minors	31
Admission of Special Credit Students	32
Admission of Transfer Students	32
Admission Policies and Procedures	24
Admissions	22
Admissions Decisions	68
ADN Advance Placement Option	27
Advertising & Graphic Design	92, 94
Alumni Association	41
Ambassadors	57
Appeal of Academic Suspension	56
Appeals and Due Process	68
Approved Entry Assessments	22
Architectural Technology	100
Assessment and Evaluation of Students	22
Associate Degree Nursing	102
Associate in Arts	104
Associate in General Education	136
Associate in Science	138
Attendance Policy	59
Attendance Problems	69
Autobody Repair Certificate	150
Autobody Repair	148
Automotive Electrical/Electronics Systems Certificate	153
Automotive Engine Performance Certificate	154
Automotive Power Trains Certificate	155
Automotive Suspension Brakes and Heating/Air Conditioning Certificate	156
Automotive Systems Technology	151

B

Baking Certificate	202
Banking and Finance	162
Basic Industrial Systems Certificate	254
Basic Landscape Maintenance	246
Basic Law Enforcement Training	157
Basic Machining Technology Certificate, Evening	276
Basic Office Systems Technology Certificate	289
Basic Plumbing Certificate Evening/Weekend Program	300
Basic Skills Education, Continuing Education	77
Basic Welding Technology Certificate, Evening/Weekend Program	323
Board of Trustees	6
Bookstore Refunds	39
Building Construction Technology	158
Business Administration	160
Business Area Programs	
Accounting	90
Advertising & Graphic Design	92, 94
Baking Certificate	202
Banking and Finance	162
Basic Landscape Maintenance	246
Basic Office Systems Technology Certificate	289
Business Administration	160
C++ Programming Certificate	186
CISCO Networking Certificate	262
COBOL Programming Certificate	187
Computer Programming	184
Computer Technologies	259
Culinary Technology	200
Electronic Commerce	164
Fire Protection Technology in Consortium with Wilson Technical Community College	235
General Occupational Technology	240
Hardware and Software Certificate	283
Horticulture Technology/Management	244
Hotel and Restaurant Management Certificate	249
Hotel and Restaurant Management	247

Human Resources Management . . .	166, 168
Information Systems	257
Information Systems Security	266
Internet Technologies	268
Marketing and Retailing	169
Media Integration Technology	281
Medical Office Administration	284
Microsoft Networking Certificate	263
Network Administration and Support	260
Nortel Networking Certificate	264
Novell Networking Certificate	265
Office Systems Technology	287
Operations Management	171
Pantry Chef Certificate (Garde Manger)	203
Paralegal Technology	290, 292
Postal Service Technology	301, 303
Pre-major in Business Administration	106
Public Administration	173
Real Estate Appraisal Certificate	308
Real Estate Certificate	307
RPG Programming Certificate	188
Small Business Management Certificate	175
Small Business Startup Certificate	176
Visual Basic Programming Certificate	189
Web Back-Offices Certificate	273
Web Design Certificate	270
Web Management Certificate	272
Web Programming Certificate	271

C

C++ Programming Certificate	186
Cabinetmaking	177
Campus Life	41
Career Development	44
Carpentry	178
Child Care Administration Certificate	211
Child Care Development Certificate	212
Child Care Professional Certificate	213
CISCO Networking Certificate	262
Civil Engineering Technology	180
Classification of Students	52

COBOL Programming Certificate	187
College Expenses	37
Community Spanish Interpreter	182
Computer Programming	184
Computer Technologies	259
Computer Use Guidelines	64
Continuing Education	76
Basic Skills Education	77
Business Services	83
Community Service	83
Directory of Services	76
Emergency and Protective Services	80
FTCC Small Business Center	84
General	76
Industry Services	80
Law Enforcement Training	82
Occupational Extension Program	79
Cooperative Education	44
Corrections Certificate	194
Cosmetology	190
Counseling Services	44
Course Descriptions	325
Course Repeat Policy and Procedures	50
Credit for Non-Traditional Learning	33
Credits	50
Crime Awareness and Campus Security Act of 1990	49
Criminal Justice Technology	192
Culinary Technology	200
Curriculum List	87

D

Dean's List	57
Dental Assisting	204
Dental Hygiene	206
Developmental Course Grading System	55
Disciplinary Action	66
Disciplinary Procedures	66
Disciplinary Sanctions	67
Dismissal	71
Distance Education	86

E

Early Childhood Associate	208
Electrical/Electronics Technology	219, 221
Electronic Commerce	164

Electronics Engineering Technology	223
Electronics Servicing Technology	225
Emergency and Protective Services, Continuing Education	80
Emergency Medical Science Certificate	233
Emergency Medical Science Diploma	231
Emergency Medical Science	227
EMS Bridging Program	229
Engineering and Technical Programs	
AC Heating & Refrigeration Technology	95, 97
Architectural Technology	100
Autobody Repair Certificate	150
Autobody Repair	148
Automotive Electrical/Electronics Systems Certificate	153
Automotive Engine Performance Certificate	154
Automotive Power Trains Certificate	155
Automotive Suspension, Brakes, and Heating/Air Conditioning Certificate	156
Automotive Systems Technology	151, 323
Building Construction Technology	158
Cabinetmaking	177
Carpentry	178
Civil Engineering Technology	180
Electrical/Electronics Technology	219, 221
Electronics Servicing Technology	225
EMS Bridging Program	229
Horticulture Technology/ Management	244
Basic Industrial Systems Certificate	254
Basic Machining Technology Certificate, Evening	276
Machining Technology	274
Masonry	277
Mechanical Drafting Technology	278
Plumbing	299
Basic Plumbing Certificate, Evening/ Weekend Program	300
Surveying Technology	316
Welding Technology	321
Basic Welding Technology Certificate, Evening/Weekend Program	323
Entry Assessment	22

F

Family Child Care Certificate	214
FTCC Small Business Center, Continuing Education	84
Facility Maintenance Worker	234
Faculty Advisement	45
Faculty and Staff	621
Financial Aid	40
Financial Information	37
Fire Protection Technology in Consortium with Wilson Technical Community College	235
Fort Bragg and Pope Air Force Base Student Services	46
Frequently Used Phone Numbers	8
FTCC Purpose Statement	15
Funeral Service Education	237

G

General and Public Service Programs	
Associate in Arts	104
Associate in General Education	136
Pre-major in Business Administration	106
Pre-major in Business Education and Marketing Education	108
Pre-major in Elementary Education, Middle Grade Education and Special Education	112
Pre-major in English Education	116
Pre-major in English	114
Pre-major in Health Education	118
Pre-major in History	120
Pre-major in Nursing	122
Pre-major in Physical Education	124
Pre-major in Political Science	126
Pre-major in Psychology	128
Pre-major in Social Science Secondary Education	130
Pre-major in Social Work	132
Pre-major in Sociology	134
Associate in General Education	136
Associate in Science	138
Pre-major in Science Degrees Pre-major in Biology and Biology Education	140
Pre-major in Chemistry and Chemistry Education	142

Pre-major in Mathematics	144
Pre-major in Mathematics Education . . .	146
Criminal Justice Technology	192
Early Childhood Associate	208
Child Care Administration	
Certificate	211
Child Care Development	
Certificate	212
Child Care Professional	
Certificate	213
Funeral Service Education	237
N.C. Funeral Director	239
Recreation and Leisure Studies	310
General Competencies for FTCC	
Graduates	56
General Contractor's License Preparation	
Certificate	179
General Information	13
General Occupational Technology	240
Grades	69
Grading Procedures	53
Grievance Procedure	72

H

Hardware and Software Certificate	283
Health Area Programs	
Associate Degree Nursing	102
Dental Assisting	204
Dental Hygiene	206
Emergency Medical Science	227
Healthcare Management Technology . .	242
Phlebotomy	296
Physical Therapist Assistant	297
Practical Nursing	304
Radiography	305
Respiratory Care	312
Speech-Language Pathology	
Assistant	314
Surgical Technology	318, 320
Health Services	46
Healthcare Management Technology	242
History of FTCC	13
Honors and Awards	57
Horticulture Technology/Management . . .	244
Hotel and Restaurant Management	
Certificate	249
Hotel and Restaurant Management	247

Human Resource Management	166
-------------------------------------	-----

I

Industrial Management Technology	255
Industrial Systems Technology	250, 252
Information Systems Security	266
Information Systems	257
Institutional Charter and Accreditations . .	16
Intercurricular Transfer of Credits	33
Internet Technologies	268
Investigations Certificate	196

J

Job Placement	46
-------------------------	----

L

Latent Evidence Certificate	195
Latent Evidence	198
Law Enforcement Certificate	197
Law Enforcement Training,	
Continuing Education	82
Learning Resource Center	46

M

Machining Technology	274
Marketing and Retailing	169
Marshal's	58
Masonry	277
Mechanical Drafting Technology	278
Mechanical Drafting Technology Basic	
CAD Drafting Certificate	280
Media Integration Technology	281
Medical Office Administration Certificate .	286
Medical Office Administration	284
Microsoft Networking Certificate	263

N

N.C. Funeral Director	239
NCCCS Accountability Measures	
2001-2002	20
Network Administration and Support	260
New Student Orientation	35
Nondiscrimination Statement	7
Nortel Networking Certificate	264
Novell Networking Certificate	265

O

Occupational Extension Program, Continuing Education	79
Office Systems Technology	287
Operations Management	171

P

Pantry Chef Certificate (Garde Manger)	203
Paralegal Technology	290, 292
Pharmacy Technology	294
Phlebotomy	296
Physical Therapist Assistant	297
Plumbing	299
Possession of Weapons on Campus	65
Postal Service Technology	301, 303
Practical Nursing	294
Pre-major in Biology and Biology Education	140
Pre-major in Business Administration	106
Pre-major in Business Education and Marketing Education	108
Pre-major in Chemistry and Chemistry Education	142
Pre-major in Criminal Justice	110
Pre-major in Elementary Education, Middle Grade Education and Special Education	112
Pre-major in English Education	116
Pre-major in English	114
Pre-major in Health Education	118
Pre-major in History	120
Pre-major in Mathematics Education	146
Pre-major in Mathematics	144
Pre-major in Nursing	122
Pre-major in Physical Education	124
Pre-major in Political Science	126
Pre-major in Psychology	128
Pre-major in Social Science Secondary Education	130
Pre-major in Social Work	132
Pre-major in Sociology	134
President's Award, The	58
President's Message	2
President's List	57
Program Accreditations and Associations	16

Program Prerequisites	25
Public Administration	173
Publishing Guidelines for Student Publications	42
Purpose of the Catalog	7

R

Radiography	305
Re-admission of Former Students	34
Real Estate Appraisal Certificate	308
Real Estate Certificate	307
Recreation and Leisure Studies	310
Refund Policies	39
Release of Student Information	74
Requirements for Graduation	58
Requirements for Taking Entry Assessment	22
Residency Classification for Tuition Students	38
Respiratory Care	312
RPG Programming Certificate	188

S

Schedule Adjustments and Withdrawals	52
Selection Criteria	26
Sexual Harassment Complaints	72
Small Business Management Certificate	175
Small Business Startup Certificate	176
Special Education	215
Speech-Language Pathology Assistant	314
Standards of Progress	55
Student Activities	41
Student Code of Conduct	62
Student Government Association	41
Student Grievance Policy and Procedure	71
Student Housing	49
Student Insurance	40
Student Obligations	59
Student Rights and Privacy Act	74
Student Rights	61
Student Rights, Responsibilities and Judicial Procedures	61
Student Services	43

Students With Disabilities	47
Student Records	73
Surgical Technology	328, 320
Surveying Technology	306

T

Table of Contents	3
Teacher Associate	217
Tuition and Fees	37
Tuition Refunds	39
Tuition Waivers	39

V

Veterans Services Office	49
Visual Basic Programming Certificate	189

W

Web Back-Offices Certificate	273
Web Design Certificate	270
Web Management Certificate	272
Web Programming Certificate	271
Welding Technology	321

